



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

P.O. Box 281
Warrenton, NC 27589-0281
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www.warrenton.nc.gov

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM October 14, 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 September 9, 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
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
8. New Business
 - a. EPA Brownfield Grant Accomplishments – for information
 - b. Downtown Economic Development Grant – for information
 - c. BJA FY24 Memorial Justice Systems Grant – for consideration
 - d. Water/Sewer Ordinance Update – for information
 - e. Crime Stoppers Proposed Committee – for consideration (pending legal review)
 - f. Change Purchase Order Policy (per auditor) – for consideration
9. Announcements
 - a. Employee Appreciation Luncheon, December 17th at 12:00 noon at fire station.
(Determine number of board members attending.)
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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

September 9, 2024

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Dian Sourelis	Commissioner Jason Young
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, September 9, 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 remember Mr. Blalock's family as his daughter undergoes surgery and all the First Responders as Patriot's Day is Wednesday, September 11, 2024. The Pledge of Allegiance was led by Commissioner Hunter.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner White 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 August 12, 2024, board meeting were presented. Commissioner Blalock made a motion to approve the minutes as presented, with a second by Commissioner Hunter. 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
- (h) Response Letter to Mr. Hicks

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

Committee Reports

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items. Public Works Director, Bill Perkinson informed the board that the equipment needed to repair rotors at the WWTP is set to be delivered in the next day or two. Town Administrator, Robert Davie informed the Board that Verizon is set to place antennas on the Town’s water tower, and afterwards T-Mobile intends to install their first antenna. Commissioner Young inquired if anything can be done to repair the potholes on Fairview Street at the Post Office. The Board questioned whether the U.S. Post Office would be responsible for repairs as their trucks are causing the damage. Public Works Director, Bill Perkinson stated that he would investigate the issue.
- (c) Public Safety – Commissioner Ayscue was not in attendance. Mayor Gardner stated there was no additional report other than agenda items. Chief of Police, David Elliott presented the incident summary for the month of August 2024.
- (d) Human Resources – Information Technology – Commissioner White informed the board of the transition of part-time employee, Anthony Steed, to a full-time position at Public Works vacated by the retirement of H.A. Smiley.
- (e) Revitalization/Historic District Commission – Commissioner Coffman was not in attendance. Town Administrator, Robert Davie presented an application to serve from Shantae Williams for the Economic Vitality for Revitalization Committee for consideration. Commissioner Blalock made a motion to approve the appointment of Ms. Wheeler, with a second by Commissioner White. The motion was approved by unanimous vote.
- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items. Ms. Sourelis questioned whether the disintegrated planters in front of businesses along Main Street could be removed. Town Administrator, Robert Davie stated the planters do not belong to the Town. Mr. Davie and Commissioner Sourelis will meet to look at the planters.
- (g) Planning/Zoning/Annexation – Commissioner Young informed the board that the Zoning Board of Adjustments had approved a Zoning Variance for a porch to be built on a lot under the required 12,000 sq. feet at 307 W. Franklin Street

Old Business

(a) Status of Grants –for information

Parks and Recreation Trust Fund (PARTF) – PARTF Grant application awarded to develop park parcels along Church and N. Hall Streets \$95,743. Town Administrator, Robert Davie informed the Board that the grant would require a 50% match. He further stated that due to the property owner's death an appraisal of the property would also be required at the Town's cost. After significant discussion over lack of funding and the open-ended question as to whether the Hillmon Poythress property could be obtained, Commissioner Blalock made a motion to respectfully decline the grant funding. Commissioner Sourelis seconded the motion, and the motion was approved by unanimous vote.

NC DEQ Wastewater and WWTP Rehab – NCDEQ applications for Wastewater and WWTP awarded \$1,250,000 for improvements to the Wastewater Treatment Plant and \$1,000,000 for improvements to the town's sewer lines.

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

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

Fund 67 – NC Neighborhood Revitalization Program – Second phase rehab of two homes on Bute and S. Bragg Streets is nearing completion. The third of the three replacement houses is now complete and Fairlane Drive resident moving in shortly.

Fund 71 – Brownfield Grant –\$32,000 of \$300,000 remaining in budget. Closeout expected in October 2024.

Golden Leaf Storm Water Grant –Town awarded \$196,447.50 for stormwater repairs to Brehon Street. The survey of affected areas is complete. Engineer preparing bid documents.

Southern Crescent Regional Commission

Town had received official notice of award of \$80,000.

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)
- Petrie Foundation for Spaying and Neutering Grant: \$80,000, no match required, in partnership with Warrenton Veterinary Clinic. (Award date end of September 2024.)

(b) Warrenton Subdivision Ordinance Development – for consideration - Town

Administrator, Robert Davie presented two options for development of the Subdivision Ordinance. Mr. Davie's preferred option would be to go with Code Wright Planners at the cost of \$10,000 as they are a firm with extensive experience. Commissioner Blalock made a motion to proceed with Code Wright Planners for the Subdivision Ordinance, with a second by Commissioner Young. The motion was approved by unanimous vote.

New Business

(a) Officer Recruitment Recommendations – for consideration - Chief of Police, David Elliott, presented the Police Department Promotion Plan designed for recruitment. This plan, drafted by Chief Elliott and modeled on a current plan at the City of Henderson, was reviewed by David Hill of HR Essentials who recommended the salary ranges. The plan would increase types of positions with the Police Department to include Police Officer 1, Police Officer 2, Senior Police Officer, and Police Sergeant. The current plan only includes Police Officer and Sergeant. The pay for these positions would be:

- Police Officer 1 - \$50,000 to \$75,000
- Police Officer 2 - \$52,500 to \$78,750
- Senior Police Officer - \$55,125 to \$82,687
- Police Sergeant - \$60,755 to \$91,162
- These increments represent 5% increases

Commissioner Blalock made a motion to approve the promotion plan as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

(b) Surveillance Alternatives – for information – Chief of Police, David Elliott and Town Administrator, Robert Davie, have been investigating alternatives in the event the open positions in the Police Department cannot be filled. One option is Mobile Surveillance Technology, which can be used for a variety of purposes. Some of these uses include constant surveillance of problem areas, capturing license plates of speeding vehicles, in conjunction with mobile speed detection, and the unit can be moved to a variety of areas. The cost to lease the unit would be \$2500 per month for a three- year term. The lease would be all inclusive with no insurance and no repairs by the Town. Mr. Davie requested time to talk with USDA to inquire about equipment grant information before moving forward.

(c) Christmas Parade Resolution – for consideration - Town Administrator, Robert Davie presented a resolution declaring the Christmas Parade for Saturday, December 14, 2024, at 5:00 PM. Commissioner Young motioned to approve the resolution. Commissioner Hunter seconded the motion, and the motion was approved by unanimous vote.

(d) AIA Grant Application Resolution – Town Administrator, Robert Davie presented AIA Grant Application Resolution for Water Infrastructure. Commissioner Blalock made a motion to approve Grant Application Resolution as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

Announcements – Mayor Gardner announced that the Kerr Tar Council of Government's Annual banquet will be held on Thursday, September 26, 2024, in Roxboro. Commissioners are asked to inform the Town Administrator, Robert Davie, if they plan to attend.

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

Town of Warrenton
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Period Ending 9/30/2024

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	3,260.00	8,430.00	8,430.00	(40,110.00)	17%	
Revenues Totals:	48,540	0.00	3,260.00	8,430.00	8,430.00	(40,110.00)	17%	
Expenses								
34-405-203 Supplies	500	0.00	0.00	44.99	44.99	455.01	9%	
34-405-250 Lights/Heat/Security	3,000	976.23	206.71	698.77	698.77	1,325.00	56%	
34-405-251 Telephone/Internet	3,000	1,781.82	197.18	856.34	856.34	361.84	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	1,775.00	0.00	815.00	815.00	410.00	86%	
34-405-400 Liability Insurance	170	37.50	0.00	0.00	0.00	132.50	22%	
34-405-422 Rent Paid by Town	36,000	10,500.00	3,000.00	12,000.00	12,000.00	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	15,070.55	3,403.89	14,415.10	14,415.10	19,054.35	61%	
Expenses Totals:	48,540	15,070.55	3,403.89	14,415.10	14,415.10	19,054.35	61%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(143.89)	(5,985.10)	(5,985.10)			

Budget vs Actual

Town of Warrenton
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Period Ending 9/30/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	29,209.24	33,900.46	33,900.46	(449,006.54)	7%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	2,465.16	2,471.11	2,471.11	(2,528.89)	49%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	8.13	8.13	8.13	(1,991.87)	0%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	199.86	489.26	489.26	(1,710.74)	22%
37-307-310 Motor Vehicles - Current	54,180	0.00	4,081.09	15,168.52	15,168.52	(39,011.48)	28%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	34,530.63	97,456.87	97,456.87	(279,543.13)	26%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	21,034.93	21,034.93	21,034.93	21,034.93	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	19,919.48	19,919.48	19,919.48	(66,080.52)	23%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	506.62	506.62	(493.38)	51%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	159.67	159.67	(440.33)	27%
37-335-335 Powell Bill	31,826	0.00	16,958.10	16,958.10	16,958.10	(14,867.90)	53%
37-345-345 Zone Board of Adj	3,000	0.00	50.00	250.00	250.00	(2,750.00)	8%
37-345-346 Code Enforcement	3,000	0.00	300.00	1,525.00	1,525.00	(1,475.00)	51%
37-351-353 Landfill Fees Residential	208,224	0.00	16,706.16	50,941.41	50,941.41	(157,282.59)	24%
37-351-356 Police Rpt Fees	50	0.00	5.00	10.00	10.00	(40.00)	20%
37-351-357 Court Fees	250	0.00	0.00	11.29	11.29	(238.71)	5%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	8,085.00	8,085.00	(24,255.00)	25%
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	20.03	20.03	(79.97)	20%
37-365-001 Interest Income	50	0.00	0.00	6.22	6.22	(43.78)	12%
37-365-351 Revitalization Comm	8,080	0.00	2,501.00	5,571.00	5,571.00	(2,509.00)	69%
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	0.00	11,220.95	11,220.95	(50,207.05)	18%
37-365-371 WS 25% of GF Exp	110,354	0.00	0.00	22,770.38	22,770.38	(87,583.62)	21%
37-365-401 Mis/Revenue/License Tags	0	0.00	110.00	190.00	190.00	190.00	

Budget vs Actual

Town of Warrenton
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Period Ending 9/30/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	5,050.34	5,050.34	(22,949.66)	18%	
37-365-501 Misc Revenue POLICE	0	0.00	4.50	4.50	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	150,778.28	313,729.27	313,729.27	(1,236,071.73)	20%	
Expenses								
37-401-010 Salary - Full Time	175,867	0.00	14,098.96	45,089.68	45,089.68	130,777.32	26%	
37-401-012 Salary - Adm Assistant	54,432	0.00	4,144.00	14,504.00	14,504.00	39,928.00	27%	
37-401-020 ER-FICA Taxes	13,454	0.00	1,077.96	3,447.23	3,447.23	10,006.77	26%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	316.42	1,107.47	1,107.47	3,056.53	27%	
37-401-030 ER-Retirement - Orbit	47,096	0.00	3,730.68	12,186.89	12,186.89	34,909.11	26%	
37-401-040 ER-Health Insurance	22,730	9,474.63	2,576.16	10,544.76	10,544.76	2,710.61	88%	
37-401-050 ER-Life Insurance	576	384.00	48.00	192.00	192.00	0.00	100%	
37-401-060 ER-Workman's Comp	299	0.00	0.00	298.62	298.62	0.38	100%	
37-401-200 Travel Expense	681	0.00	230.00	680.24	680.24	0.76	100%	
37-401-203 Supplies	4,975	911.19	69.87	737.45	737.45	3,326.36	33%	
37-401-250 Light, Heat & Security	6,246	3,445.85	927.37	2,773.49	2,773.49	26.66	100%	
37-401-251 Telephone & Postage	4,000	2,165.26	123.01	676.97	676.97	1,157.77	71%	
37-401-255 Bldg. Maint/ Clean SVS	9,000	3,404.66	626.30	1,231.29	1,231.29	4,364.05	52%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	900.00	900.00	2,850.00	24%	
37-401-295 Training	2,000	0.00	0.00	215.00	215.00	1,785.00	11%	
37-401-301 Computer Maint	4,800	2,974.26	282.14	1,363.96	1,363.96	461.78	90%	
37-401-302 Software Support	2,000	360.63	319.48	355.46	355.46	1,283.91	36%	
37-401-304 Website	800	0.00	0.00	0.00	0.00	800.00		
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	0.00	0.00	0.00	500.00		
37-401-307 Special Events	2,225	100.00	0.00	50.00	50.00	2,075.00	7%	
37-401-309 Advertising	2,270	0.00	0.00	0.00	0.00	2,270.00		
37-401-310 Dues & Subscriptions	3,500	700.00	0.00	2,126.00	2,126.00	674.00	81%	

Budget vs Actual

Town of Warrenton
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Period Ending 9/30/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	0.00	0.00	700.00	
37-401-400 Liability Insurance	7,500	2,383.28	0.00	0.00	0.00	5,116.72	32%
37-401-401 County Tax Collection Svs	8,000	0.00	478.21	552.98	552.98	7,447.02	7%
37-401-405 Audit Expense	12,084	2,875.00	0.00	8,625.00	8,625.00	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	0.00	3,971.47	3,971.47	(3,971.47)	
37-401-499 Miscellaneous Expense	4,755	0.00	330.00	580.00	580.00	4,175.00	12%
37-401-802 Truist Parking Lot Loan Principal	10,035	0.00	0.00	4,954.46	4,954.46	5,080.54	49%
37-401-832 Truist Parking Lot Loan Interest	6,203	0.00	0.00	3,166.55	3,166.55	3,036.45	51%
37-401-998 Contingency	16,806	0.00	0.00	0.00	0.00	16,806.00	
General Government Totals:	435,948	31,578.76	29,678.56	120,330.97	120,330.97	284,038.27	35%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	375.00	1,125.00	25%
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	28.68	86.32	25%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	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	403.68	403.68	1,881.32	18%
37-405-345 Zoning/Ordinances	20,200	10,000.00	0.00	0.00	0.00	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	0.00	295.96	455.96	455.96	7,624.04	6%
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	10,000.00	295.96	455.96	455.96	21,544.04	33%
37-501-010 SALARY FULL TIME	231,349	0.00	9,529.86	29,819.60	29,819.60	201,529.40	13%
37-501-014 Salary - Part Time	29,400	0.00	2,805.00	13,470.00	13,470.00	15,930.00	46%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	3,257.82	3,257.82	11,138.18	23%
37-501-016 Salary - Admin Assistant	42,566	0.00	3,232.00	11,312.00	11,312.00	31,254.00	27%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-018 Salary PD Weekend	5,000	0.00	2,385.00	5,895.00	5,895.00	(895.00)	118%
37-501-019 Salary - Over-Time	10,000	0.00	663.18	3,146.38	3,146.38	6,853.62	31%
37-501-020 ER-FICA Taxes	24,200	0.00	1,490.33	5,084.31	5,084.31	19,115.69	21%
37-501-030 ER - Retirement Orbit	68,792	0.00	1,630.91	8,282.54	8,282.54	60,509.46	12%
37-501-031 ER - 401K 5%	13,688	0.00	509.65	1,648.30	1,648.30	12,039.70	12%
37-501-040 ER - Health Insurance	50,712	16,823.47	1,643.11	4,160.41	4,160.41	29,728.12	41%
37-501-050 ER - Life Insurance	1,010	432.00	48.00	144.00	144.00	434.00	57%
37-501-060 ER - Workman's Comp	5,500	0.00	0.00	5,472.83	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	2,088.22	534.49	943.48	943.48	1,968.30	61%
37-501-204 Uniforms	3,000	516.93	637.47	637.47	637.47	1,845.60	38%
37-501-205 Equipment & Material	4,000	0.00	0.00	95.43	95.43	3,904.57	2%
37-501-250 Light, Heat & Security	6,600	3,534.24	903.66	2,845.10	2,845.10	220.66	97%
37-501-251 Telephone & Postage	8,110	5,635.54	582.96	1,522.05	1,522.05	952.41	88%
37-501-252 Fuel	20,000	13,201.22	905.65	1,798.78	1,798.78	5,000.00	75%
37-501-255 Bldg Maint/Clean Svs	6,344	3,404.66	626.30	1,231.29	1,231.29	1,708.05	73%
37-501-295 Training	2,000	0.00	0.00	0.00	0.00	2,000.00	
37-501-301 Computer Maint	5,951	2,663.73	444.14	1,592.96	1,592.96	1,694.31	72%
37-501-302 Software Support	6,655	620.00	4,356.21	4,356.21	4,356.21	1,678.79	75%
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	151.25	729.69	729.69	770.31	49%
37-501-372 2016 Dodge Car 300	1,500	500.00	0.00	0.00	0.00	1,000.00	33%
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	
37-501-378 2023 Dodge Car 225	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
37-501-400 Liability Insurance	16,500	2,120.13	0.00	0.00	0.00	14,379.87	13%
37-501-415 Police Shots Medical	1,000	140.00	0.00	110.00	110.00	750.00	25%
37-501-420 Attorney Fees	15,000	11,565.00	0.00	3,435.00	3,435.00	0.00	100%
37-501-433 COP Program	500	0.00	500.00	500.00	500.00	0.00	100%
37-501-499 Miscellaneous	1,000	302.23	369.52	445.52	445.52	252.25	75%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,630	0.00	0.00	4,629.14	4,629.14	0.86	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,965	0.00	0.00	0.00	0.00	4,965.00	
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	150.86	150.86	0.14	100%
37-501-834 Police 2019 Cars Loan Interest (USDA)	462	0.00	0.00	0.00	0.00	462.00	
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	64,047.37	35,034.63	116,716.17	116,716.17	453,445.46	29%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	236.40	898.32	898.32	1,783.68	33%
37-601-020 ER-FICA Taxes	230	0.00	18.09	68.73	68.73	161.27	30%
37-601-060 Workers Comp	660	0.00	0.00	610.62	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	21,900.00	21,900.00	65,700.00	25%
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	7,554.49	23,477.67	23,477.67	70,450.33	25%
37-651-330 Christmas Lights/Santa House	1,730	0.00	0.00	0.00	0.00	1,730.00	
37-651-331 Haley Haywood Park	785	0.00	0.00	0.00	0.00	785.00	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	0.00	2,000.00	
37-651-333 Street Beautification - Below \$5,000	4,000	917.70	816.69	836.51	836.51	2,245.79	44%
37-651-335 Street Lighting Electric Bill	30,500	22,815.22	2,547.15	7,684.78	7,684.78	0.00	100%
Signs and Lights Totals:	39,015	23,732.92	3,363.84	8,521.29	8,521.29	6,760.79	83%
37-701-010 Salary - Full Time	61,826	0.00	5,425.89	16,023.39	16,023.39	45,802.61	26%
37-701-014 Salary - Part Time	19,140	0.00	1,563.65	4,959.92	4,959.92	14,180.08	26%
37-701-019 Over-Time	1,379	0.00	0.00	0.00	0.00	1,379.00	
37-701-020 ER-FICA Taxes	6,299	0.00	533.53	1,601.13	1,601.13	4,697.87	25%
37-701-030 ER - Retirement - Orbit	16,840	0.00	1,096.14	3,571.66	3,571.66	13,268.34	21%
37-701-040 ER-Health Insurance	17,626	9,633.97	1,115.31	4,949.15	4,949.15	3,042.88	83%
37-701-050 ER-Life Insurance	468	227.84	27.20	98.56	98.56	141.60	70%
37-701-060 ER-Workman's Comp	1,762	0.00	0.00	1,381.14	1,381.14	380.86	78%
37-701-203 Supplies	4,325	138.84	621.58	2,488.83	2,488.83	1,697.33	61%
37-701-204 Uniforms	3,900	3,435.04	332.48	464.96	464.96	0.00	100%
37-701-251 Telephone & Postage	925	751.84	57.72	173.16	173.16	0.00	100%
37-701-252 Fuel	13,000	192.55	516.10	1,891.27	1,891.27	10,916.18	16%
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	4,551.00	0.00	160.00	160.00	7,039.00	40%
37-701-352 Vehicle Maintenance	7,800	0.00	500.40	500.40	500.40	7,299.60	6%
37-701-400 Liability Insurance	7,416	1,525.70	0.00	0.00	0.00	5,890.30	21%
37-701-431 Street Debris Disposal	4,500	0.00	0.00	0.00	0.00	4,500.00	
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(3,999.00)	(12,001.00)	25%
Streets Totals:	164,156	20,456.78	10,457.00	34,264.57	34,264.57	109,434.65	33%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	0.00	4,425.00	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	4,425.00	4,425.00	10,675.00	29%
37-801-010 Salary - Full Time Sanitation	54,337	0.00	3,670.80	14,236.24	14,236.24	40,100.76	26%
37-801-019 Salary - Over Time Sanitation	734	0.00	14.97	14.97	14.97	719.03	2%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-801-020 ER - FICA Sanitation	4,213	0.00	278.35	1,080.01	1,080.01	3,132.99	26%	
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	0.00	1,091.72	1,091.72	10,170.28	10%	
37-801-040 ER - Health Insurance	13,808	6,996.54	1,053.42	2,985.78	2,985.78	3,825.68	72%	
37-801-050 ER - Life Insurance	259	193.20	21.60	64.80	64.80	1.00	100%	
37-801-060 Workman's Compensation	4,415	0.00	0.00	3,617.94	3,617.94	797.06	82%	
37-801-203 Supplies	1,000	0.00	182.25	277.51	277.51	722.49	28%	
37-801-204 Uniforms	2,912	2,635.63	196.69	276.37	276.37	0.00	100%	
37-801-251 Telephone & Postage	500	407.75	30.75	92.25	92.25	0.00	100%	
37-801-252 Fuel	4,000	55.71	231.99	744.29	744.29	3,200.00	20%	
37-801-350 Landfill Fees	20,250	14,831.93	1,488.54	4,687.12	4,687.12	730.95	96%	
37-801-352 Vehicle Maintenance	1,000	0.00	683.97	683.97	683.97	316.03	68%	
37-801-400 Liability Insurance	4,542	985.26	0.00	0.00	0.00	3,556.74	22%	
Sanitation Totals:	123,232	26,106.02	7,853.33	29,852.97	29,852.97	67,273.01	45%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	0.00	7,281.00		
37-901-889 Transfer Out to USDA Loan Reserve	2,647	0.00	0.00	0.00	0.00	2,647.00		
Transfers Out Totals:	9,928	0.00	0.00	0.00	0.00	9,928.00		
Expenses Totals:	1,549,801	175,921.85	94,372.37	338,448.28	338,448.28	1,035,430.87	33%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			56,405.91	(24,719.01)	(24,719.01)			

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	821,313	0.00	63,913.99	203,833.43	203,833.43	(617,479.57)	25%
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	53,163.95	147,708.06	147,708.06	(547,871.94)	21%
38-351-407 Debt Setoff SEWER	196	0.00	0.00	29.70	29.70	(166.30)	15%
38-351-408 Town Taps/Connection Fee	18,000	0.00	1,758.64	4,727.78	4,727.78	(13,272.22)	26%
38-351-416 Dis/Reconnection Fee	9,468	0.00	391.02	2,801.02	2,801.02	(6,666.98)	30%
38-351-417 Fire Sprinkler	2,337	0.00	196.14	588.42	588.42	(1,748.58)	25%
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	2,402.53	5,747.34	5,747.34	(16,994.66)	25%
38-351-419 Returned Check Fee	900	0.00	100.00	200.00	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	(25.00)	(25.00)	(25.00)	
38-365-373 Insurance Proceeds W/S	0	0.00	1,157.69	1,157.69	1,157.69	1,157.69	
38-365-410 Interest/investment Income NCCMT	14,324	0.00	0.00	2,523.57	2,523.57	(11,800.43)	18%
38-365-421 Account Activation Fee	2,513	0.00	175.00	725.00	725.00	(1,788.00)	29%
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	0.00	(7,281.00)	
38-395-396 Apropriated Fund Balance (Budget Only)	197,097	0.00	0.00	0.00	0.00	(197,097.00)	
Revenues Totals:	1,792,190	0.00	123,258.96	370,017.01	370,017.01	(1,422,172.99)	21%
Expenses							
38-851-010 Salary Full Time	110,766	0.00	8,686.71	31,575.52	31,575.52	79,190.48	29%
38-851-014 Salary - Part Time	18,125	0.00	1,368.98	4,178.96	4,178.96	13,946.04	23%
38-851-019 Salary Over-Time	7,754	0.00	660.82	3,518.65	3,518.65	4,235.35	45%
38-851-020 ER-FICA Taxes	10,453	0.00	790.15	2,900.55	2,900.55	7,552.45	28%
38-851-030 ER - Retirement Orbit	21,886	0.00	1,687.27	6,410.64	6,410.64	15,475.36	29%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-040 ER - Health Insurance WATER	20,220	13,683.71	1,495.96	6,437.89	6,437.89	98.40	100%
38-851-050 ER - Life Insurance	500	320.96	32.32	129.28	129.28	49.76	90%
38-851-060 ER - Workman's Comp	1,112	0.00	0.00	814.12	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	5,830.43	7,534.95	11,463.08	11,463.08	17,706.49	49%
38-851-204 Uniforms	2,600	2,253.79	249.04	346.21	346.21	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,425.33	762.90	1,861.56	1,861.56	1,803.11	70%
38-851-251 Telephone & Postage	9,719	7,402.13	756.81	2,316.25	2,316.25	0.62	100%
38-851-252 Fuel	10,300	2,469.73	794.36	2,162.90	2,162.90	5,667.37	45%
38-851-255 Bldg. Maint/Clean Svs	3,117	1,702.38	313.16	615.67	615.67	798.95	74%
38-851-260 Electric Tank/Pumps	3,401	1,946.10	79.22	453.90	453.90	1,001.00	71%
38-851-296 Continuing Education	1,300	0.00	140.00	182.50	182.50	1,117.50	14%
38-851-301 Computer Maintenance	3,500	2,317.30	196.73	1,175.83	1,175.83	6.87	100%
38-851-302 Software Support	9,000	550.00	44.50	7,691.05	7,691.05	758.95	92%
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	0.00	2,250.00	
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	501	125.00	375.22	375.22	375.22	0.78	100%
38-851-313 State Permits	1,270	0.00	0.00	0.00	0.00	1,270.00	
38-851-345 Water Tank Contract	20,567	15,424.92	0.00	5,141.64	5,141.64	0.44	100%
38-851-347 Lab Analysis	2,210	1,860.00	70.00	140.00	140.00	210.00	90%
38-851-351 Maint. & Repair Equip	3,000	253.61	151.04	2,425.81	2,425.81	320.58	89%
38-851-352 Vehicle Maintenance	3,750	0.00	203.58	291.42	291.42	3,458.58	8%
38-851-400 Town Liability Insurance	11,145	2,354.47	0.00	0.00	0.00	8,790.53	21%
38-851-405 Audit Expense	5,750	1,437.50	0.00	4,312.50	4,312.50	0.00	100%
38-851-408 Town Tap Expense	9,000	0.00	0.00	6,865.00	6,865.00	2,135.00	76%
38-851-448 External Contract	14,041	2,504.00	0.00	2,516.68	2,516.68	9,020.32	36%
38-851-451 Water Purchase	230,000	209,967.15	0.00	20,032.85	20,032.85	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	46,850	46,850.00	0.00	0.00	0.00	0.00	100%
38-851-802 USDA Public Works Trucks -	8,623	0.00	0.00	0.00	0.00	8,623.00	

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Princ Water							
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	0.00	0.00	1,109.00	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	3,999.00	12,001.00	25%
38-851-896 WS 25% of GF Expense	55,177	0.00	0.00	11,385.19	11,385.19	43,791.81	21%
38-851-998 Contingency	6,161	0.00	0.00	0.00	0.00	6,161.00	
Water Totals:	756,890	321,678.51	27,726.72	141,719.87	141,719.87	293,491.62	61%
38-852-010 Salary - Full Time	110,766	0.00	8,686.71	31,576.08	31,576.08	79,189.92	29%
38-852-014 Salary - Part Time	18,125	0.00	1,368.98	4,178.80	4,178.80	13,946.20	23%
38-852-019 Salary - Over Time Sewer	7,754	0.00	43.26	1,822.22	1,822.22	5,931.78	24%
38-852-020 ER - FICA Sewer	10,453	0.00	768.99	2,862.11	2,862.11	7,590.89	27%
38-852-030 ER-Retirement Orbit	21,886	0.00	1,572.45	6,092.55	6,092.55	15,793.45	28%
38-852-040 ER-Health Insurance SEWER	20,220	13,701.20	1,495.93	6,465.76	6,465.76	53.04	100%
38-852-050 ER-Life Insurance	500	320.96	32.32	129.28	129.28	49.76	90%
38-852-060 ER-Workman's Comp	1,112	0.00	0.00	814.12	814.12	297.88	73%
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-852-203 Supplies	23,000	5,234.14	5,935.08	17,640.98	17,640.98	124.88	99%
38-852-204 Uniforms	2,600	2,253.80	249.03	346.20	346.20	0.00	100%
38-852-250 Light & Heat & Security	7,000	2,425.36	762.90	1,861.53	1,861.53	2,713.11	61%
38-852-251 Telephone & Postage	10,586	8,052.52	829.04	2,532.97	2,532.97	0.51	100%
38-852-252 Fuel	10,300	2,442.23	821.88	2,132.78	2,132.78	5,724.99	44%
38-852-255 Bldg. Maint/Clean Svs	3,117	1,702.39	313.15	615.66	615.66	798.95	74%
38-852-260 Electric Tank/Pumps	12,000	8,280.16	812.77	2,719.84	2,719.84	1,000.00	92%
38-852-296 Continuing Education	1,300	0.00	140.00	140.00	140.00	1,160.00	11%
38-852-301 Computer Maint.	3,500	2,317.30	196.73	1,175.81	1,175.81	6.89	100%

Budget vs Actual

Town of Warrenton
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Period Ending 9/30/2024

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-302 Software Support	9,000	550.00	44.50	7,691.05	7,691.05	758.95	92%	
38-852-305 Technology Upgrades	2,183	0.00	0.00	0.00	0.00	2,183.00		
38-852-309 Advertising	500	0.00	0.00	0.00	0.00	500.00		
38-852-310 Dues & Subscriptions	501	125.00	375.20	375.20	375.20	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	3,000	253.61	151.04	2,425.81	2,425.81	320.58	89%	
38-852-352 Vehicle Maintenance	3,750	0.00	203.58	291.41	291.41	3,458.59	8%	
38-852-400 Liability Insurance	5,455	1,178.05	0.00	0.00	0.00	4,276.95	22%	
38-852-405 Audit Expense	5,750	1,437.50	0.00	4,312.50	4,312.50	0.00	100%	
38-852-408 Town Tap Expense	8,840	0.00	0.00	9,440.00	9,440.00	(600.00)	107%	
38-852-435 Purchase of Sewer Services	402,384	0.00	0.00	27,150.56	27,150.56	375,233.44	7%	
38-852-448 External Contract	15,136	5,698.55	2,800.00	9,324.00	9,324.00	113.45	99%	
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	0.00	0.00	4,610.00	4,610.00	31,927.00	13%	
38-852-802 USDA Public Works Trucks - Princ Sewer	8,623	0.00	0.00	0.00	0.00	8,623.00		
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	0.00	0.00	1,109.00		
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,475	0.00	0.00	0.00	0.00	2,475.00		
38-852-896 WS 25% of GF Expense	55,177	0.00	0.00	11,385.19	11,385.19	43,791.81	21%	

Budget vs Actual

Town of Warrenton
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Period Ending 9/30/2024								
Sewer Expenses Totals:	921,590	56,972.77	27,603.54	160,112.41	160,112.41	704,504.82	24%	
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	378,651.28	55,330.26	301,832.28	301,832.28	1,111,706.44	38%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			67,928.70	68,184.73	68,184.73			

Budget vs Actual

Town of Warrenton
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Period Ending 9/30/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	42,074	0.00	720.00	10,540.00	10,540.00	(31,534.00)	25%
39-351-470 Town Sewer Revenues	402,384	0.00	0.00	27,150.56	27,150.56	(375,233.44)	7%
39-351-471 Sewer Revenues - County	322,189	0.00	0.00	21,739.55	21,739.55	(300,449.45)	7%
39-351-472 Sewer Rev Norlina	218,881	0.00	0.00	14,768.89	14,768.89	(204,112.11)	7%
39-365-373 Insurance Proceeds WWTP	0	0.00	1,157.69	1,157.69	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)	
Revenues Totals:	1,099,238	0.00	1,877.69	75,356.69	75,356.69	(1,023,881.31)	7%
Expenses							
39-861-010 Salary - Full Time	221,987	0.00	17,494.32	57,020.73	57,020.73	164,966.27	26%
39-861-014 Salary - Part Time	20,450	0.00	2,092.93	6,433.07	6,433.07	14,016.93	31%
39-861-019 Over-Time	16,838	0.00	880.82	3,732.40	3,732.40	13,105.60	22%
39-861-020 ER-FICA Taxes	19,835	0.00	1,398.81	4,597.48	4,597.48	15,237.52	23%
39-861-030 ER - Retirement Orbit	49,205	0.00	3,210.51	11,019.12	11,019.12	38,185.88	22%
39-861-040 ER- Health Insurance	38,067	23,800.43	2,801.62	11,837.17	11,837.17	2,429.40	94%
39-861-050 ER-Life Insurance	668	360.32	62.56	239.68	239.68	68.00	90%
39-861-060 ER-Workman's Comp	2,121	0.00	0.00	1,561.59	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	8,324.07	6,303.34	16,161.99	16,161.99	34,158.94	42%
39-861-204 Uniforms	4,420	3,769.67	455.07	650.33	650.33	0.00	100%
39-861-250 Light, Heat & Security	125,000	93,164.86	6,128.55	19,192.64	19,192.64	12,642.50	90%
39-861-251 Telephone & Postage	6,690	5,059.95	504.32	1,456.50	1,456.50	173.55	97%
39-861-252 Fuel	10,250	4,068.14	871.47	2,585.67	2,585.67	3,596.19	65%
39-861-296 Continuing Education	1,500	0.00	0.00	42.50	42.50	1,457.50	3%
39-861-301 Computer Maint.	7,000	3,072.86	416.96	1,580.82	1,580.82	2,346.32	66%
39-861-302 Software Support	4,208	645.00	33.33	33.33	33.33	3,529.67	16%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	0.00	2,000.00	
39-861-309 Advertising	1,000	0.00	0.00	0.00	0.00	1,000.00	
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 9/30/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	2,250	1,906.89	68.43	343.11	343.11	0.00	100%
39-861-342 Maint & Repair Plant	120,000	1,922.50	9,010.00	17,670.00	17,670.00	100,407.50	16%
39-861-344 Sludge Removal	72,000	50,188.75	9,921.25	18,811.25	18,811.25	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	221.85	803.71	5,721.24	5,721.24	5,582.91	52%
39-861-347 Lab Analysis	24,400	17,122.00	1,925.00	5,678.00	5,678.00	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	1,125.00	1,125.00	375.00	75%
39-861-352 Vehicle Maintenance	4,750	0.00	381.34	668.71	668.71	4,081.29	14%
39-861-400 Liability Insurance	20,082	4,151.24	0.00	0.00	0.00	15,930.76	21%
39-861-405 Audit Expense	11,500	2,875.00	0.00	8,625.00	8,625.00	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	7,425.00	978.33	7,503.33	7,503.33	71.67	100%
39-861-446 Influent Debris Removal	6,654	4,987.03	554.77	1,666.97	1,666.97	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	119,265	34,410.00	79,300.00	84,825.88	84,825.88	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	0.00	11,220.95	11,220.95	50,207.05	18%
39-861-998 Contingency	9,988	0.00	0.00	0.00	0.00	9,988.00	
WWTP - Expenses Totals:	1,099,238	267,475.56	145,597.44	302,004.46	302,004.46	529,757.98	52%
Expenses Totals:	1,099,238	267,475.56	145,597.44	302,004.46	302,004.46	529,757.98	52%
39 WWTP Revenues Over/(Under) Expenses:			(143,719.75)	(226,647.77)	(226,647.77)		

Check Listing

Date From: 9/1/2024 Date To: 9/30/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
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Check Number	Bank	Vendor	Date	Amount
67874	30	AAA GAS AND APPLIANCE CO.	09/05/2024	\$604.19
67875	30	AMAZON CAPTIAL SERVICES, INC. VOIDED	09/05/2024	\$1,530.63
67876	30	WALKER AUTO STORES	09/05/2024	\$383.66
67877	30	WARREN AUTO PARTS, INC.	09/05/2024	\$1,015.56
67878	30	WILSON'S WATER SERVICES	09/05/2024	\$825.00
67879	30	AMAZON CAPTIAL SERVICES, INC.	09/05/2024	\$1,510.17
67880	30	TAR HEEL TIRE SALES/SERVICE	09/05/2024	\$20.46
67881	30	Ada Davis	09/06/2024	\$400.00
67882	30	CAROLINA DIGITAL PHONE INC	09/06/2024	\$316.00
67883	30	Company Wrench	09/06/2024	\$210.40
67884	30	Core & Main	09/06/2024	\$215.74
67885	30	DOCUMENT SYSTEMS, INC	09/06/2024	\$300.41
67886	30	DUKE ENERGY PROGRESS	09/06/2024	\$2,302.24
67887	30	GARY V. WILLIAMS	09/06/2024	\$720.00
67888	30	INVOICE CLOUD, INC.	09/06/2024	\$154.95
67889	30	MERITECH INC	09/06/2024	\$1,995.00
67890	30	NORFIELD DEVELOPMENT PARTNERS, LLC	09/06/2024	\$393.75
67891	30	SONITROL INTEGRATED SECURITY	09/06/2024	\$1,395.00
67892	30	USA Bluebook	09/06/2024	\$1,222.84
67893	30	Community Eye Care	09/10/2024	\$135.20
67894	30	DUKE ENERGY PROGRESS	09/10/2024	\$23.71
67895	30	DUKE ENERGY PROGRESS	09/10/2024	\$194.29
67896	30	GALLS QUARTERMASTER	09/10/2024	\$52.71
67897	30	PETE SMITH TIRE & QUICK LUBE, INC	09/10/2024	\$161.29
67898	30	SOUTHERN SOFTWARE, INC.	09/10/2024	\$3,764.00
67899	30	UNITED PARCEL SERVICE	09/10/2024	\$32.90
67900	30	WRIGHT EXPRESS FSC	09/10/2024	\$905.65
67901	30	AMAZON CAPTIAL SERVICES, INC.	09/12/2024	\$133.73
67902	30	DUKE ENERGY PROGRESS	09/12/2024	\$129.17
67903	30	GFL ENVIRONMENTAL	09/12/2024	\$554.77
67904	30	GRANVILLE FARMS, INC.	09/12/2024	\$8,890.00
67905	30	GUPTON SERVICES, INC	09/12/2024	\$130.00

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Check Number	Bank	Vendor	Date	Amount
67906	30	PETE SMITH TIRE & QUICK LUBE, INC	09/12/2024	<u>\$846.39</u>
67907	30	PETE SMITH TIRE & QUICK LUBE, INC	09/12/2024	<u>\$1,875.98</u>
67908	30	PROFESSIONAL MAIL SERVICES, INC	09/12/2024	<u>\$12.59</u>
67909	30	PROFESSIONAL MAIL SERVICES, INC	09/12/2024	<u>\$3.34</u>
67910	30	TRI-COUNTY POWER EQUIPMENT INC	09/12/2024	<u>\$2,454.31</u>
67911	30	UNIFIRST CORPORATION	09/12/2024	<u>\$2,015.66</u>
67912	30	VC3, Inc.	09/12/2024	<u>\$67.00</u>
67913	30	WARREN AUTO PARTS, INC.	09/12/2024	<u>\$62.75</u>
67914	30	WARREN COUNTY PUBLIC WORKS	09/12/2024	<u>\$969.49</u>
67915	30	FIRST CITIZENS BANK	09/16/2024	<u>\$4,968.63</u>
67916	30	ClearWater, Inc	09/16/2024	<u>\$84,652.75</u>
67917	30	DUKE ENERGY PROGRESS	09/16/2024	<u>\$8,140.61</u>
67918	30	GFL ENVIRONMENTAL	09/16/2024	<u>\$519.05</u>
67919	30	GREGORY POOLE EQUIPMENT CO.	09/16/2024	<u>\$1,137.29</u>
67920	30	KERR-TAR REG COUNCIL OF GOV	09/16/2024	<u>\$270.00</u>
67921	30	Kim Vaughan	09/16/2024	<u>\$85.00</u>
67922	30	NCL OF WISCONSIN, INC.	09/16/2024	<u>\$591.22</u>
67923	30	NORTH CAROLINA 811, INC	09/16/2024	<u>\$25.00</u>
67924	30	READ'S UNIFORMS, LLC	09/16/2024	<u>\$405.01</u>
67925	30	VC3, Inc.	09/16/2024	<u>\$518.81</u>
67926	30	GUPTON SERVICES, INC	09/16/2024	<u>\$2,192.32</u>
67927	30	AMAZON CAPTIAL SERVICES, INC.	09/19/2024	<u>\$113.91</u>
67928	30	Amwell	09/19/2024	<u>\$2,262.00</u>
67929	30	BLUE RIDGE SPRINGS, INC	09/19/2024	<u>\$12.50</u>
67930	30	BREEDLOVE ELECTRIC, INC	09/19/2024	<u>\$427.00</u>
67931	30	CHADWICK INSTRUMENT SERVICE	09/19/2024	<u>\$4,888.08</u>
67932	30	Core & Main	09/19/2024	<u>\$9,967.27</u>
67933	30	DAVID L. WOOTEN	09/19/2024	<u>\$200.00</u>
67934	30	DUKE ENERGY PROGRESS	09/19/2024	<u>\$157.71</u>
67935	30	KERR-TAR REG COUNCIL OF GOV	09/19/2024	<u>\$60.00</u>
67936	30	NC RURAL WATER ASSOCIATION	09/19/2024	<u>\$460.00</u>
67937	30	NCL OF WISCONSIN, INC.	09/19/2024	<u>\$48.03</u>

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Check Number	Bank	Vendor	Date	Amount
67938	30	NORTH CAROLINA 811, INC	09/19/2024	<u>\$25.00</u>
67939	30	ONLY SEPTIC & UTILITIES LLC	09/19/2024	<u>\$2,400.00</u>
67940	30	PETE SMITH TIRE & QUICK LUBE, INC	09/19/2024	<u>\$758.24</u>
67941	30	PROFESSIONAL MAIL SERVICES, INC	09/19/2024	<u>\$153.52</u>
67942	30	PROFESSIONAL MAIL SERVICES, INC	09/19/2024	<u>\$518.44</u>
67943	30	TIME WARNER CABLE	09/19/2024	<u>\$189.98</u>
67944	30	UNITED PARCEL SERVICE	09/19/2024	<u>\$35.53</u>
67945	30	Always N Bloom	09/23/2024	<u>\$18.54</u>
67946	30	AT&T MOBILITY II LLC	09/23/2024	<u>\$466.94</u>
67947	30	AT&T MOBILITY II LLC	09/23/2024	<u>\$773.08</u>
67948	30	BLUE RIDGE SPRINGS, INC	09/23/2024	<u>\$12.50</u>
67949	30	DUKE ENERGY PROGRESS	09/23/2024	<u>\$74.04</u>
67950	30	FRONTIER NATURAL GAS	09/23/2024	<u>\$12.42</u>
67951	30	HUMANA SPECIALTY BENEFITS	09/23/2024	<u>\$29.38</u>
67952	30	KING'S FITNESS & NUTRITION CENTER	09/23/2024	<u>\$375.00</u>
67953	30	MUNICIPAL INSURANCE TRUST	09/23/2024	<u>\$768.10</u>
67954	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	09/23/2024	<u>\$563.14</u>
67955	30	FLEMING INVESTMENT COMPANY	09/25/2024	<u>\$3,000.00</u>
67956	30	GALLS QUARTERMASTER	09/25/2024	<u>\$132.04</u>
67957	30	INFORMATION TECHNOLOGY SERVICE	09/25/2024	<u>\$217.80</u>
67958	30	NATIONAL ASSOCIATION OF TOWN WATCH	09/25/2024	<u>\$697.77</u>
67959	30	VERIZON WIRELESS	09/25/2024	<u>\$320.08</u>
67960	30	AETNA	09/26/2024	<u>\$13,621.71</u>
67961	30	AMAZON CAPTIAL SERVICES, INC.	09/26/2024	<u>\$296.72</u>
67962	30	CHADWICK INSTRUMENT SERVICE	09/26/2024	<u>\$1,546.81</u>
67963	30	FRONTIER NATURAL GAS	09/26/2024	<u>\$12.60</u>
67964	30	GRANVILLE FARMS, INC.	09/26/2024	<u>\$1,031.25</u>
67965	30	Marlin Leasing Corporation	09/26/2024	<u>\$161.85</u>
67966	30	MEKELIA ALLEN	09/26/2024	<u>\$19.00</u>
67967	30	MOLLIS WORLD LLC	09/26/2024	<u>\$71.92</u>
67968	30	PETE SMITH TIRE & QUICK LUBE, INC	09/26/2024	<u>\$615.02</u>
67969	30	SHAWNTOMEKA PARHAM	09/26/2024	<u>\$31.84</u>

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Date From: 9/1/2024 Date To: 9/30/2024

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Check Number	Bank	Vendor	Date	Amount
67970	30	THE TRACTOR PLACE, INC.	09/26/2024	\$649.84
67971	30	VC3, Inc.	09/26/2024	\$1,128.54
67972	30	VINCENT HETZER	09/26/2024	\$76.50
67973	30	AMAZON CAPTIAL SERVICES, INC.	09/27/2024	\$170.79
67974	30	ELECTRO-CHEMICAL DEVICES	09/27/2024	\$1,088.68
67975	30	GREGORY POOLE EQUIPMENT CO.	09/27/2024	\$868.48
67976	30	PRUDENTIAL RETIREMENT	09/27/2024	\$589.65
67977	30	WRIGHT EXPRESS FSC	09/27/2024	\$1,289.98
104	Checks Totaling -			\$195,845.84

Totals By Fund

	Checks	Voids	Total
34	\$3,403.89		\$3,403.89
36	\$7,841.22	\$96.23	\$7,744.99
37	\$30,731.86	\$421.44	\$30,310.42
38	\$30,449.24	\$758.31	\$29,690.93
39	\$123,019.63	\$254.65	\$122,764.98
67	\$400.00		\$400.00
Totals:	\$195,845.84	\$1,530.63	\$194,315.21

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: October 3, 2024
Re: September 2024 Monthly Activity Report for Public Works

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).
- **Completed Water and Sewer System Maintenance/Repair Related Information:**
(1) Repair – JCB Backhoe. Replaced gas strut for door and sight glass for hydraulic fluid tank. Parts provided by Company Wrench (Parts - \$204.32). (2) Repair – JCB Backhoe. Replaced fuel pump. Labor performed by Gary Williams (To be billed later). Parts provided by TractorPartsASAP.Com (Parts - \$104.98). (3) Emergency Repair – Ridgeway-Warrenton Sewer Lift Station. Replaced both 2 HP grinder pumps. Contractor: Breedlove Electric (Labor – \$400.00, Parts – Replacement pumps provided by the Town). Emergency pump and haul services provided by Only Septic and Utilities Company (6 days of hauling - \$2,400.00)

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$309.30

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$2,800.00

- **High Priority Repair - No. 1:** Water System Pressure Reducing Valves Replacement. Note: These valves are approximately 45 years old and are no longer functioning properly. They are critical for the proper operation of the water system. **(Total cost to replace the 8-inch PRV and the 4-inch PRV – \$24,150.00)...Current Status: Contractor has started this repair...It was determined that 4 butterfly/isolation valves located inside the vault will need to be replaced to complete the repair. We are still gathering cost**

information for replacement of these additional valves. The installation is scheduled for November 5, 2024.

- **High Priority Repair – No. 2:** Fairlane Elevated Tank Altitude Valve. Note: This valve is approximately 56 years old and is no longer functioning properly. It is critical for the proper operation of the tank. **(Total Cost to replace the altitude valve and associated isolation valves – \$22,700.00)...****Current Status:** Parts are in and unit will be replaced once the replacement of the PRV valves are complete.
- **High Priority Repair – No. 3:** Additional Cost to complete Mission SCADA units' installation at three of the Town operated sewer lift stations. The auto-dialer has failed at one of these stations. These units are critical for compliance and proper operation of our sewer lift stations. **(Additional Cost – \$7,484.00)...****Current Status:** Contractor completed installation of units at Ridgeway-Warrenton Road Sewer Lift Station and F&M Sewer Lift Station. Unit is tentatively scheduled to be installed at Red Hill Loop Road Sewer Lift Station during the last week of October 2024.
- **Water and Sewer Adjustment Request:** For consideration at the October 14, 2024, meeting of the Board of Commissioners. **Michael Lilly** – 312 Church St., Account #002-0001911-1. Billing Period: August 15, 2024 – September 16, 2024. Watering. Normal usage 2,000 gallons. Request is for sewer adjustment of 25,000 gallons at \$13.41/1000. Total \$335.25. Adjustment recommended by staff.
- **Lead Water Service Line Inventory Survey:** Requirement of the EPA and NC DEQ. It must include material data on both the water-system-owned portion of the service line (water main to meter) and the private side portion of the service line (meter to the building inlet) for all water service connections. Internal premise plumbing is not required to be inventoried. Each water system owner must submit the inventory to NC DEQ by October 16, 2024. The Town of Warrenton has 1,200 water service connections. **Current Status: Inventory survey results for the Town water system was submitted to NC DEQ on October 2, 2024.**

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: October 3, 2024
Re: September 2024 Monthly Activity Report for WWTP

- **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 1 and 2 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$22,500)** (4) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$7,000)** (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) Plant Collection System – Repair manhole invert. This manhole serves drain lines from the filter building, sludge recirculation building, and Clarifier No. 2. **(Estimated Cost –\$8,000)** (8) Clarifier No. 2 – Replace intermediate drive unit seals and bearings. **(Estimated Cost –\$2,000)**
- **High Priority Repair:** Rotor 2C and Complete Drive Train Replacement. Note: This rotor is no longer functional and is critical to the plant's operation. **(Estimated Parts and Labor Cost –\$115,000)**...**Current Status: Repair work was completed on 10-1-24. Unit is back in operation.**
- **Completed Plant Maintenance/Repair Related Information:** (1) Annual Preventative Maintenance – Effluent flow meter calibration and Chlorine and Sulfur Dioxide gas systems. In addition, replaced 2 gas sensors and replaced 1 sulfur dioxide sight glass. Contractor: Chadwick Instrument Service...(Labor – \$1,850.00, Parts and Materials - \$4,178.00). (2) Repair – Clarifier No. 1. Repaired intermediate (worm gear) drive. Contractor: Gary Williams...Parts provided by Amwell (Labor – \$720.00, Parts - \$2,262.00).

Total cost for Repairs (Account No. 39-861-342) - \$9,010.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 11.60 million gallons were treated.

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(09/01/2024 - 09/30/2024)

Accident	1	Alarm Activation	6
Animal Complaint	1	Arrest	1
Assist Fire Dept	1	Assist Highway Patrol	1
Assist Motorist	1	Assist WC EMS	5
Assist WCSO	7	C.O.P.S.- Neighborhood Patrol	1
Civil Dispute	1	Complaint	1
Disturbance	1	Downed Tree / Power Line	1
Escort	1	Fight	1
Injury to Personal Property	1	Open Door (Business)	1
Other	1	Patrol	6
Property Check – Business	9	Public Awareness Event	1
Suspicious Person / Vehicle	1	Traffic Stop	7
Trespassing	3	Welfare Check	2

Total Number Of Events: 63



Warrenton Police Department

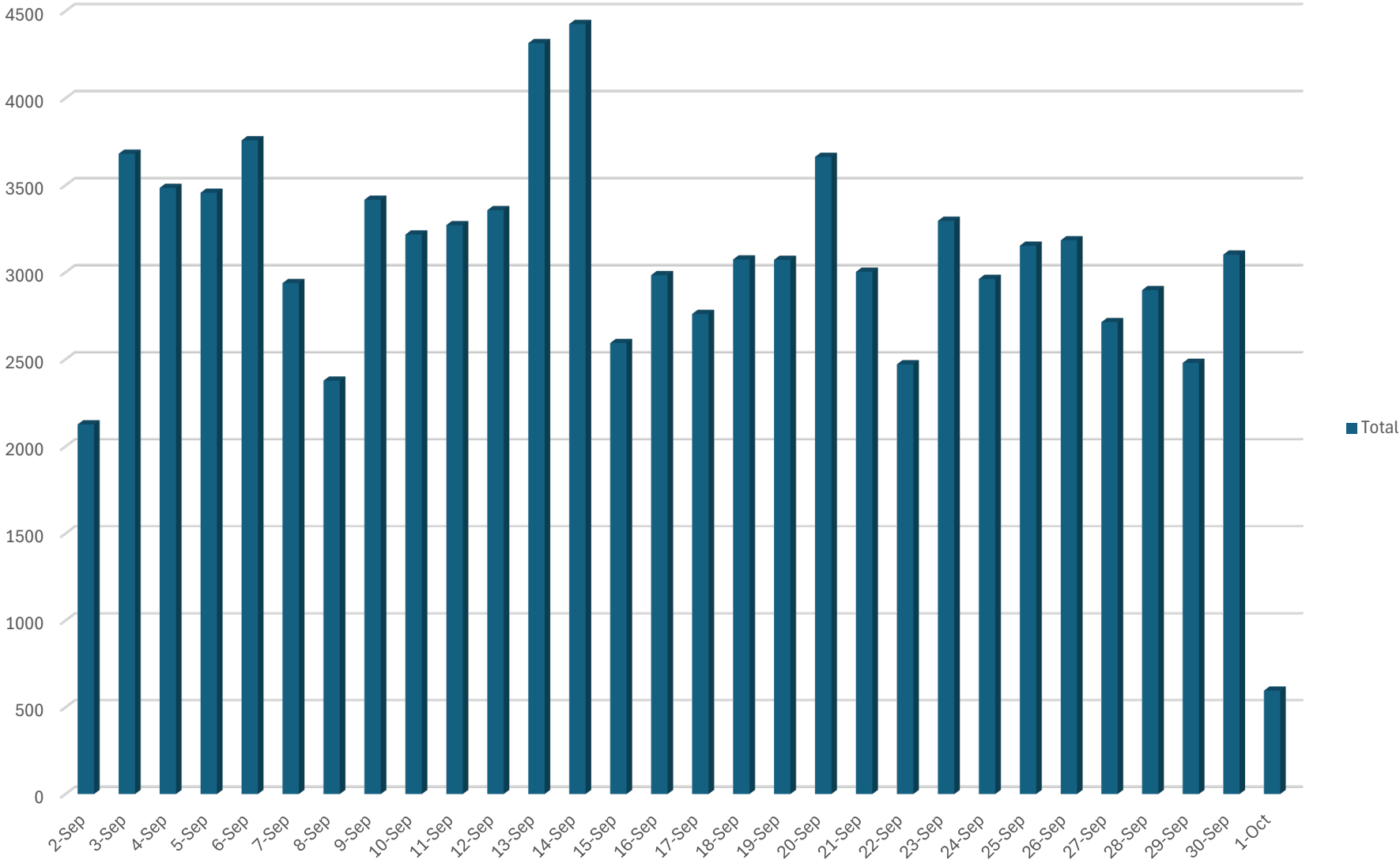
Monthly Summary/ October 2024

Incident Briefs

9/6/2024	Trespass	Closed by Other Means
9/8/2024	Fight & Crowd Disbursement	Closed by Exception
9/12/2024	Trespass	Closed by Arrest
9/30/2024	Hit & Run	Closed by Arrest

Sum of Vehicle no

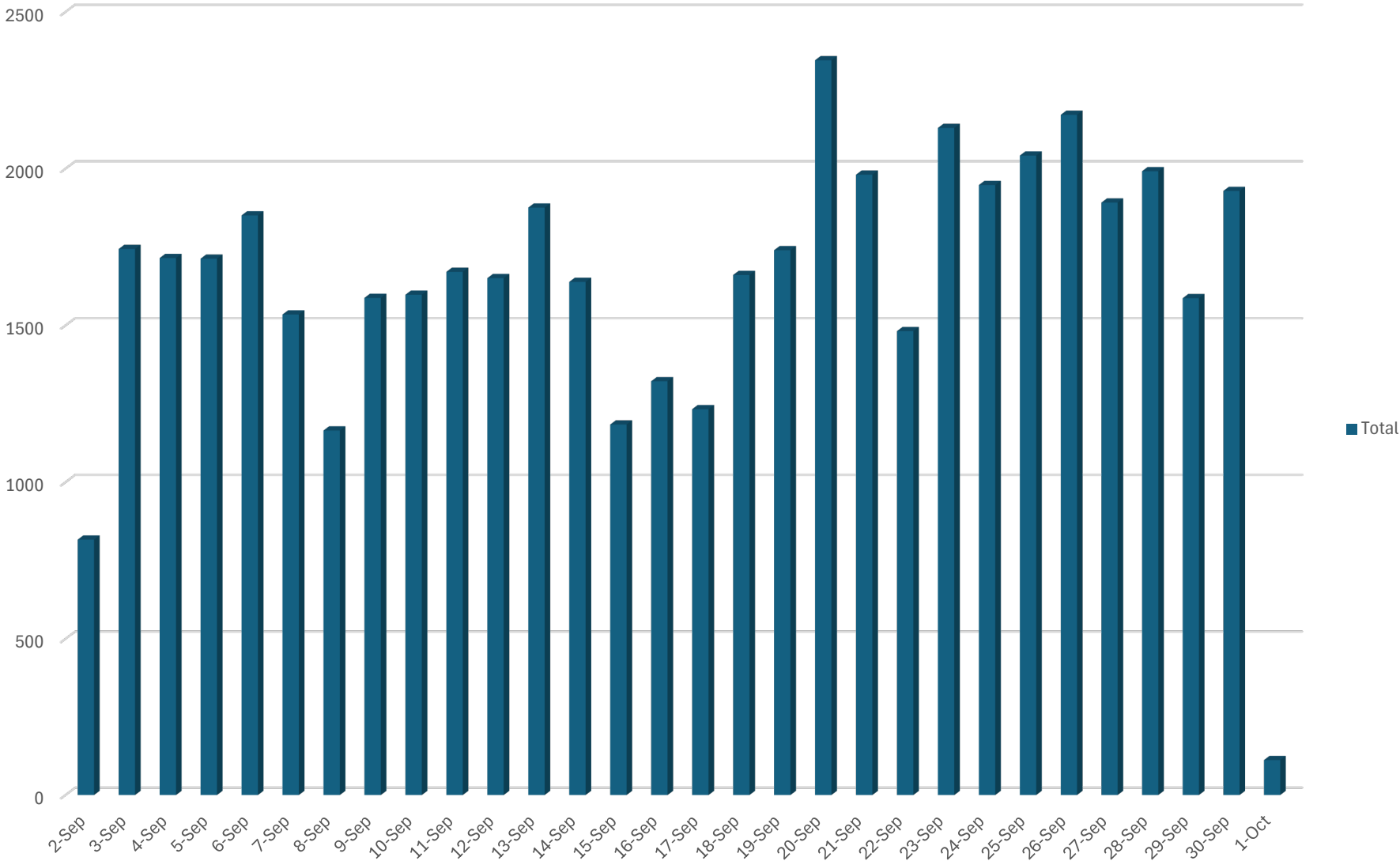
E. Macon Street- September Totals 2024



Days (Log time)

Sum of Vehicle no

S. Main Street - September Totals 2024

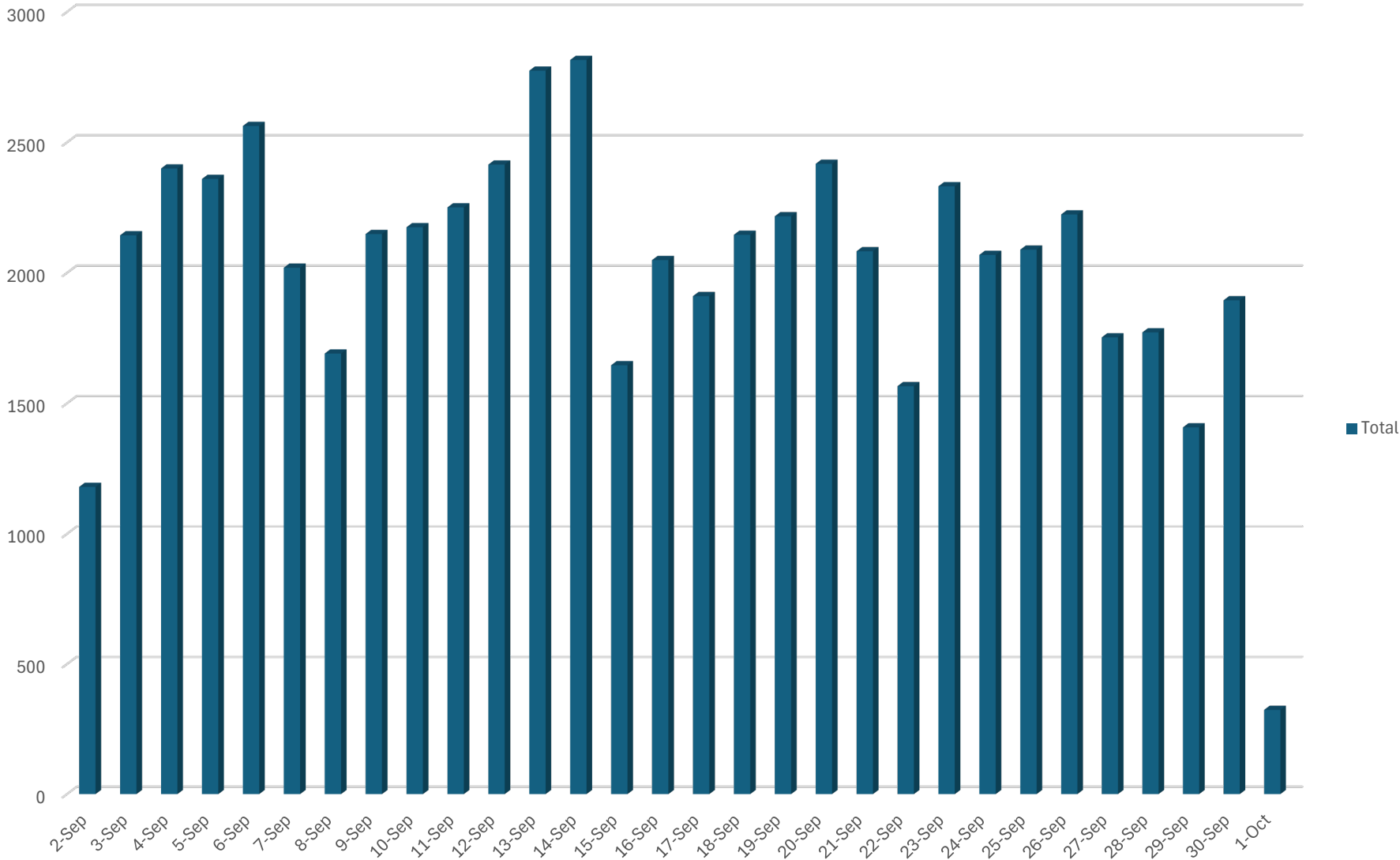


Days (Log time)

Months (Log time)

Sum of Vehicle no

N. Main Street - September Totals 2024



Days (Log time) Months (Log time) Log time



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

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

BOC Meeting September 2024 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
 - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Make changes to zoning map with Reynolds Tavern change. (cont.)
3. Verify rent with HF&P at \$1800/month. Determine if Al Fleming will take over the lease instead of running through the town.
 - ✓ Invoiced HF&P \$1500. Invoice accepted.
4. Execute agreement on Subdivision Ordinance, with CodeWright.
 - ✓ Underway
5. Remove dilapidated planters along Main Street.
 - ✓ Done
6. Notify PARTF grantors and Preservation NC of decision and inability to move forward on park project.
 - ✓ Emailed both. Awaiting contract to reply with unforeseen circumstances.
7. Investigate funding with USDA and NC Police Equipment grants for possible use for tower camera.
 - ✓ Received pricing from Chief and forwarded to Monica at USDA.
8. Execute Christmas Parade resolution.
 - ✓ Done
9. Execute Water AIA grant resolution.
 - ✓ Done
10. Investigate delay of water bills going out.
 - ✓ Delays last two months because of staffing issues at PMSI, town vendor.



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STATUS OF GRANTS

Parks and Recreation Trust Fund (PARTF)

- PARTF Grant application awarded to develop park parcels along Church and N. Hall Streets \$95,743. Award notice by Governor's office. Will decline offer once contract is received.

NC DEQ Waste Water and WWTP Rehab

- NCDEQ applications for Waste Water and WWTP awarded \$1,250,000 for improvements to the Waste Water Treatment Plant and \$1,000,000 for improvements to the town's sewer lines.
- \$1,250,000 of improvements to WWTP will be merged into a single grant project with the below \$750,000.

NC DEQ WWTP

- \$750,000 awarded. Received award letter.
- Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

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.

All NC DEQ grants combined total approximately \$5,000,000 and will have processing fees associated that total \$70,292. A Fund Balance appropriation will be necessary. Current unrestricted W/S Fund Balance is \$657,535 based on the preliminary 2024 FY audit. If all the funds are not used, then it is possible to reimburse the Town of these fees out of the grant funds.

(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.
- \$32,000 of \$300,000 remaining in budget. Closeout report to BOC.

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: (award date postponed until August 31, 2024)
- Petrie Foundation for Spaying and Neutering Grant: \$80,000, no match required, in partnership with Warrenton Veterinary Clinic. The Town was not awarded this grant, however, with improvements to the application may apply again next year.



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EPA Brownfield Grant Accomplishments

Approximately \$280,000 of \$300,000 total grant funds used.

Historic Projects:

- Historic District Update – Town of Warrenton
- National Landmark Application – All Saints Episcopal Church

Phase 1, Phase 2 and other Testing Projects:

- All Saints Episcopal Church – Phase 1 only
- Peck Manufacturing – Phase 2 only (soil testing)
- 102 N. Main St (Macon & Main lot where Milano's burned) – Phase 1 only
- Old Jail (E. Macon St.) Phase 1 and abatement plan with costing for asbestos and lead paint
- 216 W. Franklin St (Southern States lot) – Phase 2 only (soil testing)
- 211 W. Franklin St (Working Landscapes chop house) Phase 1 and Phase 2 (soil testing)
- 114 W. Franklin St (former service station) Phase 1 and sub-surface geophysics
- 115-119 W. Franklin (African American professional bldg.) Phase 1 only
- 410 W. Franklin (former funeral home) Phase 1
- 117 W. Market St (former Ballance office) – Phase 1

Findings:

- No major issues with any of the properties. Minor issues can be overcome.

All Phase 1 and Phase 2 and other reports are on now on file with the EPA

Ind Or Att	Type	Dept Desc	Disp Acct	Budget	Enc Amt	Mnth	QTD	YTD	Variance	Prcnt	FMT Dtot	Opt Tot
Fund Or Attrib: 71 EPA Brownfield Assessment Grant												
Type: Revenues												
	71 E Revenues		71-335-33	\$300,000.	\$0.00	\$0.00	\$2,918.57	\$278,429.	(\$21,570.5	92.81%	0	0
				\$300,000.00	\$0.00	\$0.00	\$2,918.57	\$278,429.41	(\$21,570.59)	93%		
Type: Expenses												
	71 E Expenses		71-435-70	\$294,000.	\$0.00	\$0.00	\$5,325.00	\$281,838.	\$12,161.8	95.86%	0	0
	71 E Expenses		71-435-70	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	0	0
	71 E Expenses		71-435-70	\$5,000.00	\$0.00	\$0.00	\$0.00	\$1,916.27	\$3,083.73	38.33%	0	0
				\$300,000.00	\$0.00	\$0.00	\$5,325.00	\$283,754.41	\$16,245.59	95%		
				\$600,000.00	\$0.00	\$0.00	\$8,243.57	\$562,183.82	\$37,816.18	94%		

United States Department of the Interior
National Park Service**National Register of Historic Places Registration Form**

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of PropertyHistoric name: All Saints Episcopal Church & RectoryOther names/site number: All Saints Church; Thomas Cain Memorial ChurchName of related multiple property listing:
N/A

(Enter "N/A" if property is not part of a multiple property listing)

2. LocationStreet & number: 201 South Front StreetCity or town: Warrenton State: North Carolina County: WarrenNot For Publication: Vicinity: **3. State/Federal Agency Certification**

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this X nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property X meets does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

X national X statewide X local

Applicable National Register Criteria:

X A X B X C D_____
Signature of certifying official/Title:_____
Date_____
State or Federal agency/bureau or Tribal Government

In my opinion, the property meets does not meet the National Register criteria.

Signature of commenting official:_____
Date

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
County and State

Title :

State or Federal agency/bureau
or Tribal Government

4. National Park Service Certification

I hereby certify that this property is:

- ☐ entered in the National Register
☐ determined eligible for the National Register
☐ determined not eligible for the National Register
☐ removed from the National Register
☐ other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- Private: ☒
Public – Local ☐
Public – State ☐
Public – Federal ☐

Category of Property

(Check only **one** box.)

- Building(s) ☒
District ☐
Site ☐
Structure ☐

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
County and State

Object



Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing	Noncontributing	
<u>2</u>	<u>0</u>	buildings
<u>0</u>	<u>0</u>	sites
<u>0</u>	<u>0</u>	structures
<u>0</u>	<u>0</u>	objects
<u>2</u>	<u>0</u>	Total

Number of contributing resources previously listed in the National Register 2

6. Function or Use

Historic Functions

(Enter categories from instructions.)

RELIGION: religious facility

Current Functions

(Enter categories from instructions.)

VACANT

Commented [HW1]: HPO: Years ago, in Chapel Hill, we counted those buildings that were already noted in the NR district. So, I assume we count 2 here as well...but that means 0s in the table....

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
County and State

7. Description

Architectural Classification

(Enter categories from instructions.)

Gothic Revival

Materials: (enter categories from instructions.)

Principal exterior materials of the property:

Foundation: Concrete

Walls: Concrete Block

Roof: Asphalt Shingle

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

All Saints Episcopal Church is located at the southwest corner of South Front and West Franklin Streets, immediately southwest of downtown Warrenton. Constructed from 1913 to 1918, the front-gabled, Gothic Revival-style church is modest in detailing but prominently located, anchoring the African American residential development that extends to the west along West Franklin Street. The church, together with a frame rectory, stands on two parcels totaling one eighth of an acre. The building features a corner entrance tower at the northeast corner and gabled wings at the northwest and southwest, resulting in a cruciform plan.¹ Materials include a concrete foundation and a rusticated concrete-block exterior. Windows and doors are located in

¹ The church is oriented with the façade facing approximately 15 degrees south of true east, though for the simplicity of the description is written as though the building has a true east-west orientation.

All Saints Episcopal Church & Rectory
Name of Property

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peaked openings with projecting pilasters dividing the bays. The interior retains wood floors, plaster walls, and exposed ceiling trusses.

Narrative Description

Site and Setting

All Saints Episcopal Church is in Warrenton, North Carolina, the county seat of Warren County. The church stands at the southwest corner of South Front and West Franklin Streets, just 550 feet southwest of the Warren County Courthouse. A mixture of commercial and residential development extends along South Front Street between the courthouse and the church. Commercial buildings and the Warren County Community Center are located in the block immediately east of the church. The associated rectory stands immediately west of the church, connected to the church via an open breezeway. West of the church, industrial buildings historically separated downtown Warrenton from African American residential development, though the industrial buildings have largely been demolished, resulting in vacant land. Vacant lots and historically White development, including mid-twentieth-century housing and a school, are located south of the church.

The property encompasses approximately one-eighth of an acre on two parcels. The church is centered on and occupies the majority of the east parcel, extending nearly to the property line on all four sides, while the west parcel is occupied by the rectory. The church and its associated walkways are surrounded by grass that extends to the concrete curbs along South Front and West Franklin Streets. A concrete ramp extends south from the main entrance, adjacent to the east elevation of the building, and is flanked by bushes. A concrete ramp along the north elevation

All Saints Episcopal Church & Rectory

Name of Property

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was constructed in the 1980s to facilitate the use of the basement as a child-care facility. The ramp descends down to a basement entrance; it is bordered by concrete retaining walls. A covered walkway extends from the west elevation of the church to the east elevation of the adjacent rectory. It partially shelters a narrow, paved driveway that is accessed from West Franklin Street and extends between the church and rectory, terminating near the south elevation of both. A chain link fence extends across the south boundary of the two parcels. Two exterior HVAC units are located immediately south of the church, within the fenced area. Like the church, the rectory occupies nearly the entire parcel with only a small border of grass surrounding the building and a mature tree northwest of the house.

All Saints Episcopal Church – 1913-1918

Contributing Building

Building Exterior

All Saints Episcopal Church is illustrative of the Gothic Revival style as applied to an early-twentieth-century building of modest size, with detailing added over time as the finances of the congregation and diocese allowed. The building displays a front-gabled form with shorter one-story, side-gabled transept wings flanking the nave at its west end, forming a cruciform plan. The rusticated concrete blocks that make up the exterior walls were fabricated on-site by local Black residents and stacked upon a concrete foundation. Projecting concrete-block pilasters are located at the corners of the building and separate the window bays on the north and south elevations. The asphalt-shingled roof has parapeted gables with metal coping on the parapets and shallow overhangs on the side elevations, the eaves concealed by aluminum gutters. Basement-level openings are rectangular, while doors and windows on the main level are set in peaked openings; all have concrete sills.

All Saints Episcopal Church & Rectory
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The front-gabled façade faces east toward South Front Street. A tripartite window featuring three adjacent peaked windows is centered on the façade. The stained glass from this window was removed in 2020 and placed in storage until the building can be rehabilitated. This window, known as the “Harris window,” was dedicated to the Rt. Rev. Brevard Harris, a Warrenton native. A square tower at the northeast corner of the sanctuary contains the main entrance to the church. Paired batten doors on the east elevation of the tower retain strap hinges; in lieu of a transom, the doors extend the full height of the peaked opening. They open to a concrete ramp that was likely constructed in the mid-twentieth century as the concrete block supporting the ramp differs from that used on the exterior of the building. The ramp extends southward, bordering the east elevation of the church and enclosed by a metal railing. The cornerstone is located in the northeast corner of the tower and reads “All Saints Church – Thomas Cain Memorial – 1914.” The tower features a single window on the north elevation, a one-over-one wood-sash window with a peaked transom. Round panels are located at the upper level of three sides the hip-roofed tower, each infilled with concrete. There is no evidence that windows or vents were ever included in these openings, though that was likely the intention behind their inclusion.

The north and south elevations are each six bays deep. The easternmost bay of the north elevation is concealed by the square entrance tower, but the elevations are otherwise symmetrical. Each features boarded window openings at the basement level, concealing four-light wood-sash windows, and clear- or stained-glass windows within peaked surrounds at the main level. The church was constructed with one-over-one, clear-glass windows with peaked

All Saints Episcopal Church & Rectory

Name of Property

Warren County, NC

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transoms throughout. Over time, three single windows on the north (West Franklin Street)

elevation and one single window on the south elevation were replaced with stained-glass memorial windows. The three windows on the north elevation are varied in their imagery, though have similar design elements, including the names of the honorees painted upon the fixed, bottom sash. A rectangular sash near the center of the opening appears to operate as hopper window while the upper, five-sided sash is fixed. These three windows generally feature vertical panes creating a border and flanking a central section with varied religious imagery. The single stained-glass window on the south elevation differs in its design; it has an operable sash at the bottom of the opening and a single fixed sash in the upper two-thirds of the opening. Windows are dedicated to the following parishioners: Cyrus and Laurvinia Hawkins Greene, Harrison and Laura Williams Taylor, Thomas H. A. Alston, and Benjamin H. Robbins. The remaining three single windows on the south elevation retain original clear glass.

The westernmost bay on both the north and south elevations, flanking the chancel on the interior of the sanctuary, feature double, stained-glass windows. The windows retain the same sash configuration as the clear-glass windows with a double-hung sash below a triangular, fixed transom. Each sash features a green border with cream-colored squares at the corners. A red border is set within the green border and the center of the sash is filled with cream-colored glass.

One-story, side-gabled transept wings project from the north and south elevations, near the west end of the building. The south wing features single windows on the east and west elevations with a paired window in the south gable. All of the transept windows retain original clear glass. The north wing is identical with the exception of a partially exposed basement level and a single

All Saints Episcopal Church & Rectory

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batten door in a peaked surround on its east elevation. The door is accessed by a concrete stair with a decorative metal railing; the stair leads to a concrete walk that spans the north elevation. A six-panel wood door is located at the basement level, directly below the door on the east elevation of the wing. The basement door is accessed by a concrete accessible ramp, installed in the 1980s, that begins at the northwest corner of the transept wing and extends east, nearly to the tower, before doubling back on itself and leading north to the door. The earth to the north and the sidewalk to the south of the ramp are supported by concrete retaining walls, atop which metal pipe railings are affixed. A basement-level six-panel door on the west end of this transept wing is accessed by concrete stairs and sheltered by a gable-roofed breezeway on square wood posts. The stairs feature a wood handrail, and the breezeway, which connects to the rectory to the west, has a wood railing.

The west elevation of the building is without main-level fenestration, the basement-level window openings and projecting pilasters at the corners providing the only decoration. An exterior concrete-block chimney is located adjacent to the south transept wing, at its northeast corner where the wing intersects the sanctuary. This chimney has been parged above the roofline, but retains exposed, rusticated concrete block below the roofline.

Building Interior

The interior of the All Saints Episcopal Church largely retains its historic configuration with alterations limited to the construction of partial-height frame walls between nave and transept wings. The nave retains wood floors throughout, including on the raised chancel at the west end of the building, though the aisles and raised chancel have been covered with carpet. The interior

All Saints Episcopal Church & Rectory

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face of each concrete-block wall is covered with a skim-coat of smooth plaster and painted

white. Door and window surrounds are constructed of flat boards and wood baseboards have a molded cap and quarter-round shoe mold. Exposed ceiling trusses rest on the interior pilasters, regularly spaced between each bay. The scissor trusses and exposed wood decking above are all stained dark, reddish brown. Spherical light fixtures are suspended from the trusses at the east end of the building, lighting the center aisle as it approaches the chancel. A smaller fixture is suspended above the chancel on a cross beam that connects the west walls of the two transept wings. A raised altar at the west end of the chancel is encircled with a wood rail.

The transept wings each retain wood floors, plaster walls, and exposed scissor trusses and roof decking. The transepts have been separated from the sanctuary by partial height frame walls with drywall sheathing; these walls are located at the edge of the raised chancel, resulting in a shallow, stepped platform along the interior wall of each room. The north wing is partitioned to form a sacristy, while the south wing contains the stair to the basement level of the church. As a result, shelves and hanging rods have been installed in the north wing, while a modest railing constructed of horizontal dimensional lumber borders the stair opening in the south wing. Each room is accessed by a single, hollow-core wood door in the partition walls.

The entrance tower features paired seven-panel doors on its south wall that open to the nave. Like the main entrance doors, the paired doors fit within the pointed surround. Water and termite damage in the tower necessitated the replacement of the original wood flooring, which is currently covered with carpet. Walls, like those in the nave, feature a skim-coat of smooth plaster applied over the interior face of the concrete block.

All Saints Episcopal Church & Rectory
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Original interior furnishings include wood pews with pointed-arch motifs, a lectern with inset pointed-arch panels and sawn brackets supporting pendants, and a baptismal font consisting of a heavy clay bowl atop a wood pedestal.

The basement level of the church served the congregation from 1914 to 1918, while the sanctuary above was being constructed; it later served as a child-care center. The space features a poured floor, concrete walls, and exposed wood beams supporting the floor above. A large square beam bisects the space from east to west, supported by square posts with trapezoidal capitals. The space is almost entirely below grade but does feature four-light windows, though they have been boarded on the east and north elevations of the building, the latter because of the adjacent ramp in that location. Patched concrete below each window indicates they may have originally been taller windows, despite the fact that the openings are below grade. A wood stair with a wood railing is located below the north transept wing, leading to the exterior door on the west elevation of that wing. A bathroom has been constructed below the south transept wing. This space contains a six-panel door, tile floor, drywall covering the walls, and modern fixtures.

All Saints Episcopal Church Rectory - 1924

Contributing Building

Building Exterior

Immediately west of the sanctuary stands a front-gabled, frame house that was constructed as a rectory. The building faces West Franklin Street to the north and was constructed in 1924, though it was altered after 1942 when an inset porch on the northeast corner of the house, facing the church, was infilled. It is set back from the street roughly twenty feet and stands in line with

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the current and formerly adjacent residential buildings to the west. The front yard features a grassy lawn and foundation plantings flanking a brick stoop at the west entrance to the building. Concrete steps lead to the porch at the east entrance. No concrete sidewalks are present on this side of West Franklin Street, though concrete curbs border the street. A concrete driveway extends along the east side of the house, separating it from the church. The driveway terminates at the southeast corner of the house. The shallow rear (south) lot is also grassy lawn. The house stands adjacent to the west property line and the gravel driveway for an adjacent property.

The one-and-a-half-story, front-gabled house is three bays wide at the first story. While the house has vinyl siding and windows throughout, it does retain Craftsman-style knee brackets (though vinyl covered) in the front and rear gables. It rests on a concrete foundation, and an interior brick chimney is located near the center of the building. A six-panel steel door on the west end of the façade is accessed by an uncovered brick stoop and sheltered by a shallow gabled roof with brackets matching those in the front gable, indicating that the entrance and roof are original to the structure. A matching door on the east end of the façade is sheltered by a gabled porch on square posts; a shed roof extends from the east elevation of the porch, connecting to a gabled breezeway between the rectory and the church. This entrance and gabled porch appear to have been installed when the inset porch was enclosed. Two windows are located just west of center, between the two entrances. Two additional windows are centered in the front gable.

The east elevation, facing the church has a single-bay, shed-roofed, wall dormer. Paired windows at the north end of the elevation mark the location of the original inset porch. Other windows on the east elevation are single vinyl windows. The gabled rear (south) elevation has a single

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window on the east end and paired windows in the gable. An entrance on the west end of the elevation is sheltered by a shed roof on square posts and accessed by a wood ramp that extends the width of the elevation, terminating at the paved driveway. The west elevation features a wide, shed-roofed wall dormer that gives this side of the house a two-story appearance. Single windows, which are smaller than the double-hung windows that are found throughout the rest of the house, are located on the west elevation and light the stairwell, kitchen, and second-floor bathroom.

Building Interior

The interior of the rectory features an irregular plan with a narrow front hall (formerly an inset porch) at the northeast corner, a living room with a fireplace and an open stair at the northwest corner, and a dining room and kitchen in the southeast and southwest corners respectively. The second floor features a bathroom at the southwest corner, within the west dormer, and two bedrooms located in the front and rear gables.

Original first-floor finishes are present in the living room and entrance hall. The living room retains wood floors, drywall walls and ceilings, and a brick fireplace on the south wall. The firebox has been infilled with brick and is flanked by panels of soldier-course brick inset within the running-bond brick surround. A wood mantelshelf is supported by thin wood molding. A stair rises against the west wall. It retains original wood treads, turned balusters, and a square newel at the foot of the stair. Two small, one-light windows on the west wall light the stair and stair landing. In the entrance hall, finishes confirm that the space was originally an inset porch:

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wood floors are laid perpendicular to the floors in the adjacent living and dining rooms; beaded-board ceilings remain; and a wide wood cornice extends along the north and east walls.

The dining room and kitchen display a combination of plaster and drywall on the walls and ceilings. The wall between the dining room and kitchen has been almost entirely removed and a closet added to the kitchen. Original wood floors remain exposed in the dining room, while in the kitchen, new wood floors were laid on top of the original flooring and dropped acoustic-tile conceals the original ceiling. A fifteen-light French door separates the entrance hall from the dining room while other interior doors are either later hollow-core wood doors or original five-panel wood doors. Original window and door openings on the first floor retain flat-board post-and-lintel surrounds, while later door and window openings have mitered surrounds.

The second floor retains original wood floors throughout, with the exception of modern wood installed over the original floors in the bathroom only. Plaster and drywall walls and ceilings follow the angled slope of the roof dormers, and the five-panel doors and vinyl windows have flat-board surrounds.

Integrity Statement

The All Saints Episcopal Church and Rectory retains integrity of location, setting, design, workmanship, materials, feeling, and association. Located on the original site, the buildings retain their historic setting at the outskirts of downtown Warrenton, with commercial development to the north and east, and a combination of vacant land and residential development to the south and west. The site maintains its original circulation patterns, with accessibility ramps

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installed to facilitate the continued use of the building over time. Site features include shallow setbacks planted with grass and bushes at the east elevation flanking the façade. The church retains integrity of design, workmanship, and materials with original overall form and exterior finish, original doors, and the combination of clear-glass and stained-glass windows that illustrate the planned evolution of the exterior. The interior retains most of its original floor plan, with the only alterations being the construction of partial height walls to separate the north and south transept wings from the sanctuary, the replacement of original wood flooring in the entrance tower, and the installation of carpet on the aisle and chancel. Despite these material changes, the church as a whole retains sufficient integrity of design, materials, and workmanship to convey the property's historic feeling and association. The rectory, while it has had material alterations including the application of vinyl siding and the installation of vinyl windows, as well as floor plan alterations including the enclosure of an original inset porch and the reconfiguration of the kitchen and dining room spaces, remains an integral part of the physical site and center of the social community.

Archaeological Statement

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8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☒ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B. Property is associated with the lives of persons significant in our past.
- ☒ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- ☒ A. Owned by a religious institution or used for religious purposes
- ☐ B. Removed from its original location
- ☐ C. A birthplace or grave
- ☐ D. A cemetery
- ☐ E. A reconstructed building, object, or structure
- ☐ F. A commemorative property
- ☐ G. Less than 50 years old or achieving significance within the past 50 years

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Areas of Significance

(Enter categories from instructions.)

Architecture

Ethnic Heritage: Black

Religion

Social History

Period of Significance

1913-1924

Significant Dates

1918

Significant Person

Cain, Rev. Thomas White

Cultural Affiliation

N/A

Architect/Builder

N/A

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Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

All Saints Episcopal Church is significant at the local, statewide, and national levels under Criterion A for Black Ethnic Heritage and Religion as a local church that was supported by the North Carolina diocese and funded by private donors and Episcopal congregations nationwide. Beginning in the 1890s, the Episcopal Diocese of North Carolina made a concerted effort to expand their mission into African American communities, including supporting the establishment of All Saints Episcopal Church as an independent congregation, separate from the White Emmanuel Episcopal Church in Warrenton. As early as 1903, requests for funding were placed in local papers, made before Episcopal convocations, and published in church periodicals with national circulation. Donations were received from at least 1904 to 1917 from individuals, congregations, and Sunday School programs as far away as New York, Ohio, and Georgia. As a result, All Saints Episcopal Church is among the most significant church buildings for African American Episcopalians—not just in North Carolina, but nationally.

All Saints Episcopal Church is also significant at the local level under Criterion A for Black Ethnic Heritage and Social History. The church was organized in 1893 and initially occupied a frame building that was also used as a school for Black children. In the early twentieth century, Black residents settled in southwest Warrenton, outside of the town limits, in an area known as “The Hill.” Schools and residences were constructed in the area along West Franklin Street and in 1913, construction began on the All Saints Episcopal Church. The intersection of West Franklin and South Front Streets emerged in the 1930s as the commercial and social core of the

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Black community in Warrenton, with the church itself hosting a parochial school, dances, and community outreach programs.

All Saints Episcopal Church is significant at the statewide level under Criterion C for Architecture as a rare example of an early-twentieth-century rusticated concrete-block church constructed for an African American Episcopal congregation. The church retains detailing characteristic of the Gothic Revival style including peaked window and door openings, tripartite windows, and a square corner entrance tower. The interior also remains highly intact with the original floor plan and historic materials throughout the sanctuary.

Commented [HW2]: HPO: I think this is eligible at the statewide level, but it's hard for me to discern whether or not other churches exist using the limited data on HPO web. It looks like it's the only one in Warren County, and I know there aren't any in Vance or Person Counties, but after that I'm limited. The Episcopal Diocese says it's the only rusticate block one that they know of in the state.

Finally, All Saints Episcopal Church is significant under Criterion B for its association with Warrenton native, Episcopal minister, and Civil Rights advocate Reverend Thomas White Cain. Erected as a memorial to Cain, the building meets Criteria Consideration F for commemorative properties, as it was constructed after his death and serves as evidence of his importance to twentieth-century Black Episcopalians. Further, it meets Criteria Consideration F because it's symbolic value has invested the building with its own historic significance and because it derives its primary significance in the areas of Social History, Black Ethnic Heritage, and Architecture, rather than as a commemorative property.

Commented [HW3]: HPO: It wasn't clear to me whether Criterion B needed to be claimed WITH a Criteria Consideration F. Seems I'd need to tie F to something.

The property also meets Criteria Consideration A as a property owned by a religious institution because it derives its primary significance in the areas of Social History, Black Ethnic Heritage, and Architecture, rather than Religion.

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The period of significance begins in 1913 when construction began on the building. It extends to 1924 to include the completion of the sanctuary, the construction of the adjacent rectory, and the use of the building as a parochial school, which appears to have closed by 1925.

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Early History of Warrenton

The history of Warrenton and its African American population predates the formation of Warren County and the establishment of Warrenton as the county seat in 1779. Throughout the late eighteenth and early nineteenth centuries, Warren County had an agricultural economy that was largely dependent on the labor of enslaved people, with the 1790 census revealing Warren County as the only county in North Carolina to have more enslaved persons than free citizens.² In addition to the planters who enslaved large numbers of African American laborers to work the land surrounding Warrenton, enslaved African Americans also worked as apprentices and assistants to local tradesman, as well as in private homes as maids, nannies, cooks, and laborers.³ Warrenton's economic dependence on slavery was so great that the town struggled to recover financially in the post-Civil War years. The population of Warrenton dropped by one third between 1860 and 1870, in part the result of both White and Black residents leaving the area in search of better economic opportunities. During the same period, the overall population of Warren County remained relatively static, suggesting the displacement of individuals from within Warrenton to the outskirts of town and the rural areas surrounding Warrenton. Warrenton

² Catherine Cockshutt [Bishir], "Warrenton Historic District," Nomination to the National Register of Historic Places, 1976, Section 8, page 1.

³ Heather Slane and Cheri Szcodronski, "Warrenton Historic District (Additional Documentation, Boundary Increase, and Boundary Decrease)," Nomination to the National Register of Historic Places, 2022, 179.

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remained largely integrated as it had been historically, both physically and socially, during this period of change.⁴

Post-Emancipation Black Churches and the Jim Crow Era

The Reconstruction era brought social change, religious freedom, and educational opportunities for the formerly enslaved population of Warrenton. For the first time, Blacks were afforded the opportunity to gather freely and to organize themselves. Typically the first permanent institutions to be established post-emancipation, African American churches became the centerpiece of the Black community and have long been recognized by scholars to be the, “single most significant institutions in African-American life” in the post-Civil War era.⁵ During this period, between one-third and one-half of all Black North Carolinians were church members, with the number rising steadily throughout the late nineteenth century.⁶

Long discriminated against in White congregations, Black congregants flocked to newly formed churches controlled by Blacks. In lieu of the preaching they had been subjected to in the White churches, which often “condoned slavery and invariably said less about loving one’s neighbor than about obeying the master and mistress,” congregants heard messages of Black strength and independence.⁷ Among the most tangible benefits of emancipation, was that “Black people now could worship in their own churches and hear the gospel preached by their own ministers.”⁸

⁴ Slane, 180.

⁵ Carroll Van West, “Historic Rural African-American Churches in Tennessee,” Multiple Property Nomination to the National Register of Historic Places, 1998, Section E, page 2.

⁶ Jeffrey J. Crow, Paul D. Escott, and Flora J. Hatley Wadelington, *A History of African Americans in North Carolina, Second Edition* (Raleigh, NC: North Carolina Office of Archives and History, 2011), 98.

⁷ Crow, 82.

⁸ Crow, 93.

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During this first period of post-emancipation Black church construction in the South, freed

Blacks in Warrenton established the Warrenton Colored Baptist Church (later the First Baptist Church) in 1866 (no longer extant) and the Colored Methodist Episcopal Church (later the Oak Chapel African Episcopal Church) by 1867.⁹

While Warrenton continued to struggle economically in the late twentieth century, some reprieve was found when, in 1885, local businessmen established a tobacco market. The first market in the region east of Henderson, it capitalized on the popularity of bright leaf tobacco and boosted the local economy, serving as a source of prosperity for local farmers and warehousemen.¹⁰

Publically-funded improvements were made in the early twentieth century, including the construction of a new Warren County Courthouse in 1906 and a new municipal building in 1912.¹¹ By the 1920s, Warrenton boasted flourishing businesses and tobacco industry, paved roads and sidewalks, and a telephone exchange. In addition, the town itself owned the three-mile Warrenton Railroad, a water filtration plant, sewer system, ice plant, power and light plant, and a hotel.¹² Commercial buildings in the downtown core, most reconstructed after a series of late-nineteenth-century fires, housed drugstores, department stores, and other retail businesses that thrived, especially during the peak prosperity of the local tobacco market.

Churches in Warrenton, both White and Black, were constructed or enlarged in the early twentieth century. In 1908, the Black congregation of the Second Baptist Church (later

⁹ Cockshutt [Bishir], Section 8, page 17.

¹⁰ Cockshutt [Bishir], Section 8, page 19.

¹¹ Cockshutt [Bishir], Section 8, page 20.

¹² Slane, 180; Cockshutt [Bishir], Section 8, page 20.

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Warrenton Missionary Baptist Church) erected their sanctuary at 114 South Bragg Street.

Emmanuel Episcopal Church, from which the congregants of All Saints Episcopal Church split, was remodeled to its current Gothic Revival-style appearance in about 1927, and the adjacent Parish house and rectory were both completed in 1928. The White congregants of Warrenton Baptist Church constructed a new sanctuary on North Main Street in 1937 after a fire destroyed its original building and Wesley Memorial Methodist Church (also historically White), originally constructed in 1894, was enlarged, first in the 1930s, and again in 1956.

While Warrenton had the outward appearance of a successful, if not booming, economy, the prosperity was not shared by all of its residents. By the turn of the twentieth century, White Southerners had firmly put into place the system of Jim Crow segregation. As W.E.B. DuBois describes, the “veil descended,” separating White and African American people and resulting in the development of clearly defined – and strongly enforced – White and Black spaces.¹³ While businesses and residences were generally integrated in Warrenton in the mid- to late nineteenth century, with African American homes, churches, schools, and businesses located throughout town, by the early twentieth century, Black-owned businesses were relegated to the outskirts of downtown along with, and usually located within, Black residential neighborhoods.¹⁴ During the same period, downtown businesses became largely segregated, the result of Jim Crow legislation and racist sentiment throughout the South. “Defeat, disenfranchisement, and the new legally mandated discrimination of the Jim Crow system eventually reduced three and a half decades of

¹³ W.E.B. DuBois, *The Souls of Black Folk* (Chicago: IL: A.C. McClurg & Co., 1909, Reprint 2014 by Millennium Publications).

¹⁴ Slane, 182.

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life in freedom to a nadir.”¹⁵

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As early as 1885, African American churches and schools were located on the south side of town, separated from the White churches that existed north of downtown.¹⁶ African Americans had established three Freedman’s schools by 1867 (though none remain extant). The first All Saints Episcopal Church, a frame building just west of the courthouse that also housed a school, was demolished between 1907 and 1912 to make way for the Warrenton High School dormitories for White children. A second African American school on South Front Street, located just southeast of the current All Saints Episcopal Church, was used as a warehouse by 1912 and demolished by 1918.¹⁷ In their place, new schools for Black students were constructed southwest of Warrenton, outside of the town limits. Hawkins Elementary School (410 West Franklin Street) opened in 1911 followed by the John R. Hawkins High School Complex (427 West Franklin Street), a Rosenwald Fund school that opened in 1925. Both are located in an area known locally as “The Hill.”¹⁸

The largest traditionally African American neighborhood in Warrenton, The Hill developed in the early twentieth century, the result of Jim Crow segregation of housing, businesses, and institutions. The Hill was physically separated from downtown by the Edmund White Cotton Gin and White Building Supplies facilities, industrial complexes that reinforced the Jim Crow-era separation of White and Black resources. In addition to educational facilities, Black clubs,

¹⁵ Crow, 108.

¹⁶ Sanborn Fire Insurance Company, “Warrenton, Warren County, North Carolina,” 1885, 1891, and 1896 maps, *NCLive.org*.

¹⁷ Slane, 185.

¹⁸ Slane, 186.

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lodges, and societies were established throughout Warrenton in the early twentieth century,

providing their members “with chances to speak, to lead, and to develop their abilities.”¹⁹

Among these was the Stone Square Lodge, No. 10, Prince Hall Free and Accepted Masons (214 West Franklin Street), established as early as 1905, and standing just west of the town limits. The 1905 and 1918 Sanborn maps show a two-story, combined Masonic Hall and African American Schoolhouse in the location of the current lodge, which was completed in the 1940s. Though east of The Hill, the Warren County Community Center (111 West Franklin Street) was completed in 1936, provided meeting space, bathrooms, and a library for Warrenton’s Black residents.

In addition to the physical separation imposed upon them, Black residents throughout the South, including Warrenton, commonly suffered extreme discrimination and violence during the Jim Crow era. Historian Jeffrey Crow notes that, “denied the vote and physically separated from whites residentially and in public accommodations, African Americans struggled to earn a living, to educate their children in underfunded and inferior facilities, and to contest the limits placed on their social, economic, and political lives.”²⁰ Yet Black residents of Warrenton exercised their right to organize and fought against the repression inflicted by their White neighbors.

While Black churches have always been a sanctuary for the community, they were especially important when so few resources were available to Black citizens. During the difficulties of the Jim Crow era, churches stood as, “one of the few public spaces where African Americans could

¹⁹ Crow, 96-97.

²⁰ Crow, 120.

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and would gather.”²¹ As they had in the late nineteenth century, churches in the twentieth-

century often doubled as schools or meeting places for activities related to Black politics, civil rights, education, and suffrage. Messages spoken by Black preachers were often those of courage, equality, persistence, and optimism. The African American church, owned and managed by Black leaders and congregants, “by its very existence and democratic structure imparted racial pride and dignity, providing parishioners of all classes the opportunity to participate in its meetings and rituals and to exercise roles denied them in the larger society.”²² It served as a public space for social and cultural rituals grounded in equality and as a meeting place, and recruitment center, for African American civic groups.²³ It was within this context of Jim Crow segregation that the All Saints Episcopal Church was erected.

Formation of All Saints Episcopal Church and Statewide & National Significance Contexts

The establishment of All Saints Episcopal Church in 1893 was part of a second wave of church construction occurred throughout the South in the 1880s and 1890s and was generally focused on the establishment of Black congregations in conjunction with Black schools. Following emancipation, Black Episcopalians in Warrenton initially continued to worship with their White counterparts at Emmanuel Episcopal Church (133 North Main Street). For the Episcopal Diocese in North Carolina, the creation of Black congregations and mission schools was part of a larger effort in the 1890s to extend its outreach into African American communities, utilizing the Black ministers and teachers being trained at St. Augustine’s School in Raleigh.

²¹ West, Section E, page 2; Joe W. Trotter, “African American Fraternal Association in American History: An Introduction,” *Social Science History* 28:3 (Fall 2004), 36.

²² Leon F. Litwack, *Trouble in Mind: Black Southerners in the Age of Jim Crow* (New York, NY: Vintage Books, 1999) as quoted by West, Section E, page 40.

²³ West, Section E, page 40.

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In 1893, Rev. Henry Beard Delany, faculty member at St. Augustine's, was assigned to oversee the formation of a Black congregation in Warrenton, though All Saints, having been born of Emmanuel Episcopal Church, was not technically a mission congregation.²⁴ Reverend Delany was the second African American bishop of the national Episcopal Church and the first in the Diocese of North Carolina. The congregation initially occupied a frame building, on the west side of North Front Street, "just at the entrance to the lawn of the residence of Mr. John Graham," (107 North Front Street).²⁵ The location was not far from Emmanuel Episcopal Church, from which they had split and with whom they shared a preacher. A 1904 newspaper notice announced services to be led by Rt. Rev. Joseph Blount Cheshire with services for Blacks held "in All Saints Chapel" on Saturday evening and a service for White congregants to be held on Sunday in "Emmanuel church."²⁶ However, newspaper notices indicate that Delany himself was also "filling his appointment" at All Saints by the late 1890s.

The newly formed congregation raised \$400 and purchased an existing building on North Front Street, west of the Warren County Courthouse (no longer extant). Because of the limited financial and physical resources of Black congregants in the nineteenth century, early Black churches often doubled as schools during the week and routinely hosted community events, thus serving as the religious, educational, and political centers of their communities.²⁷ All Saints was

²⁴ "All Saints Episcopal Church," File WR0465, NC SHPO, Raleigh, North Carolina.

²⁵ "All Saints Mission," *Warren Record* (Warrenton, NC), June 9, 1911, Newspapers.com; While sources indicate that the congregation initially met in the home of members Albert and Anna Burgess on Front Street, this is unlikely as the two were siblings born around 1900. It is possible that they met in their parent's house on Gallows Street, but as no street currently exists with that name, the location of the house could not be confirmed.

²⁶ "Notice," *Warren Record* (Warrenton, NC), January 29, 1904, Newspapers.com.

²⁷ West, Section E, page 2; Trotter, 356.

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no exception; the building appears as “vacant” on the 1891 Sanborn map, but is labeled as a

“Negro School House” from 1896 to 1907, indicating its combined usage.²⁸

As early as 1905, the congregation of All Saints was considering where to construct a new church building and initially considered rebuilding in their existing location on North Front Street. However, Jim Crow sentiment and strong opposition from the White community forced the congregation to relocate to the southwest part of the town, near “The Hill.” Opposed by “their best white friends,” from building in downtown Warrenton, the congregation was told that, “our colored [sic] friends will get little or no help if they insist in putting themselves where they are not wanted.” The same newspaper piece noted that White citizens, “were already burdened with one negro [sic] school and church in Warrenton where they ought not to be” and suggested that, “colored [sic] churches should be built where the colored [sic] people live.”²⁹

On September 2, 1910, trustees of the Protestant Episcopal Church, purchased a lot at the southwest corner of Front and Franklin streets from William and Alice Cawthorne, a Black shoemaker and seamstress who were likely members of All Saints Church, their son, Ceasar Cawthorne, having gone on to become a lay leader in the congregation.³⁰ By June of 1911, the local newspaper reported on the congregational decision to sell the property on Front Street to John Graham and to “look elsewhere for a location,” describing an overall, “feeling that a different location would be more acceptable to our white citizens.”³¹ The newspaper called the

²⁸ Sanborn Fire Insurance Company, “Warrenton, Warren County, North Carolina,” 1896, 1901, and 1907 maps, *NCLive.org*.

²⁹ “Let the Church be Moved,” *Warren Record* (Warrenton, NC), Friday, July 21, 1905, Newspapers.com.

³⁰ Warren County Register of Deeds. Book 81, Pages 246-247.

³¹ “All Saints Mission,” *Warren Record* (Warrenton, NC), June 9, 1911, Newspapers.com.

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agreement “commendable” and in the “Christian spirit,” citing Warrenton’s “reputation of

having the best colored [sic] population in the State.” In July of 1911, Graham and his wife deeded a property on West Franklin Street to the Board of Education for the construction of Hawkins School, the timing of which indicates the land on West Franklin Street may have been offered as incentive for the sale of the original church site.³²

Rev. Thomas White Cain and the Leaders of All Saints Episcopal Church

All Saints Episcopal Church was erected as a memorial to Reverend Thomas White Cain. Cain was a Warrenton native, born into slavery in 1843, though he moved to Petersburg, Virginia at a young age. At the close of the Civil War, Cain was unable to read and write, but enrolled in a newly organize Freedman’s School, organized by St. Stephen’s Episcopal Church in Petersburg. He went on to attend Lincoln University in Pennsylvania, after which he returned to Petersburg to teach at the Freedman’s School, while he prepared for the priesthood.³³ Cain was a graduate of the first graduating class of the Bishop Payne Seminary for Negroes in Petersburg, Virginia and was the first Black candidate for Ordination in the Diocese of Virginia, ordained in 1879. He served St. Philip’s Episcopal Church in Richmond until 1888.³⁴

³² Slane, 152.

³³ Rev. Dr. Brooks Graebner, “Disciple: Still a Sacred Space,” *North Carolina Disciple* (The Episcopal Diocese of North Carolina), Spring 2022. Accessed January 23, 2024, <https://www.episdionc.org/blog/disciple-still-a-sacred-space/>

³⁴ “A Good and Faithful Servant: The Rev. Thomas W. Cain” (Episcopal Diocese of Texas), April 28, 2020. Accessed January 23, 2024, <https://www.epicenter.org/a-good-and-faithful-servant-the-rev-thomas-w-cain/>; Melodie Woerman, “Texas Churches Discover Pioneering Black Episcopal Priest’s Unmarked Grave,” *The Christian Century*, February 27, 2023. Accessed January 23, 2024, <https://www.christiancentury.org/article/news/texas-churches-discover-pioneering-black-episcopal-priests-unmarked-grave>

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In 1888, Cain and his family relocated to Galveston, Texas, where he served St. Augustine of

Hippo Episcopal Church, the oldest Black Episcopal church in Texas, established in 1884.³⁵ His appointment made him only the second Black priest to serve in the Episcopal Diocese of Texas, both at St. Augustine of Hippo Episcopal Church.³⁶ Under Cain's leadership, a sanctuary was erected in 1889 and an Industrial School was established in the area. By 1897, the young church had grown to more than 180 congregants.³⁷ Cain's impact went far beyond his Galveston community. In 1893, Cain filed a lawsuit against the International & Great Northern Railroad Company after they forced his removal from a Pullman sleeping car, citing violation of a new state law that required separate coaches for White and Black passengers. Cain won the case in Galveston County District Court, but was awarded only \$100 in damages.³⁸

Cain also broke barriers within the Episcopal Church. In 1889 and again 1892, Cain was elected to represent the Diocese of Texas in the national General Convention of the Episcopal Church. He was the first Black priest in the assembly and the first to be elected to serve as a delegate twice, sitting as an equal in the House of Deputies and fully participating in the councils of the Episcopal Church.³⁹ With the rise of White Supremacy 1890s, Jim Crow legislation in the early 1900s, and the widespread exclusion of African Americans from leadership positions during this period, Cain was the only Black priest to have served in that capacity for many years.

³⁵ Woerman.

³⁶ Rev. Dr. Brooks Graebner, email correspondence with the author, July 6, 2024.

³⁷ "St. Augustine of Hippo Episcopal Church - Texas' Oldest African American Episcopal Church," Galveston History. Accessed January 23, 2024, <https://www.galvestonhistory.org/news/black-history-month>.

³⁸ "A Good and Faithful Servant: The Rev. Thomas W. Cain."

³⁹ Graebner, "Disciple: Still a Sacred Space."

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On September 8, 1900, a Category 4 hurricane struck the eastern shore of Texas, bringing

hurricane-force winds, storm surge, and flooding. The eye of the storm passed just south of the city of Galveston, with the island bearing the brunt of the storm, which was later named the Great Galveston Hurricane, the Galveston Flood, and the Great Storm of 1900. Thomas Cain and his family were among the more than 8,000 people killed by the storm and the St. Augustine of Hippo Episcopal Church was completely destroyed.⁴⁰ Following Cain's death, Archdeacon Rev. John Pollard, a classmate and friend of Cain, proposed that a church be built in his hometown of Warrenton, North Carolina and dedicated to his memory.

Rev. Henry Beard Delany, who led the All Saints congregation from 1892 to 1915 and was the diocesan archdeacon from 1908 to 1918, was instrumental in the execution of Pollard's idea. Born in Georgia in 1858 and raised in Florida, Delany learned bricklaying and plastering at an early age. He attended a Freedman's School where he studied theology and music before enrolling in St. Augustine's School (now St. Augustine's College) in Raleigh in 1881. He graduated in 1885, but remained on the faculty until 1908 as a teacher, chaplain, vice-principal, and supervisor of building projects. During this period, he oversaw the construction of the 1896 chapel, the 1898 library, and the 1909 St. Agnes Hospital, all partially constructed of stone.⁴¹ This experience, and his early training in construction, made him the ideal candidate to oversee the construction of All Saints, which Rev. Brooks Graebner, historiographer for the Diocese of North Carolina, notes, "was a project dear to his heart and the centerpiece of his time as the

⁴⁰ "Galveston Flood of 1900: Topics in Chronicling America," Library of Congress. Accessed January 23, 2024, <https://guides.loc.gov/chronicling-america-galveston-flood>.

⁴¹ "Delany, Henry Beard," NCpedia. Accessed January 23, 2024, <https://www.ncpedia.org/biography/delany-henry-beard>.

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diocesan archdeacon between 1908 and 1918.”⁴² While it is unclear whether he had a role in the design of the building, his part in the raising of funds cannot be overstated. For this reason, he was selected to preach at the inaugural service held in All Saints Episcopal Church in December 1918.

A number of other prominent Episcopal priests and African American leaders can trace their roots to Warrenton and All Saints. The Rev. George Freeman Bragg, a cousin of Thomas White Cain, was born into slavery in 1863, but left Warren County to live with his grandmother, Caroline Wiley Cain Bragg in Virginia. Like Cain, he attended the Freedman’s School at St. Stephens, where he studied under former Confederate officer, Giles Buckner Cooke. He worked in journalism for a time, before enrolling in Bishop Payne Divinity and Industrial School in the autumn of 1885. He was ordained in 1887 and served congregations in Norfolk, VA and Baltimore, MD. Throughout his career, he continued to write, publishing a variety of books, articles, and pamphlets.⁴³ He fought for equality in the Episcopal church and beyond, becoming the twelfth Black Episcopal priest in 1888, after challenging a rule that Black deacons wait five years before being ordained as priests. He fought against restricting the church’s mission work to overseas activities, arguing the need to foster African American congregations in the United States. He advocating the hiring of African American teachers in Baltimore schools and worked with both Booker T. Washington and W. E. B. DuBois to oppose Jim Crow laws.⁴⁴

⁴² Graebner, “Disciple: Still a Sacred Space.”

⁴³ “George F. Bragg,” Encyclopedia Virginia, Accessed January 23, 2024, <https://encyclopedia.virginia.org/entries/bragg-george-f-1863-1940/>.

⁴⁴ “George Freeman Bragg, Jr.,” The Lctionary, Accessed January 23, 2024, http://www.satucket.com/lectionary/George_Bragg.htm.

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Bravid Harris was born in Warrenton in 1896, educated in local schools, and both baptized and

confirmed at All Saints. He attended St. Augustine's College in Raleigh, graduating in 1917.

Like Cain and Bragg, Harris attended Bishop Payne Divinity School in Petersburg, VA,

graduating in 1922. He was ordained at All Saints in 1921 and from 1922 to 1925 served All

Saints, overseeing the construction of the adjacent rectory. He went on to serve as the rector of

Grace Church in Norfolk, VA and from 1937 to 1943 he was the Archdeacon for Negro Work in

the Diocese of Southern Virginia. In 1945, Harris was elected bishop of the Missionary District

of Liberia, a position he held for nineteen years. Harris was the first Black American bishop with

oversight of a diocese and, at the time, was the only active African-American bishop in the

Episcopal church.⁴⁵

Warren County native, Odell Greenleaf Harris, a cousin of Bravid Harris, was educated in

Littleton, NC, and went on to attend Henderson Institute in adjacent Vance County. In 1928, he

enrolled in St. Augustine's College in Raleigh and in 1930, he was accepted into Bishop Payne

Divinity School in Petersburg, VA. In 1933, Harris graduated and was ordained at All Saints,

where he served the congregation from 1933 to 1937. Harris accepted a teaching position at

Bishop Payne Divinity School in 1937; served as dean of the Colored Convocation in the

Diocese of Southern Virginia from 1943-1947; and was elected an alternate deputy to General

Convention and appointed Archdeacon for Negro Work in the Diocese of Southern Virginia in

1947. Throughout his career, he was a pioneer for civil rights in the Dioceses of Southern

⁴⁵ "Bravid Washington Harris," NCpedia. Accessed January 23, 2024, <https://www.ncpedia.org/biography/harris-bravid-washington>.

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Virginia and Atlanta.⁴⁶ He led the charge for the construction of the Warren County Community

Center, just east of All Saints.

While all of these men were associated only briefly with All Saints Episcopal Church, they illustrate the deep commitment of the African American community in Warrenton to education and advancement in the Reconstruction and Jim Crow eras.

Statewide and National Contexts: A Local Church Built with National Funding (1903-1918)

While a site for the new church was not secured until 1910, the congregation had begun raising funds for the construction of a new building as early as 1903. In addition to requests in the local papers, church leaders requested funds from the broader Episcopal community to aid in construction. Historiographer Brooks Graebner notes that, as early as 1903, the congregation was considering erecting a new building and at that time, Archdeacon Pollard addressed the Convocation of Colored Clergy and Congregations, appealing to, “colored Churchmen throughout the country to give me \$1,000 for the building of a chapel in Warrenton.”⁴⁷ Again in 1904, while the congregation was still worshipping on North Front Street, an appeal was made to “colored Churchmen throughout the country” in *The Churchman*, a monthly periodical; the article noted the following donations totaling \$132.80.⁴⁸ The mission itself contributed \$114.80;

⁴⁶ “History Day 2022: A Tribute to the Ven. Odell Greenleaf Harris,” Event materials accessed January 23, 2024, via the Episcopal Diocese of North Carolina, https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.episdionc.org/uploads/images/a-tribute-to-the-ven-odell-greenleaf-harris-program-booklet-history-day-2022_386.pdf&ved=2ahUKEwihoLTYuceGAXWSE1kFHYFJ7UQFnoECA8QAQ&usg=AOvVaw2NcE2Fscnn4Q5TmObIPP_K

⁴⁷ Rev. Brooks Graebner, “Financial Support for the Building of All Saints,” Summary of sources related to the financial support of All Saints Church as gleaned from records of the North Carolina Episcopal Diocese, compiled by Rev. Brooks Graebner, and submitted to the author January 22, 2024.

⁴⁸ Graebner, “Financial Support.”

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the Rev. Giles B. Cooke, a minister and teacher with ties to St. Stephens and St. Pauls in

Petersburg, Virginia, who was known of have educated African Americans and may have taught Thomas Cain, donated \$5. Bishop Charles Henry Brent, an Ontario native who was ordained in 1886 and took a position in Buffalo, New York in 1887 contributed \$5. Dr. W. R. Huntington, who led congregations in Massachusetts and New York, contributed \$5. The Sunday school at St. Stephen's, Savannah [now St. Matthew's] raised \$1. The Rev. Charles H. Male, the minister at St. Cyprian's Episcopal Church in Oxford, North Carolina contributed \$1 and Miss Mary P. Mulligan of New York donated \$1. Perhaps unsurprisingly, the largest single-source contributions were from White ministers who presumably had more income to contribute.

Early contributions likely helped the congregation to secure a new parcel of land and to begin construction, but the fundraising campaign continued for more than a decade. In 1911 and 1912, Rev. Henry Beard Delany appealed to the Conference of Church Workers in Cleveland, Ohio and Orange, New Jersey. In 1912, he also addressed the Colored Convocation Women's Auxiliary, securing additional financial pledges from the group.⁴⁹ In 1913, Delany and Rev. George Freeman Bragg placed a "cornerstone appeal" in the *Carolina Churchman* and the *Church Advocate*. Likely as a result of that appeal, records indicate that in 1913, the Sunday School of All Saints Episcopal Church in St. Louis, Missouri contributed \$10, "for All Saints Ch. Warrenton to be sent to Arch. Delaney Raleigh."⁵⁰ The same year, at the 29th Annual Conference of Church Workers Among Colored People, Archdeacon James Solomon Russell promised aid

⁴⁹ Graebner, "Financial Support."

⁵⁰ "Specials for North Carolina to Dec. 1, 1913." Hand-printed notecard located in Bishop Cheshire's papers at the North Carolina Diocese. Copy provided via email correspondence with Lynn Hoke and Brooks Graebner dated March 6, 2024.

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from the Convocation of the Diocese of Southern Virginia.⁵¹ Russell had ties to Warren County, his father having been enslaved there, though he was raised in southern Virginia, educated at Hampton Institute, and studied divinity under Rev. Giles B. Cooke.

The construction of All Saints Episcopal Church began in 1913, utilizing rusticated stone blocks handmade by brothers (John) Freeman Jenkins and (Robert) Marion Jenkins. The brothers were natives of Warrenton, the sons of John and Bettie Jenkins who were listed as living on Franklin Street in the 1900 census. The *Warren Record* reported on the laying of the cornerstone in 1914, noting, "built as it is of cement and rock, will stand through many years, a fitting memorial to the late Thomas Cain at one time a boy of this town, and later the first colored man to hold a seat as a delegate in the General Convention of the Episcopal Church."⁵² In the same article, a plea was made for additional donations to fund the construction of the church, which required an additional \$1500 to complete, indicating the help offered by the White community in 1905 was perhaps not as robust as promised. From 1914 to 1918, the lower level of the building was used for worship, while the upper level was being constructed. A school operated in the basement of the church, although the details of the school's operations are not known.⁵³

In 1914, the Annual Convocation of the Archdeaconry for Work Among Colored People for the Diocese of North Carolina was held in Warrenton. Members of the group were able to see firsthand the progress that had been made and were petitioned to contribute to the ongoing

⁵¹ Graebner, "Financial Support."

⁵² "The Annual Convocation," *Warren Record*, September 25, 1914, www.newspapers.com.

⁵³ Jennie A. Franklin, "African American Walking Tour of Warrenton, NC," Louis Round Wilson Special Collections Library, University of North Carolina, Chapel Hill.

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construction. In his address to the group, Bishop Joseph Blount Cheshire noted:

“Though not a large congregation, this of All Saints, Warrenton, has been one of the most zealous and devoted of our little band. Circumstances made it necessary that they should leave the place in which they began their work. They have acquired another lot and have made considerable process in the erection of their church... You see the progress which has been made; you see how much remains to be done. I think we should all feel like lending a helping hand to bring this good work to completion, and to help this faithful and zealous band of our [12] brethren of All Saints’ parish to finish the Thomas Cain Memorial Church of All Saints.”⁵⁴

Minutes from the Convocation acknowledge receipts from the following individuals, organizations, and congregations, again illustrating the far reach of financial support for the construction of All Saints. Kingston Parish (Matthews, VA), Thompson Orphanage (Charlotte, NC), St. Andrew’s Episcopal Church (Cleveland, OH), St. Mark’s Episcopal Church (Wilson, NC), St. Matthias’ Episcopal Church (Louisburg, NC), and St. Augustine’s School Chapel (Raleigh, NC) all contributed funds during the 1914 Convocation. In addition, the following individual contributed funds: Rev. D.J. Gordon; Rev. J.E. King (leader of St. Ambrose Church in Raleigh, NC); Rev. Josephus McDonald; Rev. A. E. Day (Archdeacon in Atlanta, GA); Rev. Chas. H. Male, who had contributed in 1904; Mrs. Chas. H. Fain; Mrs. Cherry; Rev. S.A.E. Coleman (St. Mary’s Episcopal Church, Augusta, GA); Rev. G. M. Plaskett, a graduate of St. Augustine’s College in Raleigh who served congregations in New Jersey; and Rev. E. L. Baskerville (Calvary Church in Charleston, SC). The 1914 Convocation ended with a resolution to “do all in our power to help the congregation to complete the church, through contributions from our several stations.”⁵⁵

⁵⁴ Diocese of North Carolina, “Minutes of the Thirteenth Annual Convocation of the Archdeaconry for Work Among Colored People,” All Saints Church, Warrenton, NC, September 3-7, 1914, 11.

⁵⁵ Graebner, “Financial Support.”

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In 1914, Rev. George Freeman Bragg, editor and publisher of *The Church Advocate*, highlighted the project and appealing for financial contributions. He noted, “every colored Sunday School in the country ought to esteem it a great privilege to contribute a number of ‘blocks’ in the construction of the ‘Cain Memorial Church.’” He ended his article with an appeal to “all those who have it in their hearts to make some offering in perpetuating the memory of one of the bravest, ablest, and cleanest men that have ever adorned the Afro American priesthood, send what they have to offer.”⁵⁶

As late as 1916, four years after construction began, newspaper notices were still asking for additional funds to complete the church, noting that the walls of the church were being damaged by exposure to the weather. The article reported contributions totaling \$33.50 made by Mr. W. K. Williams, Mr. B. P. Williams, Mr. W. H. Riggan, and Mr. J. E. Rooker (all of whom appear to have been White farmers, merchants, and local businessmen).⁵⁷ Meanwhile, the Right Rev. Joseph Blount Cheshire, Bishop of North Carolina appealed again to the broader Episcopal community for support; in a September 1916 address in Raleigh, North Carolina he noted the unfinished building and decreed that Rev. Joseph H. Hudson, leader of All Saints during that period, “will make good use of anything which may be given him to help him in the cause for which I appeal.”⁵⁸ Rev. Delany, in his report to the 1918 Annual Convention, noted a 1917 trip to the Colored Conference [CCW] in Baltimore, Maryland where he once again solicited funds for All Saints. He reported that the Conference, “being in sympathy with our struggles for the

⁵⁶ *The Church Advocate*, July 1914, 13.

⁵⁷ “A Campaign” *Warren Record* (Warrenton, NC), Friday, September 29, 1916, www.newspapers.com; 1910 and 1920 United States Federal Census.

⁵⁸ “A Campaign” *Warren Record* (Warrenton, NC), Friday, September 29, 1916, www.newspapers.com.

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completion of the Thomas Cain Memorial Church, pledged \$500 towards its completion; and

nearly 50 per cent of the amount of these pledges have already been paid.”⁵⁹ The sanctuary was ultimately completed in 1918, though was not immediately furnished.

While the sanctuary was funded both locally and through a nationwide campaign, the rectory was financed solely by the All Saints congregation, who furnished labor and materials for its construction. Minutes from the 1923 Convocation note:

“Resolved, that All Saints Church, Warrenton, be commended in its efforts to build a rectory especially since they are raising most of the funds themselves. They are not asking a gift, but that this Convocation assist them in the form of a loan of \$100 for the time of 18 months. We want to recommend especially this loan since the minister in charge [Bravid Harris] has agreed to give up that portion of his salary paid by the congregation, \$10.00 per month, until this loan of \$100.00 be paid.”⁶⁰

The one-and-a-half-story, frame rectory was completed in 1924.

All Saints Episcopal Church - Anchor of the Black Community (1918-2018)

After a fundraising campaign that spanned both years and state lines, enough money was raised from Warrenton residents and Black Episcopalians throughout the country to complete the sanctuary of All Saints. While congregants had been meeting in the basement of the church for several years, the sanctuary itself was officially opened for public worship on December 1, 1918, just in time for the Advent season. The newspaper reported that the building was “unfinished as of yet,” likely referring to the furniture and finishes of the church. Rev. Henry Beard Delany,

⁵⁹ Graebner, “Financial Support.”

⁶⁰ Rev. Brooks Graebner, Summary of Convocation minutes as gleaned from records of the North Carolina Episcopal Diocese, compiled by Rev. Brooks Graebner, and submitted to the author January 22, 2024.

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who had only days before been consecrated as Bishop for the Diocese of North Carolina,

preached at the inaugural service.⁶¹

The church was the physical and social anchor of the African American community of “The Hill.” Located at the east end of the neighborhood, within a block of the White businesses in downtown Warrenton. The 1912 Sanborn map shows little development in this area, especially when contrasted with the dense commercial development just one block to the north and east. As a result, the building was highly visible, both from the African American residential development to the west and from the White businesses to the northeast. The intersection of South Front and West Franklin Streets, emerged in the 1930s as the commercial and social core of the Black community in Warrenton. A two-story, brick commercial building was constructed opposite the church, at the southeast corner of the intersection about 1935. The building housed offices for Black professionals including doctors and dentists, as well as grocery stores, restaurants, beauty salons, barber shops, a drug store, and a Black-owned radio station.⁶² In 1936, the Warren County Community Center was constructed immediately east of the commercial building, provided meeting space, public restrooms, and a library for the Black community in southwest Warrenton.

The church also served as a social center for the area, especially in its early years, before the schools and Warren County Community Center provided places for the residents to gather. The

⁶¹ “Thomas Cain Memorial Church Opens,” *Warren Record* (Warrenton, NC). Friday, November 29, 1918, www.newspapers.com.

⁶² Franklin, “African American Walking Tour of Warrenton, NC.”

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church hosted a parochial school, open to the entire Warrenton community, though the school

likely closed in 1925 when the W. R. Hawkins School was completed, the teachers moving from one school to the other. Jennie Franklin remembers Friday night dances, sponsored by the Young People's Service League, that were held in the basement of the church.⁶³ The lower level also housed community outreach programs.

During the Jim Crow era, when Confederate monuments were being erected across the south, including several blocks away on the Warren County Courthouse lawn, "Black Episcopalians were erecting a very different kind of monument in Warrenton: a monument to a vision of inclusion and equality," dedicated to the Rev. Thomas Cain, a man who "stood for and exemplified the possibility of a Church in which Black and white Christians could sit together, deliberate together and act in concert."⁶⁴

In its early years, All Saints Episcopal Church was connected to St. Anna's (Littleton, NC) and St. Luke's (constructed in northwest Warren County, but no longer extant), all three churches served by a single priest until the 1940s.⁶⁵ From the 1940s until 2003, All Saints was 'yoked' to Emmanuel Episcopal Church, the congregations both served by a White priest. In 2003, when members of Emmanuel Episcopal Church expressed opposition to a Black bishop, the Black congregants voiced their preference to worship at a historically Black church, rather than the White church from which they had split a century earlier. As a result, the congregation of All

⁶³ Jennie A. Johnson Franklin, "Celebrating Black History Month: Growing Up and Living on The Hill," *The Warren Record*, February 4, 2021, https://www.warrenrecord.com/news/article_4c65a92e-6637-11eb-b57b-1fe393528a31.html.

⁶⁴ Graebner, "Disciple: Still a Sacred Space."

⁶⁵ Rev. Brooks Graebner, interview by author, Durham, NC, March 16, 2023.

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Saints was instead yoked to the Chapel of the Good Shepherd in Ridgeway, North Carolina. All

Saints closed in 2015 when it was no longer able to maintain enough congregants. By 2018, the Diocese of North Carolina agreed to maintain the building, granting it Canon 20 (Mission) status, which allows for the building to be used for a variety of outreach programs.⁶⁶

Architectural Context

All Saints Episcopal Church is a modest example of the Gothic Revival style applied to an early-twentieth century African American church. While far less ornate than churches of the same style constructed for White congregations, the church displays a permanence in its siting, materials, and design that marks it as an anchor of the Black community in Warrenton and a monument to Black Episcopalians throughout the country. Constructed in part as a memorial to Warrenton native Reverend Thomas Cain, and funded through a nationwide fundraising campaign, it stands in stark contrast to the simple, frame churches constructed by other Black Episcopalians in the region.

The Gothic Revival style was popular for churches and residences in North Carolina as early as the antebellum period, but was most common throughout the country in the late nineteenth and early twentieth centuries, especially for religious buildings.⁶⁷ Characterized by steeply pitched roofs, pointed arches, trefoils or quatrefoils, and crenelated parapets, the Gothic Revival style was often chosen for churches because of the emphasis on verticality, its elements leading the

⁶⁶ Rev. Brooks Graebner, interview by author, Durham, NC, March 16, 2023.

⁶⁷ Catherine W. Bishir, *North Carolina Architecture* (Chapel Hill, NC: University of North Carolina Press, 1990), 462.

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eye upward to the heavens.⁶⁸ In some cases, square towers were incorporated into the façade and the rectangular nave was flanked by transepts located near the altar that resulted in a cruciform plan. For African American congregations, the simplification of form and Gothic Revival detailing was common. In the early twentieth century, frame churches remained common in rural areas, while brick, stone, and concrete were utilized in urban areas, where Black congregations sought to erect, “landmark buildings of architectural distinction.”⁶⁹ Though classified as Gothic Revival, and certainly inspired by the style, few early-twentieth-century African American churches “have Gothic-influenced lancet windows; fewer still have stained glass, although several churches use a imitation type of stained glass where colored plastic sheets are applied over the glass windows.”⁷⁰

All Saints Episcopal Church is illustrative of the adaptation of the Gothic Revival style for and African American congregation. It features a front-gabled roof, square entrance tower at the northeast corner of the building, and flanking gabled transepts near the west elevation. The building was constructed of rusticated concrete block, chosen to create the appearance of the stone edifice, but with a less costly and more easy to use material. The use of concrete block, instead of wood or brick, did not allow for the incorporation of crenellation at the parapets or pointed-arch openings, which would have required curves to be cut into the concrete blocks. However, the building utilized projecting pilasters at the corners and between the window bays, reminiscent of buttresses incorporated on Gothic structures. Window and door openings feature

⁶⁸ Cyril M. Harris, *American Architecture: An Illustrated Encyclopedia* (New York, NY: W.W. Norton & Company, 1998), 157.

⁶⁹ West, Section E, page 43.

⁷⁰ West, Section E, page 43.

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triangular tops, a reference to pointed arch, but made with only straight-line cuts and exterior

doors are constructed of vertical battens, a reference to the Carpenter Gothic style popular in the late nineteenth century. The interior of the sanctuary was similarly simplified, but does feature exposed scissor trusses and pews constructed with pointed-arch motifs.

The limited funds available for the construction of the building necessitated the abandonment of several features that were initially planned. Round openings on the east, north, and west elevations of the entrance tower are infilled with concrete. It is not clear whether windows or vents were intended for these openings, but nothing was ever installed. Additionally, a tripartite window matching the Harris window on the east gable end was planned for the west gable end, but a solid wall was constructed in that location instead. The lack of these two features does not diminish the architectural integrity of the building nor its recognition as an example of the Gothic Revival style. Rt. Rev. Henry Beard Delany, who oversaw the construction of the building, said of the design, "This beautiful little church is cruciform in shape and makes a pleasing appearance, being located on a prominent corner. The basement walls are built of concrete, and above the basement, constituting the church proper, the wall are built of concrete blocks."⁷¹

Concrete block technology was introduced around the turn of the twentieth century and became widely used when mail order companies, like Sears, Roebuck & Company, began selling their concrete block "machines," which for Sears Roebuck & Company was at least as early as 1910.

⁷¹ *Carolina Churchman*, July 1914, 13.

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The molds were available in several “patterns” with the most common featuring rusticated fronts that replicated quarried stone. A comparison to the 1915 Sears, Roebuck & Co. catalog indicates that the molds were likely produced by that company.⁷² The rusticated concrete blocks were made onsite by brothers (John) Freeman and (Robert) Marion Jenkins and the pouring of the blocks and the construction of the building was overseen by Rt. Rev. Henry Beard Delany, who was assigned to the congregation at that time. Delany was a skilled stonemason who also oversaw the quarrying and construction of the 1895 chapel at St. Augustine’s School in Raleigh. All Saints Episcopal Church was constructed with local labor and resources, but those workers may have been trained by Delany himself or other craftsman from St. Augustines. Despite the popularity of rusticated concrete block for foundations and, by the 1920s, full residences and commercial buildings, there do not appear to be any other early-twentieth-century, concrete-block churches in Warren County.

The history of All Saints Episcopal Church is closely linked to St. Anna’s Episcopal Church in Littleton (Halifax County) and St. Matthias Episcopal Church in Louisburg (Franklin County). All three were mission congregations established by the Episcopal Diocese in the late nineteenth century. However, both St. Anna’s and St. Matthias are smaller, frame structures. St. Anna’s Episcopal Church is a front-gabled, frame building, constructed in the mid-1890s, but moved to its current location about 1903. Windows in the sanctuary are rectangular, double-hung windows with muntins arranged to create pointed arches within the upper sashes and sashes are filled with

⁷² Sears, Roebuck & Co. “Concrete Machinery: Triumph, Wizard and Knox Block Machines.” Sears, Roebuck & Co., 1915, 8. Accessed July 1, 2024, <https://archive.org/details/ConcreteMachineryTriumphWizardAndKnoxBlockMachines/page/n9/mode/2up>

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colored glass in lieu of true stained glass. Small, flanking transept wings result in a T-shaped

plan, though the north wing was replaced with a one-story, gabled addition after 1938. A projecting, front-gabled entrance wing was added after 1938 and features a Gothic Revival-style pointed-arch door and pointed-arch windows on the side elevations.⁷³ The c.1907 St. Matthias Episcopal Church is similarly in form, but without the Gothic Revival detailing. The front-gabled building has a transept only on the southwest elevation and has been covered with asbestos siding, but retains a pressed metal roof. Windows are in rectangular openings and include a combination of four-over-four wood and two-over-two replacement windows. The interior has a dropped ceiling, but original wainscot is visible. Neither of these churches displays the permanence that the concrete-block exterior lends to All Saints Episcopal Church, nor the level of Gothic Revival detailing on both the interior and exterior.

While there are three extant African American churches in Warrenton, All Saints Episcopal Church is not comparable to the others. The c.1868 Oak Chapel AME Church (219 East Macon Street) is a front-gabled, Gothic Revival-style church, though was constructed more than thirty years prior to All Saints and is of frame construction. The front-gabled church has plain weatherboards, lancet-arch windows with stained-glass sashes that were installed in the 1950s, a bracketed cornice, and a graceful spire atop the square entrance tower. The 1907-1908 Second Baptist Church (114 South Bragg Street) is a front-gable brick church with Queen Anne and

⁷³ Rev. Brooks Graebner, "Historic St. Anna's, Littleton, NC," pamphlet prepared for the Second Annual Homecoming, September 1, 2029. Accessed July 1, 2024, https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.episdionc.org/uploads/images/st-annas-littleton-homecoming-2019_539.pdf&ved=2ahUKEwjh4Iv5yeeGAXjmIkeHcZuBn8QFnoECBEQAQ&usg=AOvVaw2LGOnhQMfNE3iJj6rxUNSh

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Italianate-style detailing including double-hung wood-sash windows in segmental-arch openings.

Each sash features small square stained-glass panes framing a square single light. A square entrance and bell tower is centered on the façade.

Nor are the Gothic Revival-style churches constructed for White congregations in Warrenton directly comparable, as the congregations had significantly more financial resources that allowed for more elaborate building construction and detailing. The earliest extant example of the Gothic Revival style in Warrenton is the c.1894 Wesley Memorial Methodist Church (210 North Main Street), built twenty years prior to All Saints. The T-shaped building features a brick exterior, slender lancet windows, including on a square bell tower, and a tripartite pointed-arch window in the south gable. All of the windows have pointed-arch brick surrounds with slightly projecting brick hoods. The most ornate example of the style is the c.1927 remodel of the Emmanuel Episcopal Church (133 North Main Street), the remodel taking place after the congregants of All Saints split from the church and had erected their own building on South Front Street. The building features a crenelated parapet at the square entrance tower, projecting brick buttresses, leaded- and stained-glass windows with pointed-arch cast-stone window surrounds, and brick corbelling at the main roofline.

Other design details that are distinctive to All Saints Episcopal Church are the inclusion of a memorial stone and the installation of locally designed memorial windows. In his study of African American churches in Tennessee, historian Carroll Van West notes that dedication stones emerged in the Jim Crow era as an, “important way that the church buildings themselves

All Saints Episcopal Church & Rectory

Name of Property

Warren County, NC

County and State

serve as key historical documents about the church's origins and development.”⁷⁴ In the case of

All Saints, the stone is a true memorial, in addition to being a dated cornerstone. Instead of giving the name of the church, it provides the dedication to Rev. Thomas Cain, thus expanding the significance of the church beyond the building itself. All Saints was constructed with clear-glass windows, about half of which were replaced over time with stained-glass dedication windows. The most notable of these is the tripartite Harris Memorial stained-glass window, which was located in the east gable end, but has been removed and stored until the building can be restored. This window was designed by African American artist, Brenda Clarke (1949-2002). Clarke, a Warrenton native, was the proprietor of Jacob’s Ladder, a stained-glass business on Main Street in Warrenton.⁷⁵ Given that Clarke wasn’t born until 1949, it seems likely that the window wasn’t installed until at least the 1970s.

Four additional windows (three on the north elevation and one on the south elevation) were also replaced with stained glass. The windows on the north elevation are dedicated to Cyrus Greene (1838-1922) and Laurvinia Hawkins Greene (1849-1936); Lt. Henry Harrison Taylor, Sr. (1858-1940) and Laura S. Williams Taylor (d.1949); and Thomas H. A. Alston (1920-1945).

Similarities in the design of these windows indicate they may have been designed by the same person, perhaps concurrently, and installed after 1949. The window on the south elevation, dedicated to Benjamin H. Robbins (1893-1961), differs in design and may have been installed later. It is not clear if Clarke was also responsible for the design of any of these windows, but if

⁷⁴ West, Section E, page 44.

⁷⁵ Rev. Brooks Graebner et al., interview by author, Warrenton, NC, January 22, 2024; Obituary of Brenda Clarke, *The (Durham) Herald-Sun*, November 11, 2002, www.newspapers.com.

All Saints Episcopal Church & Rectory
Name of Property

so, they were not likely installed until the 1970s.

Warren County, NC
County and State

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
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9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Bishir, Catherine W. and Michael T. Southern. *A Guide to the Historic Architecture of Piedmont North Carolina*. Chapel Hill, NC: The University of North Carolina Press, 2003.

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Chafe, William H., Raymond Gavins, and Robert Korstad, eds. *Remembering Jim Crow: African Americans Tell About Life in the Segregated South*. New York, NY: The New Press, 2001.

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Crow, Jeffrey J., Paul D. Escott, and Flora J. Hatley Wadelington. *A History of African Americans in North Carolina*. Second Edition. Raleigh, NC: North Carolina Office of Archives and History, 2011.

Franklin, Jennie A. "African American Walking Tour of Warrenton, NC." Louis Round Wilson Special Collections Library. University of North Carolina. Chapel Hill.

Franklin, Jennie A. Johnson. "Celebrating Black History Month: Growing Up and Living on The Hill." *The Warren Record*. February 4, 2021.
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Graebner, Rev. Dr. Brooks. "Disciple: Still a Sacred Space." <https://www.episdionc.org/blog/disciple-still-a-sacred-space/>

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Sanborn Map Company. "Warrenton, Warren County, North Carolina." June 1925.

Sanborn Map Company. "Warrenton, Warren County, North Carolina." June 1942.

Sears, Roebuck & Co. "Concrete Machinery: Triumph, Wizard and Knox Block Machines." Sears, Roebuck & Co., 1915. Accessed July 1, 2024 via
<https://archive.org/details/ConcreteMachineryTriumphWizardAndKnoxBlockMachines/page/n9/mode/2up>

Slane, Heather and Cheri Szcodronski. "Warrenton Historic District (Additional Documentation, Boundary Increase, and Boundary Decrease." Nomination to the National Register of Historic Places. 2022.

All Saints Episcopal Church & Rectory

Name of Property

Warren County, NC

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Warren County Register of Deeds. Warrenton.

The Warren Record. <https://www.warrenrecord.com>.

West, Carroll Van. "Historic Rural African-American Churches in Tennessee." Multiple Property Nomination to the National Register of Historic Places. 1998.

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
☐ previously listed in the National Register
☐ previously determined eligible by the National Register
☐ designated a National Historic Landmark
☐ recorded by Historic American Buildings Survey # _____
☐ recorded by Historic American Engineering Record # _____
☐ recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- ☒ State Historic Preservation Office
☐ Other State agency
☐ Federal agency
☐ Local government
☐ University
☐ Other
Name of repository: _____

Historic Resources Survey Number (if assigned): WR0465

10. Geographical Data

Acreage of Property approx. 0.12 acres

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

1. Latitude: 36.396964 Longitude: -78.156973

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
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Verbal Boundary Description (Describe the boundaries of the property.)

The National Register boundary is shown by a black line on the accompanying map, drawn at a 1"=100' scale and aligning with the boundary of the tax parcels (#2946841459 and #2946841510).

Boundary Justification (Explain why the boundaries were selected.)

The boundary includes the two parcels that were historically associated with the church and on which the church and rectory were constructed. A third parcel to the south was acquired by the church in 1988, after the period of significance, and does not contain any structures; this parcel was not included within the National Register boundary.

Commented [HW4]: Deeds indicate the church bought the south parcel in 1988, though Sanborn maps seem to show it as part of the church property in 1925 and 1942. I'm flexible on whether to include this extra parcel. It had a playground at one time (when the basement of the church was a daycare), but is now just grassy/overgrown. There seems to be a current attempt as a memorial garden, but the only visible sign of that is an actual sign and a concrete circle with a cross (the circle was, I think, a remnant of the playground).

11. Form Prepared By

name/title: Heather M. Slane, Architectural Historian
organization: hmwPreservation
street & number: P. O. Box 355
city or town: Durham state: NC zip code: 27702
e-mail: heather@hmwpreservation.com
telephone: 336.207.1502
date: August 1, 2024

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer,

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
County and State

photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property: All Saints Episcopal Church & Rectory

City or Vicinity: Warrenton

County: Warren County

State: North Carolina

Photographer: Heather Slane

Date Photographed: August 2023, January 2024, and April 2024

Location of Negatives: State Historic Preservation Office, Raleigh, North Carolina

Description of Photograph(s) and number, include description of view indicating direction of camera:

1. Church Exterior, facing southwest
2. Church Exterior, facing southwest
3. Church Exterior, cornerstone detail
4. Church Exterior, facing southeast
5. Church Exterior, facing north
6. Rectory Exterior, facing southwest
7. Rectory Exterior, facing northwest
8. Church Interior, facing southwest
9. Church Interior, facing northwest
10. Church Interior, facing northeast
11. Church Interior, north transept, facing northwest
12. Church Interior, entrance tower, facing northeast
13. Church Interior, basement, facing east (not shown on photo key)
14. Rectory Interior, Enclosed Porch, facing south
15. Rectory Interior, Living Room facing northwest

All Saints Episcopal Church & Rectory
Name of Property

Warren County, NC
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16. Rectory Interior, Dining Room, facing east

17. Rectory Interior, Bedroom 1, facing southeast

Paperwork Reduction Act Statement: This information is being collected for nominations to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.). We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for each response using this form is estimated to be between the Tier 1 and Tier 4 levels with the estimate of the time for each tier as follows:

Tier 1 – 60-100 hours
Tier 2 – 120 hours
Tier 3 – 230 hours
Tier 4 – 280 hours

The above estimates include time for reviewing instructions, gathering and maintaining data, and preparing and transmitting nominations. Send comments regarding these estimates or any other aspect of the requirement(s) to the Service Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive Fort Collins, CO 80525.



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

Rural Downtown Economic Development Grant

Summary

The purpose of the program is to support downtown revitalization and economic development initiatives that are intended to help local governments grow and leverage downtown districts as assets for economic growth, economic development, and prosperity.

This program will support projects that:

- Provide public improvements that help retain businesses and attract customers to business districts.
- Support publicly owned downtown economic development initiatives that leverage main streets and downtown districts as economic engines.
- Facilitate publicly owned building improvements that are used for community-wide uses or mixed-use development in or on properties that are publicly owned and controlled.

Quick Facts

- Up to \$850,000 in grant funding
- 5% town cash match
- \$12,500 allotted for each full-time job existing or created within the city block on both sides of the street (maximum 68 jobs)
- Town must own building at least until January 2027
- Project must be approved by State Historic Preservation Office

Potential Buildings for Grant Dollars

- 123 S. Main, Oldest Brick Building.
- 116 S. Main, next to Futrell Pharmacy



RURAL DOWNTOWN ECONOMIC DEVELOPMENT GRANTS

The Rural Economic Development Division, as authorized under N.C.G.S 143B-472.127, administers grants to local government units **awarded by the Rural Infrastructure Authority to support downtown revitalization/economic development activity**. The program gives priority to projects located in the 80 most distressed counties in the state, and local units of government working with the Rural Economic Development Division's NC Main Street & Rural Planning Center.

RURAL DOWNTOWN ECONOMIC DEVELOPMENT:

The purpose of the program is to support downtown revitalization and economic development initiatives that are intended to help local governments grow and leverage downtown districts as assets for economic growth, economic development, and prosperity.

This program will support projects that:

- Provide **public improvements that help retain businesses** and attract customers to business districts.
- Support publicly owned **downtown economic development initiatives** that leverage main streets and downtown districts as economic engines.
- Facilitate **publicly owned building improvements** that are used for community-wide uses or mixed-use development in or on properties that are publicly owned and controlled.

ELIGIBLE APPLICANTS:

Eligible applicants are units of local government located in **Tier 1 or Tier 2 counties, and rural census tracts in Tier 3 counties**. For the purposes of this program, units of local government are defined as municipal or county governments within the state of North Carolina.

FUNDING AVAILABILITY:

The **maximum grant amount is \$850,000** per grantee and may not exceed \$12,500 per projected job created or retained. There is no minimum grant amount, and a five percent local match is required.

CONTACT

Liz Parham
Director, Main Street & Rural Planning
NC Department of Commerce
Lparham@commerce.nc.gov



Rural Downtown Economic Development Grants

The Rural Economic Development Division, as authorized under N.C.G.S 143B-472.127, administers grants to local government units awarded by the Rural Infrastructure Authority to support downtown revitalization/economic development activity. The program gives priority to projects located in the 80 most distressed counties in the state, and local units of government working with the Rural Economic Development Division's NC Main Street & Rural Planning Center.

I. PROGRAM CATEGORY

RURAL DOWNTOWN ECONOMIC DEVELOPMENT:

The purpose of the program is to support downtown revitalization and economic development initiatives that are intended to help local governments grow and leverage downtown districts as assets for economic growth, economic development, and prosperity.

This program will support projects that:

- Provide **public improvements that help retain businesses** and attract customers to business districts.
- Support publicly owned **downtown economic development** initiatives that leverage main streets and downtown districts as economic engines.
- Facilitate **publicly owned building improvements** that are used for community-wide uses or mixed-use development in or on properties that are publicly owned and controlled.

II. HOW TO APPLY

ELIGIBLE APPLICANTS & PROJECTS:

Eligible applicants are units of local government located in Tier 1 or Tier 2 counties, and rural census tracts in Tier 3 counties. For the purposes of this program, units of local government are defined as municipal or county governments within the state of North Carolina.

Eligible projects are located in the downtown or central business district within [Tier 1 and Tier 2 Counties](#), and [Rural Census Tracts in Tier 3 Counties](#), are eligible for funding. A rural census tract* is an area having a population density of less than 500 people per square mile in accordance with the most recent decennial federal census.

FUNDING AVAILABILITY:

The potential funding available for each project will be assessed through analysis of the project and will be based upon the project's location in the downtown district, its community-wide use, the anticipated economic impact of the project, and at the discretion of the Rural Infrastructure Authority.



Rural Downtown Economic Development Grants

The maximum grant amount is \$850,000 per grantee and may not exceed \$12,500 per projected job created or retained. There is no minimum grant amount. Applicants should consider feasibility as it relates to the overall cost of any project. Grant administration costs are limited to five percent (5%) of the awarded grant total. No costs incurred prior to grant awards are eligible for reimbursement.

Projects that meet the criteria below may receive the highest priority consideration:

- Located in a Tier 1 or Tier 2 county.
- Working with the NC Main Street & Rural Planning Center in one or more of the following capacities:
 - Designated as a NC Main Street or Small-Town Main Street community,
 - Engaged with the NC Rural Planning Program on Strategic Economic Development Planning or the Community Economic Resiliency and Recovery Initiative (CERRI)
 - Selected to participate in the Rural Community Capacity (RC2) program,
 - Awarded Rural Transformation Grant Funds (RTGF) for a project in a downtown district.
 - OR selected to participate in the Creating Outdoor Recreation Economies (CORE) program

ELIGIBLE ACTIVITIES:

Projects funded under the Rural Downtown Economic Development Category may include the following types of activities:

Category	Description
Public Infrastructure	Improvements to publicly owned infrastructure in a downtown district, that serve a community-wide use, such as lots, alleys, streetscapes, waterfront developments, and parks.
Public Buildings (Renovation or Additions)	Improvements to publicly owned buildings in a downtown district that serve a public, community-wide use, such as a community center, theater, civic center, recreation center, or library.
Mixed-Use Downtown Development (Renovation or Additions)	Improvements to publicly owned property in a downtown district that may be zoned and developed for a mix of uses. The mix of uses may include two or more of the following: retail, restaurant, service, professional, nonprofit, governmental, institutional, or residential.



III. MATCH REQUIREMENTS

- A cash match equivalent to at least 5% of the grant amount is required for all projects.
- The cash match shall come from local resources and may not be derived from other State or Federal grant funds.
- Costs that are ineligible for grant funding may not be considered for the match. The only exception is paid grant administration when paid to an organization separate from the applicant organization.
- In-kind match is not allowable.

IV. APPLICATION PROCESS

Units of local government seeking funds from the Rural Downtown Economic Development Grant category are required to submit a formal application to the North Carolina Department of Commerce through the online grants management portal, [Rural Connect Portal](#).

A full and complete application, including all necessary supporting documentation, should be submitted by **5:00 p.m. on April 1, 2024**.

Applicants will be notified in writing if their project has been awarded. Following the award, the Rural Economic Development Division will provide grantees with grant administration contracts to execute the terms of the grant. Projects must be completed within 36 months of the award.

V. APPLICATION REQUIREMENTS

DEFINE THE PROJECT AREA:

Clearly and fully describe the scope of the project area.

- Description should identify the local government where the proposed project will take place.
- Identify the qualified census tract and the NC Department of Commerce County tier designation.
- Attach detailed color maps or schematics that show the project area. This may include diagrams of building sites, and floorplans of buildings to be constructed/improved.
- On the map, clearly identify any properties listed on the National Register of Historic Places, National Register Districts, downtown district boundaries, neighborhood boundaries, etc. that are in the project area. For projects involving National Register properties, review by the State Historic Preservation Office must be completed before a grant can be awarded, though an application may be submitted prior to completing the SHPO process.
- Include details, such as linear feet to be constructed, square footage built, acreage served, and timelines for starting and completing each component.
- Please attach any historical and current photographs that are pertinent to the project area.



Rural Downtown Economic Development Grants

DESCRIBE THE SCOPE OF THE PROPOSED PROJECT

Provide a detailed work plan that includes a description of all major project activities. Describe in detail how the anticipated investments will promote economic vitality in the project area.

- Include a detailed description of all programs, services, or capital expenditures.
- Include a detailed description of all major construction components.

DESCRIBE THE PROJECT TIMELINE:

Please provide a timeline that includes a description of all major project activities.

DESCRIBE THE PROJECT TEAM:

Demonstrate the ability for the project team to undertake/accomplish the proposed scope of work including, but not limited to, the project teams' qualifications and experience managing sizeable grants and state/federal awards; familiarity with state/federal grant regulations; and organizational policies, procedures, and systems. The project team is defined as local government staff, grant administrators, and any consultants under contract at the time of application that are needed to complete the project.

DESCRIBE THE ANTICIPATED OUTCOMES

Identify the anticipated outcomes that will result in improved economic impacts, as a direct result of the project.

- Outcomes must include projected Job Creation and/or Retention. This may include both direct employees of the project team as well as employees of private businesses reasonably anticipated to benefit from the project. As noted above, no grant shall be awarded more than \$12,500 per job reasonably anticipated to be created or retained as a result of the project.
- Outcomes could include but are not limited to the amount of linear feet of streetscape improvements, number of small businesses improved/assisted, number of households improved, number of publicly owned properties improved.

DESCRIBE THE PROJECT SUSTAINABILITY

Describe the commitment of the proposed project's stakeholders/partners to sustaining activities and impacts beyond this investment. Describe if this project will provide long-term sustainability in your community.

VI. COMPLIANCE REQUIREMENTS

Administration of awards is also subject to the same regulations, restrictions, and requirements as other state awards. These include but are not limited to [09 NCAC 03M](#):

- **Single Audit Requirement** - Grantees must comply with [09 NCAC 03M .0205\(a\)\(3\) and \(b\)\(4\)](#).



Rural Downtown Economic Development Grants

- **Environmental Review** - Grantees are required to comply with the requirements of the [NC State Environmental Policy Act](#).
- Awards will be contingent upon completion and compliance of Environmental Review (ER). The ER form should be included as an attachment to be considered for the final grant award.
- **Labor Standards** - Grantees will be encouraged to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. They should prioritize in their procurements procedures employers with high labor standards and prioritize employers without recent violations of federal and state labor and employment laws. Grantees should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.
- **Conflict of Interest** - The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract, or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the project, and (2) officials of the recipient including members of the governing body.

VII. PROCUREMENT

The grantee must have a written Procurement Policy that meets the requirements specified in [09 NCAC 03M](#). The procurement procedures must reflect applicable State and local laws, should promote free and open competition, and describe efforts to encourage minority and female owned businesses to submit bids/proposals. Grantees must contract for the procurement of goods, services, and construction projects.

Grantees must enter procurement solicitation for any contract over \$50,000 in the [Statewide Interactive Purchasing System](#) (IPS) as well as provide the information to the Rural Economic Development Division Compliance Office. All notices must be posted in IPS at least three days before the procurement process begins. Only the local government must set up IPS to post solicitation documents electronically.

VIII. MONITORING

The Rural Economic Development Division will monitor the project through mechanisms, including review of annual reports received from the grant recipient, through phone/email/letter

Rural Downtown Economic Development Grants

correspondence, through receipt of all published press articles about the project as provided to the Division by the local government, and through on-site monitoring visits.

Division staff will notify the grantee at least 30 days before on-site monitoring visits and the monitoring forms are located on the website. Complete the monitoring forms per the approved application activities and have the prepared forms ready for the monitoring visit. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

IX. REPORTING REQUIREMENTS

Division staff will provide grantees with detailed reporting requirements when a project grant agreement is issued.

X. LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

The local government is responsible for managing the day-to-day operations of the activities funded by the Rural Downtown Economic Development Grant to ensure the funds are used in accordance with all program requirements and written agreements and taking action when performance problems arise. Specifically, the local government is responsible for the following:

- **Management and Oversight:** The elected officials are legally, financially, contractually, and programmatically responsible for the project. The local government is responsible to the State of North Carolina even if they have a contract administrator or sub-recipient relationship.
- **Financial Management:** The local government must ensure proper accounting of funds to avoid disallowed costs. This includes accurate identification of project costs and cash balances and proper internal controls.
- **Statement of Assurances and Certifications:** The local government elected officials and administrators should read and understand these documents and the implementation obligations.
- **Grant Agreement:** If awarded, the local government will receive a grant agreement and funding approval from the State. These documents are contractually binding and cannot be changed without State approval.

XI. PROJECT AMENDMENTS, BUDGET AMENDMENTS AND BUDGET REVISIONS

When making any change to the approved application, grantees should contact the representative assigned to the grant to discuss the proposed changes. The representative will assist the grantee with the program amendment, budget amendment, and/or budget revision process.

When changing activities or scope of the project, the environmental review record must be updated. After revisions, the environmental review must be submitted to the Main Street Grants Administrator.

XII. FINANCIAL MANAGEMENT REQUIREMENTS

Division staff will monitor the grantee to determine compliance with the financial management requirements. The review will determine if records are maintained in compliance with the State of North Carolina requirements. This monitoring is performed through a desktop audit and at least one on-site visit. Typically, ledgers, invoices, canceled checks, bank statements and requisitions are reviewed to see that the grantee has an adequate system of financial management. Division staff may also make specific requests to review information or documentation relating to financial management of a grant.

XIII. RECORD KEEPING REQUIREMENTS

If awarded, grantees must provide access to all records. Records must be retained for 5 years after the Rural Downtown Economic Development Grant closes. Records must comply with the State requirements.

XIV. CONTACTING WITH SMALL AND MINORITY-OWNED BUSINESSES, WOMEN AND VETERAN OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

Grantees must ensure actions are taken to use minority businesses, women and veteran owned businesses, and labor surplus area firms when possible.

XV. USE OF NC LICENSED PROFESSIONALS

While not mandatory, the Rural Division strongly recommends the use of North Carolina licensed professionals on construction projects. This includes inspectors, electricians, HVAC installers and repairers, plumbers, and general contractors. However, it is important to note that bids and dwellings that are \$40,000 and greater can ONLY BE ACCEPTED BY A LICENSED GENERAL CONTRACTOR, licensed by the [State of North Carolina per Article 1 of Chapter 87 of the General Statute](#).

XVI. COMMUNITY ENGAGEMENT REQUIREMENTS

Annually, grantees should provide a summary of community engagement and public participation activities conducted to solicit input from and/or partner with communities from the past year that informed projects. Summary should also provide for future community engagement and public



participation activities planned for the upcoming year that will continue to shape program and project selection, implementation, and operation.

XVII. OTHER REQUIREMENTS AND ATTACHMENTS

Recipients will also be required to comply with any subsequent requirements issued by the Division. Consult the Required Attachments section in the application. Please note that if key items are not submitted with the application, they will be returned to the local government.

XVIII. APPLICATION CHECKLIST

Applicants should review the Grant Application Checklist to verify the information and documentation needed to apply for funds.

1. Local Government Information

- Local Government name
- Local Government contact name, title, telephone, address, email
- Federal Employer Identification Number
- Unique Entity ID

2. External Administrator Information (if applicable)

- Project Administrator name
- Project Administrator title, telephone, address, email

3. Project Information

- Project Title
- Project Description

4. Property Information (if applicable)

- Census Tract Number
- Property Address
- Legal Name of Property Owner
- Listed on the National Register of Historic Places?
- Month/Date/Year of Building/Lot Became Vacant (if applicable)
- Building Square Footage
- Lot Size
- Year Constructed
- Description of property's condition

5. Narrative Questions

Refer to section V. for details that should be included in the narrative answers.

ATTACHMENT CHECKLIST:

In addition to the above attachment requirements, also include:

- Define the Project Area
- Scope of Project Proposed
- Description of Project Team



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

Rural Downtown Economic Development Grants

- Local Resolution
- Local Resolution committing to a 5% match using local resources
- Property Deed/Evidence of Site Control
- Environmental Review Form- Grantees are required to comply with the requirements of the NC State Environmental Policy Act. Awards will be contingent upon completion and compliance of Environmental Review (ER). The ER form should be included as an attachment to be considered for the final grant award.
- Environmental Review Correspondence
- Cost Estimates/Budget with matching funding sources identified. The budget should identify the required 5% local resource match.
- Project Timeline
- 10-Year Pro Forma, New Construction
- Architectural Renderings for New Construction/Historic Rehabilitation
- Photos of project site

APPLICATION SUBMISSION

Applicants should submit the application package via the [Rural Connect Portal](#).

Liz Parham, Director, NC Main Street & Rural Planning Center

Questions, contact: Lisa Rueh, Main Street Grants Administrator

Lisa.rueh@commerce.nc.gov

919-817-3999



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

P.O. Box 281
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BJA FY Edward Byrne Memorial Justice Assistance Grant (JAG) Program- Local Solicitation

This grant has no match and is under \$25000.

The funds would cover replacing the Police Department's current body camera computer/server, provide up to seven body cameras that are up to date, start-up support, and accessories.

Requesting approval to apply for grant.

Byrne Justice Assistance Grant

FY2024 GRANT

\$265 Million



Apply for the FY2024 Byrne Justice Assistance Grant by:
October 10, 2024 (States) // October 16, 2024 (Local Governments)

Grant highlights

The Byrne Justice Assistance Grant (JAG) program provides states and local units of government with critical funding necessary to support a range of programs including law enforcement and technology improvement programs. 60% of the funding is allocated to the states, District of Columbia, and U.S. Territories as a direct award from the Bureau of Justice Assistance (BJA). Of this percentage, an additional amount ([Variable Pass-Through](#)) is required to be distributed by the states to local units of government through a sub-grant process administered by the [State Administering Agency](#) (SAA).

40% of the designated funding is allocated directly to local units of government by BJA and is immediately available to jurisdictions already identified. Local jurisdictions that receive a direct award from BJA may still be eligible to receive funding from the state's 60% allocation through that state's sub-grant process.

No match is required by BJA for this grant program. However, states often have a match requirement for the Variable Pass-Through sub-grant funds they provide to local governments.

The performance period is four years for state and Category 2 local awardees, and two years for Category 1 local awardees.

Who can apply

- Eligible jurisdictions are determined by BJA based on a formula that includes violent crime data and population.
- State allocations totaling \$180,502,770 are posted [here](#).
- Local allocations totaling \$84,921,048 are posted [here](#).
1,140 local awards are expected to be made.
 - Category 1: Units of local government eligible for allocations of less than \$25,000 (587 awards)
 - Category 2: Units of local government eligible for allocations up to \$4,023,772 (553 awards)
- Disparate Jurisdictions — In some instances, jurisdictions will be identified as "disparate" and must work together with one jurisdiction serving as their fiscal agent. They may join their efforts and spend all the funds collectively or spend funds on separate initiatives. Each entity must sign an MOU prior to draw down any grant funds.
- Every eligible jurisdiction must submit an application in order to receive funding.



MOTOROLA SOLUTIONS

Allowable costs

JAG funds may be used for a variety of criminal justice-related purposes, including Law Enforcement Programs and Technology Improvement Programs. Areas of emphasis include preventing and prosecution of hate crimes, election security, enhancing justice system reform strategies, advancing equity and support for underserved communities, and violent crime reduction.

- **Interoperable Communications:** Emergency communications projects funded with FY24 JAG funds should comply with the [FY24 SAFECOM Guidance](#), support the Statewide Communication Interoperability Plan (SCIP) and be coordinated with the full-time Statewide Interoperability Coordinator (SWIC).
- **Body-Worn Camera (BWCs):** An applicant that proposes to use FY24 JAG funds to purchase BWC equipment or to implement or enhance BWC programs must provide to the Office of Justice Programs a [certification form](#) that each recipient state law enforcement agency has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training.

Motorola Solutions offers a proven basis for your application

We offer a wide range of solutions to promote safety and security, and increase operational efficiency to help state, local and tribal agencies create safer cities and thriving communities, including:

- **[APX™ Mission-Critical Radios](#)** — Operating on the more resilient P25 radio networks preferred by first responders, APX radios provide the uncompromising quality and reliability demanded by public safety professionals
- **[Body-Worn and In-Car Cameras](#)** — Motorola Solutions provides mobile video solutions for law enforcement, supplying in-car video systems and body-worn cameras along with evidence management software to approximately one-third of all law enforcement agencies in the United States and Canada.
- **[Command Center Software](#)** — Our command center software features end-to-end solutions that provide users with a unified, intuitive experience and intelligent capabilities designed specifically for the needs of public safety and schools. It includes integrated call handling, command and control and records and evidence solutions.
- **[Community Engagement Solutions](#)** — Begin to foster a more transparent and accessible relationship with the public you serve with CommandCentral Community. Collaborative applications inspire partnership and empower community members to help shape public safety and improve quality of life. Give your community an easier way to communicate while boosting accessibility and promoting partnership with a single public touchpoint.
- **[Concealed Weapons Detection](#)** — Keep government buildings, stadiums and schools safe from concealed weapons and threats with Motorola Solutions' Concealed Weapons Detection (CWD), powered by evolv technology. The touchless system allows you to walk through without emptying pockets or bags and can screen over 3600 visitors per hour.
- **[Correctional Facilities Communications & Security](#)** — Increase safety at your jail with a connected ecosystem of technology, including body cameras, fixed video security, two-way radios, and jail and inmate management software.
- **[License Plate Recognition \(LPR\)](#)** — Our portfolio provides you with the tools to capture accurate license plate recognition data, but more importantly, empowers your team to use those detections to increase officer awareness, patrol productivity and investigative efficiency.
- **[Mass Notification and Critical Incident Management](#)** — Enable organizations and communities to quickly and effectively send emergency alerts and share critical information to their entire audience through multiple channels including, SMS, email, voice, desktop, IPAWS, push notifications, social media and more. Supercharge notifications with tactical incident management for both planned and unplanned events to make sure every task is completed using automated communications, dynamic task management, event-specific resources and extensive reporting.



- [School Safety & Protection](#) — Comprehensive and customizable mobile solutions for school safety, including emergency notification functionality, a one-click panic button, anonymous tip reporting, 9-1-1 integration, drill management and more to enable quick and efficient emergency response and coordination.
- [Video Security & Access Control](#) — Motorola Solutions offers fixed video, access control and software solutions to help you find, analyze and share information so you can respond to events with speed and decisiveness to keep your people and property safe.

Application deadline and guidelines

- Completing an application under this program is a two-step process. Applicants are first required to submit an SF-424 and SF-LLL in Grants.gov by **October 10, 2024, 8:59 pm ET (States) or by October 16, 2024, 8:59 pm ET (Local Governments)**. Applicants are encouraged submit these forms at least 72 hours prior to the deadline.
- Once these forms have been submitted via Grants.gov, the second part of the application, including Proposal and Budget Narratives, must be submitted through the [JustGrants System](#) by **October 17, 2024, 8:59 pm ET (States) or by October 22, 2024, 8:59 pm ET (Local Governments)**.

What you need to apply

- **Proposal narrative** — among other things, description of the types of programs to be funded, the need for these programs, anticipated coordination efforts, and performance measures.
- **Budget and budget narrative** — full description of all costs and how this is the most cost effective way to achieve project goals.
- **Certifications** — formal approval documents from the government entity, including compliance with the non-supplanting requirement, and public comment requirement.

Additional resources

- [Byrne JAG State Solicitation](#)
- [Byrne JAG Local Solicitation](#)
- [Byrne JAG FAQs](#)
- [Byrne JAG Fact Sheet](#)
- [BJA Contact Lists](#)
- [OJP Grant Application Resource Guide](#)
- [BJA BWC Toolkit](#)

We can help you

The grant application process can be challenging to navigate. To help you, Motorola Solutions has partnered with the grant experts at [PoliceGrantsHelp.com](#). Their team of funding experts can help your agency identify which areas you are eligible for, answer questions and offer insights on how to write an effective application.

To learn more, visit: www.motorolasolutions.com/govgrants



Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A.

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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

Water/Sewer Ordinance Update

Staff is not yet ready to make a recommendation but would like to inform the Board.

The Town's existing ordinances pertaining to water and sewer are woefully out of date and not compliant with current state law according to the UNC SOG. (SOG class taken by both Meredith Valentine and Rachael Short.)

- The Town's W/S ordinances date as far back as 1963, with many of them dating from 1972 and 1982.
- Based on UNC SOG recommendations our ordinances should be updated in a variety of areas such as the billing process:
 - Entire billing process has to be outlined in the ordinance.
 - Incorporate into customer contract
 - Fee/penalty schedule
 - Regulations
 - Consequences for delinquencies
 - Policies for establishing service
 - Process for terminating service
 - Policies for releasing utility billing information
 - Amount owed due even if customer does not receive bill
 - Billing, due dates, delinquency date
 - 10 days after delinquent minimum before disconnecting
- Updating this ordinance is a necessity as it relates to the subdivision ordinance underway. If not updated, out of date specifications in the water/sewer ordinance will be referenced in the subdivision ordinance.

Possible Solutions

- Utilize Ginger Booker, an attorney out of Greensboro who crafted ordinances for the Town last year and who is currently crafting Water/Sewer ordinances for another municipality. Estimated cost \$8,000.
- Rural Water has a standard set of ordinances, but they would be a replacement to what we have, not an update. No charge for the standard ordinances but would have to be adapted by an attorney.



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Proposed Crime Stoppers Committee

The mission of the Crime Stoppers program is to reduce crime in our community by providing citizens with a safe and anonymous way to report crime without retaliation or retribution. The organization will house its office at the Warrenton Police Department located at 113 South Bragg Street, Warrenton, North Carolina 27589 and have the following members, which are appointed by the Warrenton Board of Commissioners:

- A business owner from Warrenton – Rebecca Harris
- A business owner from Norlina – Norlina Hardware
- A business owner from Warren County – TBD
- A business owner or citizen of Warrenton – TBD
- A business owner or citizen from Warren County – TBD

The committee would be tasked with:

- Promoting Crime Stoppers
- Networking with law enforcement agencies in Warren County
- Participating in fund-raising activities, including planning implementation and execution
- Attending board meetings
- Providing input on the recommendation of reward amounts

This program will be solely funded through donations at no cost to the Town. Funds raised will be used to reward anonymous tipsters, if information provided leads to an arrest and or prosecution. A standard list of payouts, commonly used with other Crime Stopper organizations, will be used.

The Town will establish, through a future resolution, a separate fund to record and track donations and expenditures.

A recommended set of By-Laws has been created, and once reviewed by legal counsel presented to the Board for approval.

WARREN COUNTY CRIMESTOPPERS PROGRAM

ARTICLE I

BY-LAWS

WARREN COUNTY-WIDE CRIMESTOPPERS PROGRAM

The principal office of Crime Stoppers shall be at the Warrenton Police Department at 113 South Bragg Street, Warrenton, North Carolina 27589.

Meetings of the Board of Directors may be held at such a place within the County of Warren as designated by the Board.

The mission of the Crime Stoppers program is to reduce crime in our community by providing citizens with a safe and anonymous way to report crime without retaliation or retribution.

The organization will house its office at the Warrenton Police Department located at 113 South Bragg Street, Warrenton, North Carolina 27589, the following Documents:

1. A copy of the Bylaws and other documents.
2. A History of the Crime Stoppers Program.
3. A copy of all Board Minutes.
4. The Tax-Exempt Status (Federal and State)
5. The Articles of Incorporation
6. Board member's applications, current list of board member contact information, and emergency contacts.

The organization may have other offices, either within or without the State of North Carolina, as the Board of Directors may determine or as the affairs of the corporation may from time to time require.

ARTICLE II

MEMBERS

Warren County Crime Stoppers shall have no members.

ARTICLE III

BOARD OF DIRECTORS

Composition

Its Board of Directors shall manage the affairs of the organization.

In managing the affairs of Crime Stoppers, the Board shall specifically have, but not be limited to the following powers:

- (a) Adopt standing rules (Bylaws)
- (b) Maintain liability insurance to protect its members in performing their duties and hazard insurance to protect Crime Stoppers property if necessary.
- (c) Procure and maintain bonds for persons having custody of funds if necessary.
- (d) Authorize disbursement of funds.

Board of Directors

A Board Member shall be a minimum of [21] years of age and reside or work in Warren County or municipalities that are partly in Warren County for a minimum of [5] years. Be free of any felony criminal charges and pass a criminal background check.

The Board shall consist of at least Five (5) members. The number of Board Members comprising the Board in the future may be changed from time to time by amendment. However, it shall not drop below Five (5) members.

The Board of Directors shall be comprised of vested members of the community, and the presiding Board should make an effort of Directors to choose individuals who are representative of the entire community.

Board Member Expectations

- As a Board Member, you will be expected to keep in contact with the Executive Board and the Police Liaisons. This includes returning emails and phone calls and providing updates on Warren County Crime Stoppers business.
- As a Board Member, you will be expected to participate in fund-raising activities. This includes the planning, implementation, and execution of the activity.
- As a Board Member, you will be expected to attend board meetings and sit on one of the board committees.
- As a Board member, you will be expected to provide input on the recommendation of reward amounts.
- All Board Members must be in good standing with the Crimestoppers board and bylaws.
- Warren County Crime Stoppers meets on the first Monday of every month. The meetings take place at Warrenton Town Hall. The meeting area is located on the first floor of the building. The meetings begin at 10:00 am or a time designated by the board.
- Board Members should NEVER use their position on the board for self-serving needs.
- If a Board Member sits on more than one community board, it is imperative that when acting as a Crime Stoppers Board Member, they promote Crime Stoppers — and no other programs they may be involved with.
- Board Members are encouraged to participate in conferences along with your coordinator, including the North Carolina Crime Stoppers Association.
- Board Members should become involved and network with law enforcement agencies in Warren County.

- If a Board Member cannot attend monthly scheduled meetings, they need to notify an Executive Board member or Law Enforcement Coordinator in advance in writing (email, mail, or text notification is acceptable). If a Board member misses more than three consecutive meetings without advance notification, he/she may be subject to removal.
- A Board member must notify the Crime Stoppers coordinator and/or the Chairman immediately of any pending criminal charges.

Term of Office

Executive Board Members shall be elected at the annual meeting in February to replace those Directors whose terms have expired.

The Board shall be comprised of interested community members, and the presiding Board Members should try to choose individuals who are representative of the community as a whole.

Executive Board Members may be re-elected by submitting their name to the nominating committee before the election.

Officers of the Executive Board will have a term of [3] years, with the Chairman and Secretary's term expiring on different years than that of the Vice-Chairman and Treasurer to ensure smooth transitions at the executive level of the Board.

The term of service for an Executive Board Member will be (3) years and begin at the close of the annual meeting in February.

An Executive Board Member will be allowed to complete [1] term [3 years] and could be elected for an additional term. However, should step down for [1] term before becoming eligible for the same position again. An Executive Board Member will not be required to wait [1] term if accepting a different position on the board.

Vacancies

A vacancy shall be filled by recommendation to the Town Board of Commissioners for approval from a slate presented by the nominating committee.

The individual elected shall serve for the remainder of the term of the Board Member he or she replaces and is eligible to run for reelection.

No name shall be placed in nomination without the consent of the nominee.

Normal vacancies occurring at the end of the term on the Executive Board shall be filled by nomination to the Town Board for approval.

Vacancies resulting from a resignation during a term of office shall be filled by nomination by the chairman of the board, with the candidate presented to the Town Board for their approval/vote.

An Executive Board Member may resign from the Executive Board at any time by giving written notice to the Chairman and Vice Chairman. Such resignation shall be effective as of the time specified in such written notice or, if no time is specified, it will be at the time of acceptance by the remaining Executive Board.

Removal

The integrity of crime stoppers within the community shall always be a top priority, and all board members shall be subject to the highest standards described within these by-laws.

Any Board Member may be removed, with or without cause, by a recommendation from two-thirds of the Board to the Town Board for approval, provided that notice (including the name of the Board Member to be considered) of intent to call for such a vote, is given to each member of the Board at least twenty-four (24) hours before the meeting.

A Board Member shall be recommended to the Town Board for dismissal from the Board if, without excuse to the Chairman, they have missed three (3) consecutive regular meetings or five (5) regular meetings in a Fiscal year. If under consideration for dismissal, it shall be the duty of the absent Board Member to notify the Chairman of the reasons for the Board Member's absence before or within thirty (30) days of the last missed meeting. It shall then be at the board's discretion whether to excuse the absence. A Board Member so dismissed may file a petition for reinstatement to the Town Board.

If issues concerning a Board Member's conduct arise, the Executive Board shall begin an inquiry immediately. A recommendation for action will be based on Crime Stoppers bylaws.

If a Board Member is under consideration for removal for any reason, the Board Member in question will have the right to a meeting with the Executive Board concerning his/her pending removal. The Executive Board will then call a meeting with the remaining board to discuss and decide their recommendation to the Town Board. The Member in question will be contacted by the Chairman and informed of the decision concerning his/her status.

If a Board Member is charged with a crime, the board member shall notify the Crime Stoppers coordinator and/or chairman immediately and should be placed on immediate suspension from the board until reviewed.

Sexual Harassment

Sexual Harassment will not be tolerated and should be cause for removal.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

ARTICLE IV

MEETINGS OF THE BOARD OF DIRECTORS

Regular Meetings

The Board of Directors will hold no less than six regular meetings, including the annual election meeting in February of each fiscal year. Meetings will be open to the public and subject to the Open Meetings laws of North Carolina.

There shall be no physical meeting in July and December unless the Chairman calls.

Meetings of the Board will be held monthly with date, time, and location designated by a majority of the Board.

The date, time, and location of the regular meetings can be changed by the Chairman of the Board if necessary.

The main goal of Crime Stoppers meetings will be to review reward requests presented by law enforcement within the county and present them to the board through our liaison for action. To expedite reward requests and payouts, the Chairman will present tip information to the Board at the earliest opportunity via a physical meeting or email.

Special Meetings

Special meetings of the Board of Directors may be called by the Chairman or by any (4) Board Members with at least (48) hour's notice and notice to the public no less than 48 hours in advance.

Such notice by the Chairman or at least four (4) Board members shall include a statement of purpose of the meeting and the date, time, and location of the special meeting and shall be contained to the issue at hand.

Quorum

A quorum for business shall be a simple majority [more than 50%] of the members of the Board currently serving, excluding vacancies.

However, a quorum shall not be less than one-third (1 /3) of the number of Directors currently serving.

ARTICLE V

OFFICERS AND DUTIES

Executive Board

There shall be an Executive Board composed of the four (4) officers of Crime Stoppers and one (1) additional Board Member appointed by the Chairman at the annual meeting and approved by the Board.

For emergency actions, the Executive Board shall have all the powers of the Board between meetings.

Meetings may be called by the Chairman or by any three (3) members of the Committee.

Officers

The Crime Stoppers Executive Board shall consist of:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer

Duties and Powers

The executive board shall perform the duties and exercise the powers prescribed by the By-Laws, the parliamentary authority adopted herein, and those assigned by the Board or which generally pertain to the office.

These duties and powers shall include but are not limited to the

following: **A. The Chairman shall:**

1. Be the principal board member of Crime Stoppers.

2. Preside over all Board of Directors and Executive Board meetings.
3. Recommend and approve writing all checks.
4. Appoint standing committee chairmen and members, except for the member's committee, create special committees, and appoint chairmen and members as needed.
5. Be an ex-officio member of every committee except the Membership committee.
6. Receive and execute all requests for censure or removal of a Board member as stated in these By-Laws.

B. The Vice Chairman shall:

1. Assume such duties as may be assigned by the Chairman, the Board of Directors, or the Executive Committee.
2. In the absence of the Chairman, preside at all Board of Directors and Executive Committee meetings.
3. In the absence of the Chairman, create special committees, appoint chairmen and members thereof as needed, and fill vacancies on standing committees except for the nominating committee.
4. The Vice-Chairman shall oversee the Membership Committee and ensure that a slate of nominees shall be presented to the Board in November at a physical meeting or via electronic means before the annual election meeting in January.

C. The Secretary shall:

1. Record the proceedings of all Board of Directors and Executive Committees meetings.
2. Provide the Chairman a copy of the minutes for approval before sending it to the Board.

3. Provide each member of the Board with a copy of the minutes of each Board of Directors meeting.
4. Assume such duties as may be assigned by the Chairman or Executive Committee.
5. Keep an archival record of meetings and actions of the Board as a permanent record for future access to be passed down to the next secretary or stored in an approved location and provided to the Town Administrator.
6. Complete any correspondence as directed by the Chairman or the Board, such as notifications, letters of thanks, etc.

D. The Treasurer shall:

1. Recommend action concerning Crime Stoppers funds for the betterment of Crime Stoppers as approved by the board.
2. Make a financial report at each meeting of the Board of Directors in a format set forth by the Board. A copy should be kept on record with the secretary at the Warrenton Police Department.
3. Issue reward funds to individuals as authorized and set forth by the Board of Directors with actual transfer of the reward being made by any designate of the Chairman.

Crime Stoppers Coordinator shall:

Be a liaison between Warren County law enforcement agencies, the community, and the Board of Directors.

Maintain and update the Crimestoppers webpage, P3 Management System, and social media outlets.

Disseminate tips to appropriate agencies and/or divisions for investigation.

Promote the program in the community as well as within law enforcement agencies.

Provide a monthly report to the Board of Directors with valid tips for the monthly payoff.

Responsible for background checks on all new applicants and random background checks on Board Members. (Obtain approvals from individuals for whom background checks will be performed.)

ARTICLE VI

COMMITTEES

Standing Committees

There shall be standing committees to deal with the following subjects.

- A. Fund Raising
- B. Membership
- C. By-Laws and Standing Rules

**Additional standing committees may be created by amendment of these By-Laws*.*

Special Committees

The Chairman of the Board of Directors may create Special Committees.

The Chairmen of any special committee shall be a member of the Board of Directors, but additional members of the stated committee need not be.

Membership Committee

A. Consists of:

The Vice-Chairman oversees three Board members.

The Vice-Chairman shall appoint a Chairman for the Membership Committee.

B. Duties.

The Membership Committee reviews new members and makes recommendations to the full Board and then Town Board.

The committee shall carry out its responsibilities under sections Nominations and Elections.

The Membership Committee shall continually screen and consider the qualifications of potential candidates. It shall, from time to time throughout the year, submit to the Vice-Chairman the names of persons recommended to be brought to and discussed by the Board of Directors their recommendation and Town Board for approval.

Members of the Board shall make a recommendation to the Membership Committee at least thirty (30) days before the candidate's selection.

ARTICLE VII

NOMINATIONS AND ELECTIONS

Nominations

The Membership Committee, after obtaining the consent of each candidate, shall distribute the slate of candidates for vote to each Board member at the November meeting or through electronic means at the annual meeting in February.

At any meeting at which an Officer or Board member is to be elected, a notice setting forth the following shall be provided:

- A. A proposed single slate of candidates for any office positions to be filled.
- B. At least one (1) candidate for each of the Board positions to be filled, setting forth the terms of each, where appropriate.

Additional Nomination of Officers

Additional nominations for any executive officer position to be filled, after obtaining the consent of the nominee, may be made by petition signed by two (2) members of the Board and delivered to the Chairman of the Membership Committee at least (30) days prior to the election.

No member may sign a petition for more than one (1) candidate for the same office.

Selection

The ballot submitted to the Board by the Membership Committee shall include all the nominees selected under Sections Nominations and Additional Nominations. Selections should be held by paper ballot.

A Board member may deliver an absentee ballot to the Secretary prior to the time the vote is taken.

Vacancies

If vacancies occur, they shall be filled by the provision of this Article.

Notification

The Membership Committee shall promptly notify candidates of the outcome of the election.

ARTICLE VIII

CONTRIBUTIONS AND DEPOSITORIES

Contributions

Any contribution, bequests, or gifts made to Crime Stoppers shall be accepted, collected, and deposited as designated by the Board of Directors.

Depositories

The Board of Directors shall determine what depositories shall be used by Crime Stoppers if such depositories are located within Warren County, are authorized to transact business by the State of North Carolina, and are federally insured.

ARTICLE IX

CONTRACTS AND DEBT

N/A.

ARTICLE X

FISCAL YEAR

Crime Stoppers shall operate on a fiscal year beginning January 1st of each year.

ARTICLE XI

PARLIAMENTARY PROCEDURE

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by the Articles of Incorporation, these By-Laws, or by special rules or procedures adopted by the Board of Directors.

ARTICLE XII

AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote of the Board of Directors at any regular meeting or special meeting, provided that the amendment has been submitted to the Board in writing at least thirty (30) days prior.

THE TOWN OF WARRENTON PROCUREMENT/ PURCHASING POLICY

This Purchasing Policy is intended to insure The Town of Warrenton is in compliance with North Carolina General Statutes regarding disbursement of public funds. These requirements are contained in the following statutes:

- G.S. Chapter 143, Article 8 - Public Contracts;
- G.S. Chapter 143, Article 3B, Part 2 - Guaranteed Energy Savings Contracts For Governmental Units;
- G.S. Chapter 143, Article 3D – Procurement of Architectural, Engineering, and Surveying Services;
- G.S. Chapter 159, Article 3 – The Local Government Budget and Fiscal Control Act. (LGBFCA)
- Numerous other General Statutes.

The Town is authorized by the Board of Commissioners to spend money through either the budget ordinance or a project ordinance. The project ordinance may be a Capital Improvement or a Grant project ordinance.

The principle way to comply is through the preaudit and disbursement processes which are discussed in G.S. 159-28 of the LGBFCA. This states that no obligation may be incurred in a program, function or activity accounted for in a fund included in the budget or project ordinance unless sums are available and unencumbered for the current fiscal year.

Each contract, agreement, or purchase order must contain a certificate which reads:

“This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal control Act.

(Signature of finance officer)

The certificate must be signed by the finance officer or duly appointed deputy finance officer.

Purchase Order

A purchase order (PO) is not needed for purchases under \$100.00. However, the transaction must still be preaudited and stamped with the certificate. This can be on an invoice, contract, printed email, or any other agreement that commits the Town to an expenditure of any amount of money.

When a purchase is anticipated for an amount over \$100.00 the department will create a PO through the FMS software system. This will encumber the amount needed in the budget line requested and insure the funds will be available for payment. Each PO contains the certificate and signature once it is approved.

Electronic Payments

Electronic payments, defined as payment by charge card, credit card, debit card, or by electronic funds transfer. The General Assembly specified that these “must be subject to the preaudit process”.

G.S. 159-28(a). This can be accomplished by creating a blanket PO for a maximum limit for a specified amount of time. Such as a blanket PO for First Citizens credit card for \$300.00 for the second quarter of the year, April-June.

Emergency Purchases

In an emergency, after hours or on weekends, the very next business day the invoice should be stamped with the preaudit stamp or if there is no invoice, write down or email the information so it can be stamped.

Contracts

A contract must be preaudited, encumbered in the system for the amount that will be spent in the current fiscal year and stamped with the certificate. A contract can be approved for the fiscal year. Future years of a multi-year contract is preaudited and stamped in each new fiscal year.

Blanket Purchase Order

For merchants and companies the town relies on often yet the purchases are unpredictable a blanket PO may be used. The department would create a PO for that vendor for a maximum limit and for a specified amount of time.

Formal Bidding Process

Construction or Repair contracts estimated to cost \$500,000 or more must follow the formal bidding procedures contained in GS 143.

Informal Bidding Process

G.S. 143-131 requires contract/purchases over \$30,000 up to \$500,000 to follow informal bidding process by documenting quotes from multiple vendors. A PO is then generated for the winning bid.

Each request for an expenditure of any amount must be approved by the department head. It can be approved by an email or initials on the invoice, PO, or any other way in which the request is memorialized in writing.

The disbursement process takes place when the bill is actually paid. The check or draft must contain the certificate which reads:

“This disbursement has been approved as required by the Local Government Budget and Fiscal control Act.”

(Signature of Finance officer)

This certificate is printed on our checks and the checks require dual signatures.

Governing Board Override

As stated in G.S. 159-28(c) Governing Board Approval of Bills, Invoices, or Claims. The governing board may, as permitted by this subsection, approve a bill, invoice, or other claim against the local government or public authority that has been disapproved by the finance officer. It may not approve a claim which no appropriation appears in the budget ordinance or in a project ordinance, or for which the appropriation contains no encumbrance and the unencumbered balance is less than the amount to be paid. The governing board shall approve payment by formal resolution stating the board's reason for allowing the bill, invoice, or other claim. The resolution shall be entered in the minutes together with the names of those voting in the affirmative. The chairman of the board or some other member designated for this purpose shall sign the certificate on the check or draft given in payment of the bill, invoice, or other claim. If payment results in a violation of law, each member of the board voting to allow payment is jointly and severally liable for the full amount of the check or draft given in payment.

This policy is subject to change.

Tracy Stevenson is authorized as Deputy Finance Officer in absence of Meredith Valentine. She is authorized to approve purchase orders and pre audit purchases.