



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

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM November 4, 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 October 14, 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)
    - i. Presentation of Audit – Shelton Ennis CPA, Joyce & Co.
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
    - i. Statement of Interest to Serve – for consideration
    - ii. Blue Bird Mural Agreement – for consideration
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
8. New Business
  - a. Recombination Deed of Cemetery – for consideration
9. Announcements
  - a. Employee Appreciation Luncheon, December 17<sup>th</sup> 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**

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PO BOX 281  
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Start: 10/23/2024 Stop: 10/23/2024

Times Ord: 1 Times Run: \*\*\*

STD 2.00 X 1.33 Words: 66

Total STD 2.66

Class: 360 Notices

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Email: townadministrator@warrenton. Created: aelli 10/17/24 08:37

Agency: Last Changed: aelli 10/17/24 08:40

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AUTHORIZATION

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

Name (print or type)

Name (signature)

The Town of Warrenton will hold its November Board of Commissioners Meeting on Monday November 4, 2024, at 7:00 PM at Town Hall (133 S. Bragg Street) instead of the usual meeting date of the second Monday of the month. This change is due to the Veterans Day holiday falling on the second Monday. All citizens are encouraged to attend the meeting on November 4, 2024.



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**October 14, 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
Commissioner Michael Coffman	Commissioner Aaron Ayscue
Robert Davie, Town Administrator	
Meredith Valentine, Finance 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, October 14, 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 all those affected by Hurricane Helene in western North Carolina and all the first responders and linemen working to restore the area. The Pledge of Allegiance was led by Commissioner Blalock.

**Conflict of Interest Statement and Proposed Agenda**

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

**New Business –**

g. November meeting change of date due to Veteran's Day holiday

*Closed Session - pursuant to NC GS§ 143-318.11 (A)(6).*

Commissioner Coffman made a motion to approve the proposed agenda with the additions as presented, which was seconded by Commissioner White. The motion was approved by unanimous vote.

### **Public Comments**

Steve Milligan expressed how pleased he has been with the Public Utilities Department. He stated that he had received a phone call from the Water Department advising him of high water usage. He stated that he appreciated the call. He thanked Commissioner Young and his wife, Kim Young, for the idea and their efforts in decorating the Town center in a harvest theme.

### **Minutes**

The minutes of the September 9, 2024, board meeting were presented. Commissioner Coffman requested a correction be made in Committee Reports, item e, name correction for Ms. Williams from Wheeler. Commissioner Coffman made a motion to approve the minutes, with the correction as presented, which was seconded 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 Hunter. The motion was approved by unanimous vote.

### **Committee Reports**

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items. He stated that the Public Works Director, Bill Perkinson, was on vacation.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief of Police, David Elliott presented the incident summary for the month of September 2024.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items. Town Administrator, Robert Davie informed the board that the Town had been awarded \$165,000 from the N.C. Emergency Management Cybersecurity Grant. Mr. Davie stated that the funds would be used to transition all email accounts to Microsoft 365 resulting in a reduction in cost from the existing GoDaddy accounts over the next four years as well as cybersecurity software. He further stated there was no match required.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated there was no meeting of the Historic District Commission as no applications for Certificates of Appropriateness were received. He stated the Harvestween festival was scheduled for October 26, 2024 and that the committee was seeking more vendors. He further stated that Chief Elliott and Town Administrator, Robert Davie, met with the Rotary Club to discuss the organization and details of the Christmas Parade.

Chief Elliott requested, in addition to the existing rules and regulations that have already been put in place, that a photocopy of any participants' driver's license be obtained or the use of a body camera during the registration period record the same.

- (f) Beautification/Facilities – Commissioner Sourelis informed the board of the first meeting of the Tourist Development Authority, stating there was an additional opening for any Warren County business owner. She further stated that she would like the location of the Little Library box to be close to Quilter's Lane and suggested the area to the right of entrance door of Town Hall on E. Market Street. Commissioner Sourelis stated that the existing Bicycle/Pedestrian Plan recommends crosswalks. Town Administrator, Robert Davie, has reached out to the NC DOT for more direction on same. Ms. Sourelis requested new banners be purchased at an approximate cost of \$3,000. The board agreed for Commissioner Sourelis to request a hard quote for new banners and to present the proposed banners at a later date.
- (g) Planning/Zoning/Annexation – Commissioner Young informed the board that the Planning Board had met with Code Write to start the process of developing the Subdivision Ordinance for the Town.

### **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. Award notice by Governor's office. Town Administrator, Robert Davie will decline the offer once the contract is received.

***NC DEQ Wastewater and WWTP Rehab*** – \$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 \$76,292.*** 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 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 the three replacement houses are now complete and Fairlane Drive resident moving in shortly.

***Fund 71 – Brownfield Grant*** –\$32,000 of \$300,000 remaining in budget. Closeout report to BOC.

***Golden Leaf Storm Water Grant*** – Engineer soliciting informal bids.

***Southern Crescent Regional Commission*** – Town has executed an agreement.

***NCLM Assistance Grant***

The Town was awarded an in-kind grant from NC League of Municipalities to evaluate and

recommend changes to the Town's zoning ordinances. Funding by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town. Scope of work to include:

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

***In Progress Grant Applications:***

- State and Local Cybersecurity Grant: received notice of award.
- 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.

**New Business**

(a) **EPA Brownfield Grant Accomplishments – for information** – Town Administrator, Robert Davie updated the board on the EPA Brownfield Grant. Mr. Davie stated that approximately \$280,000 of the \$300,000 total grant funds have been used, with no major issues with any of the properties. He noted that all Phase 1 and Phase 2 and other reports are now on file with the EPA.

(b) **Downtown Economic Development Grant – for information** – Town Administrator, Robert Davie presented the Rural Economic Development Grant. Mr. Davie stated that 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. Grant funding can be up to \$850,000 with a 5% town cash match. The grant is job based, with \$12,500 allotted for each full-time job existing or created within the city block on both sides of the street. The Town must own the building at least until January 2027. Potential buildings for grant dollars are 123 S. Main Street (oldest brick building) and 116 S. Main Street

(c) **BJA FY24 Memorial Justice Systems Grant – for consideration** – Chief of Police, David Elliott requested approval from the Board to apply for the FY2024 Byrne Justice Assistance Grant. The grant has no match and is under \$25,000. 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. Commissioner Coffman made a motion to approve grant application with a second by Commissioner Young. The motion was approved by unanimous vote.

(d) **Water/Sewer Ordinance Update – for information** – Town Administrator, Robert Davie, informed the board that 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. Based on UNC SOG recommendations, our ordinances should be updated in a variety of areas such as the billing process. Mr. Davie presented two possible solutions. The first would be to utilize Ginger Booker, who crafted ordinances for the Town last year and is currently crafting Water/Sewer ordinances for another municipality, at a cost of \$5,000. The second would be to utilize the existing ordinances of Rural Water, but

they would be a replacement to what we have, not an update. No charge for the standard ordinances but they would have to be adapted by an attorney. Commissioner Blalock made a motion to move forward with Ginger Booker to craft new ordinances with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

- (e) **Crime Stoppers Proposed Committee – for consideration (pending legal review)** – Chief David Elliott presented a proposal to create a Crime Stoppers Committee in conjunction with the Town of Norlina and Warren County. The 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. Commissioner Blalock made a motion to approve the creation of the proposed Crime Stoppers Committee with a second by Commissioner White. The motion was approved by unanimous vote.
- (f) **Change Purchase Order Policy (per auditor) – for consideration** – Town Administrator, Robert Davie presented a change order to the Town's current Purchase Order Policy to increase the minimum dollar amount from \$100 to \$250 which was suggested by the auditor. Commissioner Blalock made a motion to approve the change with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (g) **Change of November Board of Commissioners meeting** – Mayor Gardner informed the Board that the regular scheduled meeting for November falls on the Veteran's Day holiday. The Board agreed to change the meeting date to Monday, November 4, 2024, at 7:00 P.M. and requested Town Administrator, Robert Davie, advertise the change in schedule.

**Announcements** – Mayor Gardner announced that the Employee Appreciation Luncheon will be held on December 17, 2024, at 12:00 noon at the Warrenton Rural Fire Department. He asked that Board members notify Robert Davie if they plan to attend as soon as possible.

**Closed Session for Personnel Matter NC GS§ 143-318.11 (A)(6)** – Mayor Gardner announced that the Board would now enter into closed session. Commissioner Blalock made a motion to proceed with closed session, with a second by Commissioner Hunter. The motion was approved by unanimous vote. Commissioner Blalock made a motion to resume open session, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

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  
11/1/2024 10:38:36 AM

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Period Ending 10/31/2024

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	5,600.00	5,600.00	14,030.00	(34,510.00)	29%	
Revenues Totals:	48,540	0.00	5,600.00	5,600.00	14,030.00	(34,510.00)	29%	
Expenses								
34-405-203 Supplies	500	0.00	0.00	0.00	44.99	455.01	9%	
34-405-250 Lights/Heat/Security	3,000	820.98	155.25	155.25	854.02	1,325.00	56%	
34-405-251 Telephone/Internet	3,000	1,584.64	197.18	197.18	1,053.52	361.84	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	1,725.00	50.00	50.00	865.00	410.00	86%	
34-405-400 Liability Insurance	170	0.00	37.50	37.50	37.50	132.50	22%	
34-405-422 Rent Paid by Town	36,000	7,500.00	3,000.00	3,000.00	15,000.00	13,500.00	63%	
34-405-499 Miscellaneous	2,870	0.00	0.00	0.00	0.00	2,870.00		
Non-Departmental Totals:	48,540	11,630.62	3,439.93	3,439.93	17,855.03	19,054.35	61%	
Expenses Totals:	48,540	11,630.62	3,439.93	3,439.93	17,855.03	19,054.35	61%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			2,160.07	2,160.07	(3,825.03)			

## Budget vs Actual

Town of Warrenton  
11/1/2024 10:38:36 AM

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Period Ending 10/31/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	31,603.11	31,603.11	63,015.44	(419,891.56)	13%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	932.48	932.48	3,403.59	(1,596.41)	68%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	87.24	87.24	89.42	(1,910.58)	4%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	122.37	122.37	611.63	(1,588.37)	28%
37-307-310 Motor Vehicles - Current	54,180	0.00	2,818.34	2,818.34	11,601.51	(42,578.49)	21%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	32,123.49	32,123.49	38,539.10	(338,460.90)	10%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	21,034.93	21,034.93	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	519.48	(85,480.52)	1%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	350.67	350.67	350.67	(649.33)	35%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	0.00	159.67	(440.33)	27%
37-335-335 Powell Bill	31,826	0.00	0.00	0.00	16,958.10	(14,867.90)	53%
37-345-345 Zone Board of Adj	3,000	0.00	0.00	0.00	250.00	(2,750.00)	8%
37-345-346 Code Enforcement	3,000	0.00	375.00	375.00	1,900.00	(1,100.00)	63%
37-351-353 Landfill Fees Residential	208,224	0.00	17,587.74	17,587.74	68,529.15	(139,694.85)	33%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	10.00	(40.00)	20%
37-351-357 Court Fees	250	0.00	22.50	22.50	33.79	(216.21)	14%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	2,695.00	10,780.00	(21,560.00)	33%
37-351-361 Parking/Ordinance Collections PD	500	0.00	0.00	0.00	0.00	(500.00)	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	20.03	(79.97)	20%
37-365-001 Interest Income	50	0.00	0.00	0.00	20.11	(29.89)	40%
37-365-351 Revitalization Comm	8,080	0.00	605.00	605.00	6,176.00	(1,904.00)	76%
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	0.00	16,140.91	(45,287.09)	26%
37-365-371 WS 25% of GF Exp	110,354	0.00	0.00	0.00	32,218.45	(78,135.55)	29%
37-365-401 Mis/Revenue/License Tags	0	0.00	100.00	100.00	290.00	290.00	

## Budget vs Actual

Town of Warrenton  
11/1/2024 10:38:36 AM

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Period Ending 10/31/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	0.00	7,437.78	(20,562.22)	27%	
37-365-501 Misc Revenue POLICE	0	0.00	0.00	0.00	4.50	4.50		
37-395-396 Appropriated Fund Balance (Budget Only)	47,712	0.00	0.00	0.00	0.00	(47,712.00)		
Revenues Totals:	1,549,801	0.00	89,422.94	89,422.94	300,094.26	(1,249,706.74)	19%	
Expenses								
37-401-010 Salary - Full Time	175,867	0.00	14,098.96	14,098.96	59,188.64	116,678.36	34%	
37-401-012 Salary - Adm Assistant	54,432	0.00	4,144.00	4,144.00	18,648.00	35,784.00	34%	
37-401-020 ER-FICA Taxes	13,454	0.00	1,077.96	1,077.96	4,525.19	8,928.81	34%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	316.42	316.42	1,423.89	2,740.11	34%	
37-401-030 ER-Retirement - Orbit	47,096	0.00	3,730.68	3,730.68	15,917.57	31,178.43	34%	
37-401-040 ER-Health Insurance	22,730	7,056.54	2,496.33	2,496.33	13,041.09	2,632.37	88%	
37-401-050 ER-Life Insurance	576	336.00	48.00	48.00	240.00	0.00	100%	
37-401-060 ER-Workman's Comp	299	0.00	0.00	0.00	298.62	0.38	100%	
37-401-200 Travel Expense	681	0.00	0.00	0.00	680.24	0.76	100%	
37-401-203 Supplies	4,975	959.84	351.54	351.54	1,088.99	2,926.17	41%	
37-401-250 Light, Heat & Security	6,246	3,112.10	333.75	333.75	3,107.24	26.66	100%	
37-401-251 Telephone & Postage	4,000	1,821.44	343.82	343.82	1,020.79	1,157.77	71%	
37-401-255 Bldg. Maint/ Clean SVS	9,000	3,471.34	87.48	87.48	1,318.77	4,209.89	53%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	300.00	1,200.00	2,550.00	32%	
37-401-295 Training	2,000	0.00	0.00	0.00	215.00	1,785.00	11%	
37-401-301 Computer Maint	4,800	2,685.23	289.03	289.03	1,652.99	461.78	90%	
37-401-302 Software Support	2,000	324.65	255.68	255.68	611.14	1,064.21	47%	
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	0.00	155.00	155.00	205.00	2,020.00	9%	
37-401-309 Advertising	2,270	0.00	0.00	0.00	0.00	2,270.00		
37-401-310 Dues & Subscriptions	3,500	560.00	140.00	140.00	2,266.00	674.00	81%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-325 NC Sales/Use Tax Paid (No Tax)	728	0.00	728.00	728.00	728.00	0.00	100%
37-401-400 Liability Insurance	7,500	1,410.05	973.23	973.23	973.23	5,116.72	32%
37-401-401 County Tax Collection Svs	8,000	0.00	491.33	491.33	1,044.31	6,955.69	13%
37-401-405 Audit Expense	12,084	2,875.00	0.00	0.00	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	5,381.45	5,381.45	17,006.11	(17,006.11)	
37-401-499 Miscellaneous Expense	4,727	150.00	0.00	0.00	610.00	3,967.00	16%
37-401-802 Truist Parking Lot Loan Principal	10,035	0.00	0.00	0.00	4,954.46	5,080.54	49%
37-401-832 Truist Parking Lot Loan Interest	6,203	0.00	0.00	0.00	3,166.55	3,036.45	51%
37-401-998 Contingency	16,806	0.00	0.00	0.00	0.00	16,806.00	
General Government Totals:	435,948	27,162.19	35,742.66	35,742.66	163,756.82	245,028.99	44%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	125.00	500.00	1,000.00	33%
37-402-020 ER - FICA TAXES	115	0.00	9.56	9.56	38.24	76.76	33%
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	134.56	538.24	1,746.76	24%
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	6.27	3,188.64	3,188.64	3,644.60	4,429.13	45%
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	10,006.27	3,188.64	3,188.64	3,644.60	18,349.13	43%
37-501-010 SALARY FULL TIME	227,749	0.00	9,607.70	9,607.70	39,427.30	188,321.70	17%
37-501-014 Salary - Part Time	29,400	0.00	2,805.00	2,805.00	16,275.00	13,125.00	55%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	1,085.94	4,343.76	10,052.24	30%
37-501-016 Salary - Admin Assistant	42,566	0.00	3,232.00	3,232.00	14,544.00	28,022.00	34%

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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	540.00	540.00	6,435.00	(1,435.00)	129%	
37-501-019 Salary - Over-Time	10,000	0.00	856.93	856.93	4,003.31	5,996.69	40%	
37-501-020 ER-FICA Taxes	24,200	0.00	1,369.96	1,369.96	6,454.27	17,745.73	27%	
37-501-030 ER - Retirement Orbit	68,792	0.00	2,019.53	2,019.53	10,302.07	58,489.93	15%	
37-501-031 ER - 401K 5%	13,688	0.00	521.72	521.72	2,170.02	11,517.98	16%	
37-501-040 ER - Health Insurance	50,712	15,278.58	1,589.89	1,589.89	5,750.30	29,683.12	41%	
37-501-050 ER - Life Insurance	1,010	384.00	48.00	48.00	192.00	434.00	57%	
37-501-060 ER - Workman's Comp	5,500	0.00	0.00	0.00	5,472.83	27.17	100%	
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	0.00	1,000.00		
37-501-203 Supplies	5,000	1,694.22	528.49	528.49	1,471.97	1,833.81	63%	
37-501-204 Uniforms	3,000	266.97	437.16	437.16	1,074.63	1,658.40	45%	
37-501-205 Equipment & Material	4,000	0.00	268.00	268.00	363.43	3,636.57	9%	
37-501-250 Light, Heat & Security	6,600	3,200.49	333.75	333.75	3,178.85	220.66	97%	
37-501-251 Telephone & Postage	8,110	4,856.70	778.84	778.84	2,300.89	952.41	88%	
37-501-252 Fuel	20,000	12,353.54	847.68	847.68	2,646.46	5,000.00	75%	
37-501-255 Bldg Maint/Clean Svs	6,344	3,471.34	87.48	87.48	1,318.77	1,553.89	76%	
37-501-295 Training	2,000	0.00	105.22	105.22	105.22	1,894.78	5%	
37-501-301 Computer Maint	5,951	2,288.23	506.03	506.03	2,098.99	1,563.78	74%	
37-501-302 Software Support	6,655	620.00	178.62	178.62	4,534.83	1,500.17	77%	
37-501-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00		
37-501-318 Freight Charges	250	0.00	0.00	0.00	0.00	250.00		
37-501-351 Maint & Repair Equip	4,000	0.00	0.00	0.00	0.00	4,000.00		
37-501-370 2019 Dodge Car 100	1,500	0.00	0.00	0.00	0.00	1,500.00		
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	0.00	729.69	770.31	49%	
37-501-372 2016 Dodge Car 300	1,500	500.00	6.00	6.00	6.00	994.00	34%	
37-501-373 2017 Dodge Car 400	1,500	500.00	0.00	0.00	0.00	1,000.00	33%	
37-501-376 2019 Dodge Car 700	1,500	0.00	0.00	0.00	0.00	1,500.00		
37-501-377 2023 Dodge Car 125	1,500	0.00	0.00	0.00	0.00	1,500.00		
37-501-378 2023 Dodge Car 225	1,500	0.00	13.60	13.60	13.60	1,486.40	1%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-400 Liability Insurance	16,500	72.45	2,047.71	2,047.71	2,047.71	14,379.84	13%
37-501-415 Police Shots Medical	3,000	915.00	110.00	110.00	220.00	1,865.00	38%
37-501-420 Attorney Fees	15,000	11,565.00	0.00	0.00	3,435.00	0.00	100%
37-501-433 COP Program	2,100	0.00	164.08	164.08	664.08	1,435.92	32%
37-501-499 Miscellaneous	1,000	302.23	20.50	20.50	466.02	231.75	77%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,630	0.00	0.00	0.00	4,629.14	0.86	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,965	0.00	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	0.00	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	58,268.75	30,109.83	30,109.83	146,826.00	429,114.25	32%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	220.64	220.64	1,118.96	1,563.04	42%
37-601-020 ER-FICA Taxes	230	0.00	16.88	16.88	85.61	144.39	37%
37-601-060 Workers Comp	660	0.00	0.00	0.00	610.62	49.38	93%
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	0.00	456.00	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	87,600	0.00	7,300.00	7,300.00	29,200.00	58,400.00	33%
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	7,537.52	7,537.52	31,015.19	62,912.81	33%
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							
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37-651-332 Signs below \$5,000	2,000	0.00	202.78	202.78	202.78	1,797.22	10%
37-651-333 Street Beautification - Below \$5,000	4,000	0.00	917.70	917.70	1,754.21	2,245.79	44%
37-651-335 Street Lighting Electric Bill	30,500	20,262.47	2,552.75	2,552.75	10,237.53	0.00	100%
Signs and Lights Totals:	39,015	20,262.47	3,673.23	3,673.23	12,194.52	6,558.01	83%
37-701-010 Salary - Full Time	61,826	0.00	4,493.56	4,493.56	20,516.95	41,309.05	33%
37-701-014 Salary - Part Time	19,140	0.00	1,865.00	1,865.00	6,824.92	12,315.08	36%
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	485.24	485.24	2,086.37	4,212.63	33%
37-701-030 ER - Retirement - Orbit	16,840	0.00	794.84	794.84	4,366.50	12,473.50	26%
37-701-040 ER-Health Insurance	17,626	8,376.35	1,257.62	1,257.62	6,206.77	3,042.88	83%
37-701-050 ER-Life Insurance	468	196.64	31.20	31.20	129.76	141.60	70%
37-701-060 ER-Workman's Comp	1,762	0.00	0.00	0.00	1,381.14	380.86	78%
37-701-203 Supplies	4,325	66.87	780.27	780.27	3,269.10	989.03	77%
37-701-204 Uniforms	3,900	2,116.81	1,318.23	1,318.23	1,783.19	0.00	100%
37-701-251 Telephone & Postage	925	694.11	57.73	57.73	230.89	0.00	100%
37-701-252 Fuel	13,000	55.85	627.46	627.46	2,518.73	10,425.42	20%
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	0.00	5,261.64	5,261.64	5,421.64	6,328.36	46%
37-701-352 Vehicle Maintenance	7,800	0.00	1,089.20	1,089.20	1,589.60	6,210.40	20%
37-701-400 Liability Insurance	7,416	0.00	1,525.70	1,525.70	1,525.70	5,890.30	21%
37-701-431 Street Debris Disposal	4,500	0.00	1,000.00	1,000.00	1,000.00	3,500.00	22%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(1,333.00)	(5,332.00)	(10,668.00)	33%
Streets Totals:	164,156	11,506.63	19,254.69	19,254.69	53,519.26	99,130.11	40%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	0.00	0.00	4,425.00	10,575.00	30%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	15,100	0.00	0.00	0.00	4,425.00	10,675.00	29%
37-801-010 Salary - Full Time Sanitation	54,337	0.00	3,670.80	3,670.80	17,907.04	36,429.96	33%
37-801-019 Salary - Over Time Sanitation	734	0.00	0.00	0.00	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	277.20	277.20	1,357.21	2,855.79	32%	
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	0.00	0.00	1,091.72	10,170.28	10%	
37-801-040 ER - Health Insurance	13,808	5,979.22	1,017.32	1,017.32	4,003.10	3,825.68	72%	
37-801-050 ER - Life Insurance	259	171.60	21.60	21.60	86.40	1.00	100%	
37-801-060 Workman's Compensation	4,415	0.00	0.00	0.00	3,617.94	797.06	82%	
37-801-203 Supplies	1,000	0.00	49.09	49.09	326.60	673.40	33%	
37-801-204 Uniforms	2,912	2,070.82	564.81	564.81	841.18	0.00	100%	
37-801-251 Telephone & Postage	500	376.99	30.76	30.76	123.01	0.00	100%	
37-801-252 Fuel	4,000	0.00	161.28	161.28	905.57	3,094.43	23%	
37-801-350 Landfill Fees	20,250	13,272.17	1,559.76	1,559.76	6,246.88	730.95	96%	
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	0.00	683.97	316.03	68%	
37-801-400 Liability Insurance	4,542	0.00	985.26	985.26	985.26	3,556.74	22%	
Sanitation Totals:	123,232	21,870.80	8,337.88	8,337.88	38,190.85	63,170.35	49%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%	
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	7,281.00	7,281.00	7,281.00	2,647.00	73%	
Expenses Totals:	1,549,801	149,077.11	115,260.01	115,260.01	461,391.48	939,332.41	39%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			(25,837.07)	(25,837.07)	(161,297.22)			

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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	65,017.30	65,017.30	234,905.97	(586,407.03)	29%	
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	55,056.70	55,056.70	179,217.68	(516,362.32)	26%	
38-351-407 Debt Setoff SEWER	196	0.00	0.00	0.00	29.70	(166.30)	15%	
38-351-408 Town Taps/Connection Fee	18,000	0.00	321.54	321.54	5,049.32	(12,950.68)	28%	
38-351-416 Dis/Reconnection Fee	9,468	0.00	1,098.98	1,098.98	3,900.00	(5,568.00)	41%	
38-351-417 Fire Sprinkler	2,337	0.00	196.14	196.14	784.56	(1,552.44)	34%	
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	1,838.80	1,838.80	7,586.14	(15,155.86)	33%	
38-351-419 Returned Check Fee	900	0.00	0.00	0.00	200.00	(700.00)	22%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	200	0.00	0.00	0.00	0.00	(200.00)		
38-365-001 Interest Income	15	0.00	0.00	0.00	0.00	(15.00)		
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	(25.00)	(25.00)		
38-365-373 Insurance Proceeds W/S	0	0.00	0.00	0.00	1,157.69	1,157.69		
38-365-410 Interest/investment Income NCCMT	14,324	0.00	0.00	0.00	3,716.55	(10,607.45)	26%	
38-365-421 Account Activation Fee	2,513	0.00	350.00	350.00	1,075.00	(1,438.00)	43%	
38-365-851 Misc Revenue WATER	0	0.00	30.00	30.00	30.00	30.00		
38-381-037 Transfer In From GF	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%	
38-395-396 Apropriated Fund Balance (Budget Only)	197,097	0.00	0.00	0.00	0.00	(197,097.00)		
Revenues Totals:	1,792,190	0.00	131,190.46	131,190.46	444,908.61	(1,347,281.39)	25%	
Expenses								
38-851-010 Salary Full Time	110,766	0.00	8,344.92	8,344.92	39,920.44	70,845.56	36%	
38-851-014 Salary - Part Time	18,125	0.00	1,443.95	1,443.95	5,622.91	12,502.09	31%	
38-851-019 Salary Over-Time	7,754	0.00	380.41	380.41	3,899.06	3,854.94	50%	
38-851-020 ER-FICA Taxes	10,453	0.00	748.29	748.29	3,648.84	6,804.16	35%	

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-030 ER - Retirement Orbit	21,886	0.00	1,493.53	1,493.53	7,904.17	13,981.83	36%
38-851-040 ER - Health Insurance WATER	20,220	12,181.52	1,502.19	1,502.19	7,940.08	98.40	100%
38-851-050 ER - Life Insurance	500	287.36	33.60	33.60	162.88	49.76	90%
38-851-060 ER - Workman's Comp	1,112	0.00	0.00	0.00	814.12	297.88	73%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	4,535.75	4,563.22	4,563.22	16,026.30	14,437.95	59%
38-851-204 Uniforms	2,600	1,317.58	936.21	936.21	1,282.42	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,229.94	349.39	349.39	2,210.95	1,649.11	73%
38-851-251 Telephone & Postage	9,719	6,556.60	845.53	845.53	3,161.78	0.62	100%
38-851-252 Fuel	10,300	1,909.53	597.56	597.56	2,760.46	5,630.01	45%
38-851-255 Bldg. Maint/Clean Svs	3,117	1,735.70	43.77	43.77	659.44	721.86	77%
38-851-260 Electric Tank/Pumps	3,401	1,631.90	314.20	314.20	768.10	1,001.00	71%
38-851-296 Continuing Education	1,300	0.00	0.00	0.00	182.50	1,117.50	14%
38-851-301 Computer Maintenance	3,500	2,129.27	188.03	188.03	1,363.86	6.87	100%
38-851-302 Software Support	9,000	510.04	54.47	54.47	7,745.52	744.44	92%
38-851-305 Technology Upgrades	2,250	0.00	12.50	12.50	12.50	2,237.50	1%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	501	100.00	25.00	25.00	400.22	0.78	100%
38-851-313 State Permits	1,270	0.00	1,090.00	1,090.00	1,090.00	180.00	86%
38-851-345 Water Tank Contract	20,567	10,283.28	5,141.64	5,141.64	10,283.28	0.44	100%
38-851-347 Lab Analysis	2,210	1,645.00	215.00	215.00	355.00	210.00	90%
38-851-351 Maint. & Repair Equip	3,000	253.61	0.00	0.00	2,425.81	320.58	89%
38-851-352 Vehicle Maintenance	3,750	0.00	874.14	874.14	1,165.56	2,584.44	31%
38-851-400 Town Liability Insurance	11,145	36.22	2,318.25	2,318.25	2,318.25	8,790.53	21%
38-851-405 Audit Expense	5,750	1,437.50	0.00	0.00	4,312.50	0.00	100%
38-851-408 Town Tap Expense	9,000	0.00	0.00	0.00	6,865.00	2,135.00	76%
38-851-448 External Contract	14,041	0.00	2,504.00	2,504.00	5,020.68	9,020.32	36%
38-851-451 Water Purchase	230,000	209,967.15	0.00	0.00	20,032.85	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	46,850	46,850.00	0.00	0.00	0.00	0.00	100%

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-802 USDA Public Works Trucks - Princ Water	8,623	0.00	2,825.03	2,825.03	2,825.03	5,797.97	33%
38-851-803 USDA Town Hall/WS Loan Principal	29,300	0.00	0.00	0.00	0.00	29,300.00	
38-851-833 USDA Town Hall/WS Loan Interest	14,863	0.00	0.00	0.00	0.00	14,863.00	
38-851-836 USDA Public Works Trucks - Int Water	1,109	0.00	91.96	91.96	91.96	1,017.04	8%
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	1,333.00	5,332.00	10,668.00	33%
38-851-896 WS 25% of GF Expense	55,177	0.00	0.00	0.00	16,109.22	39,067.78	29%
38-851-998 Contingency	6,161	0.00	0.00	0.00	0.00	6,161.00	
Water Totals:	756,890	305,597.95	38,269.79	38,269.79	184,713.69	266,578.36	65%
38-852-010 Salary - Full Time	110,766	0.00	8,337.44	8,337.44	39,913.52	70,852.48	36%
38-852-014 Salary - Part Time	18,125	0.00	1,443.79	1,443.79	5,622.59	12,502.41	31%
38-852-019 Salary - Over Time Sewer	7,754	0.00	444.08	444.08	2,266.30	5,487.70	29%
38-852-020 ER - FICA Sewer	10,453	0.00	778.64	778.64	3,640.75	6,812.25	35%
38-852-030 ER-Retirement Orbit	21,886	0.00	1,537.45	1,537.45	7,630.00	14,256.00	35%
38-852-040 ER-Health Insurance SEWER	20,220	12,199.03	1,502.17	1,502.17	7,967.93	53.04	100%
38-852-050 ER-Life Insurance	500	287.36	33.60	33.60	162.88	49.76	90%
38-852-060 ER-Workman's Comp	815	0.00	0.00	0.00	814.12	0.88	100%
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-852-203 Supplies	24,240	2,928.21	3,227.25	3,227.25	20,868.23	443.56	98%
38-852-204 Uniforms	2,600	1,317.64	936.16	936.16	1,282.36	0.00	100%
38-852-250 Light & Heat & Security	7,000	2,229.98	349.38	349.38	2,210.91	2,559.11	63%
38-852-251 Telephone & Postage	10,586	7,100.80	951.72	951.72	3,484.69	0.51	100%
38-852-252 Fuel	10,300	1,802.72	639.51	639.51	2,772.29	5,724.99	44%
38-852-255 Bldg. Maint/Clean Svs	3,117	1,735.71	43.77	43.77	659.43	721.86	77%
38-852-260 Electric Tank/Pumps	12,000	7,171.99	1,108.17	1,108.17	3,828.01	1,000.00	92%
38-852-296 Continuing Education	1,300	0.00	0.00	0.00	140.00	1,160.00	11%
38-852-301 Computer Maint.	3,500	2,129.27	188.03	188.03	1,363.84	6.89	100%

## Budget vs Actual

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Period Ending 10/31/2024

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-302 Software Support	9,000	510.04	54.48	54.48	7,745.53	744.43	92%	
38-852-305 Technology Upgrades	2,183	0.00	12.48	12.48	12.48	2,170.52	1%	
38-852-309 Advertising	503	502.50	0.00	0.00	0.00	0.50	100%	
38-852-310 Dues & Subscriptions	501	100.00	25.00	25.00	400.20	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	2,680	253.61	0.00	0.00	2,425.81	0.58	100%	
38-852-352 Vehicle Maintenance	3,747	0.00	874.15	874.15	1,165.56	2,581.44	31%	
38-852-400 Liability Insurance	5,455	36.23	1,141.82	1,141.82	1,141.82	4,276.95	22%	
38-852-405 Audit Expense	5,750	1,437.50	0.00	0.00	4,312.50	0.00	100%	
38-852-408 Town Tap Expense	9,440	0.00	0.00	0.00	9,440.00	0.00	100%	
38-852-435 Purchase of Sewer Services	402,384	0.00	0.00	0.00	27,150.56	375,233.44	7%	
38-852-448 External Contract	13,913	0.06	2,583.71	2,583.71	11,907.71	2,005.23	86%	
38-852-473 WWTP Rehab Annual Payment	21,935	0.00	0.00	0.00	0.00	21,935.00		
38-852-500 Capital Outlay \$5000 and Above	36,537	24,039.87	5,012.55	5,012.55	9,622.55	2,874.58	92%	
38-852-802 USDA Public Works Trucks - Princ Sewer	8,623	0.00	2,825.04	2,825.04	2,825.04	5,797.96	33%	
38-852-803 USDA Town Hall/WS Loan Principal	29,300	0.00	0.00	0.00	0.00	29,300.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00		
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	0.00	0.00	0.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00		
38-852-833 USDA Town Hall/WS Loan Interest	14,863	0.00	0.00	0.00	0.00	14,863.00		
38-852-836 USDA Public Works Trucks - Int Sewer	1,109	0.00	91.97	91.97	91.97	1,017.03	8%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,475	0.00	1,237.50	1,237.50	1,237.50	1,237.50	50%	
38-852-896 WS 25% of GF Expense	55,177	0.00	0.00	0.00	16,109.23	39,067.77	29%	

Budget vs Actual

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Sewer Expenses Totals:	921,590	66,782.52	35,379.86	35,379.86	200,216.31	654,591.17	29%	
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	372,380.47	73,649.65	73,649.65	384,930.00	1,034,879.53	42%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			57,540.81	57,540.81	59,978.61			

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	42,074	0.00	9,080.00	9,080.00	19,620.00	(22,454.00)	47%
39-351-470 Town Sewer Revenues	402,384	0.00	0.00	0.00	27,150.56	(375,233.44)	7%
39-351-471 Sewer Revenues - County	322,189	0.00	0.00	0.00	21,739.55	(300,449.45)	7%
39-351-472 Sewer Rev Norlina	218,881	0.00	0.00	0.00	14,768.89	(204,112.11)	7%
39-365-373 Insurance Proceeds WWTP	0	0.00	0.00	0.00	1,157.69	1,157.69	
39-381-038 Transfer In from Water/Sewer	113,710	0.00	0.00	0.00	0.00	(113,710.00)	
<b>Revenues Totals:</b>	<b>1,099,238</b>	<b>0.00</b>	<b>9,080.00</b>	<b>9,080.00</b>	<b>84,436.69</b>	<b>(1,014,801.31)</b>	<b>8%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	221,987	0.00	16,676.63	16,676.63	73,697.36	148,289.64	33%
39-861-014 Salary - Part Time	20,450	0.00	2,093.61	2,093.61	8,526.68	11,923.32	42%
39-861-019 Over-Time	16,838	0.00	798.41	798.41	4,530.81	12,307.19	27%
39-861-020 ER-FICA Taxes	19,835	0.00	1,333.59	1,333.59	5,931.07	13,903.93	30%
39-861-030 ER - Retirement Orbit	49,205	0.00	2,873.53	2,873.53	13,892.65	35,312.35	28%
39-861-040 ER- Health Insurance	38,067	20,658.33	3,142.10	3,142.10	14,979.27	2,429.40	94%
39-861-050 ER-Life Insurance	668	288.32	72.00	72.00	311.68	68.00	90%
39-861-060 ER-Workman's Comp	2,121	0.00	0.00	0.00	1,561.59	559.41	74%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	58,645	3,500.78	11,915.47	11,915.47	28,077.46	27,066.76	54%
39-861-204 Uniforms	4,420	1,861.29	1,908.38	1,908.38	2,558.71	0.00	100%
39-861-250 Light, Heat & Security	125,000	87,379.82	6,093.04	6,093.04	25,285.68	12,334.50	90%
39-861-251 Telephone & Postage	6,690	4,527.68	532.27	532.27	1,988.77	173.55	97%
39-861-252 Fuel	10,250	3,396.05	709.44	709.44	3,295.11	3,558.84	65%
39-861-296 Continuing Education	1,500	0.00	0.00	0.00	42.50	1,457.50	3%
39-861-301 Computer Maint.	7,000	2,651.73	623.63	623.63	2,204.45	2,143.82	69%
39-861-302 Software Support	4,208	605.04	54.76	54.76	88.09	3,514.87	16%
39-861-305 Technology Upgrades	2,000	0.00	25.00	25.00	25.00	1,975.00	1%
39-861-309 Advertising	1,000	502.50	0.00	0.00	0.00	497.50	50%
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	



## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	2,250	1,665.19	241.70	241.70	584.81	0.00	100%
39-861-342 Maint & Repair Plant	120,000	0.00	2,865.68	2,865.68	20,535.68	99,464.32	17%
39-861-344 Sludge Removal	72,000	50,188.75	0.00	0.00	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	707.99	2,340.09	2,340.09	8,061.33	2,756.68	76%
39-861-347 Lab Analysis	24,400	14,120.00	3,002.00	3,002.00	8,680.00	1,600.00	93%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00	
39-861-349 OSHAComp/Safety M&S	1,500	0.00	0.00	0.00	1,125.00	375.00	75%
39-861-352 Vehicle Maintenance	4,750	0.00	1,635.06	1,635.06	2,303.77	2,446.23	49%
39-861-400 Liability Insurance	20,082	72.45	4,078.79	4,078.79	4,078.79	15,930.76	21%
39-861-405 Audit Expense	11,500	2,875.00	0.00	0.00	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	6,600.00	825.00	825.00	8,328.33	71.67	100%
39-861-446 Influent Debris Removal	6,654	4,434.90	552.13	552.13	2,219.10	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	119,265	0.00	34,410.00	34,410.00	119,235.88	29.12	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	0.00	23,607.00	
39-861-897 WWTP 25% of GF Exp	61,428	0.00	0.00	0.00	16,140.91	45,287.09	26%
39-861-998 Contingency	9,988	0.00	0.00	0.00	0.00	9,988.00	
WWTP - Expenses Totals:	1,099,238	206,035.82	98,802.31	98,802.31	405,726.73	487,475.45	56%
Expenses Totals:	1,099,238	206,035.82	98,802.31	98,802.31	405,726.73	487,475.45	56%
39 WWTP Revenues Over/(Under) Expenses:			(89,722.31)	(89,722.31)	(321,290.04)		

## Check Listing

Date From: 10/1/2024 Date To: 10/31/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

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Check Number	Bank	Vendor	Date	Amount
67978	30	CARDNO USA, INC.	10/01/2024	<u>\$3,425.00</u>
67979	30	COLUMBIAN MUTUAL LIFE INS CO	10/01/2024	<u>\$36.89</u>
67980	30	iWorQ Systems Inc	10/01/2024	<u>\$2,000.00</u>
67981	30	KERR-TAR REG COUNCIL OF GOV	10/01/2024	<u>\$30.00</u>
67982	30	Ada Davis	10/02/2024	<u>\$400.00</u>
67983	30	AMAZON CAPTIAL SERVICES, INC.	10/02/2024	<u>\$259.47</u>
67984	30	CITIZENS INSURANCE & BONDING,	10/02/2024	<u>\$13,108.26</u>
67985	30	DUKE ENERGY PROGRESS	10/02/2024	<u>\$117.26</u>
67986	30	MERITECH INC	10/02/2024	<u>\$3,217.00</u>
67987	30	Spectrum Business	10/02/2024	<u>\$169.98</u>
67988	30	TRI-COUNTY POWER EQUIPMENT INC	10/02/2024	<u>\$88.86</u>
67989	30	UNITED PARCEL SERVICE	10/02/2024	<u>\$68.64</u>
67990	30	GREGORY POOLE EQUIPMENT CO.	10/03/2024	<u>\$2,001.51</u>
67991	30	HOLLAND INDUSTRIAL	10/03/2024	<u>\$392.51</u>
67992	30	NC DEPARTMENT OF REVENUE	10/03/2024	<u>\$728.00</u>
67993	30	PETE SMITH TIRE & QUICK LUBE, INC	10/03/2024	<u>\$662.43</u>
67994	30	QUILL CORPORATION	10/03/2024	<u>\$27.31</u>
67995	30	TRI-COUNTY POWER EQUIPMENT INC	10/03/2024	<u>\$1,088.72</u>
67996	30	USA Bluebook	10/03/2024	<u>\$113.90</u>
67997	30	WILSON'S WATER SERVICES	10/03/2024	<u>\$825.00</u>
67998	30	GEORGE HUMPHRIES	10/03/2024	<u>\$1,334.00</u>
67999	30	GEORGE HUMPHRIES	10/03/2024	<u>\$15,000.00</u>
68000	30	PRO, INC.	10/03/2024	<u>\$4,000.00</u>
68001	30	CAROLINA DIGITAL PHONE INC	10/09/2024	<u>\$316.00</u>
68002	30	Community Eye Care	10/09/2024	<u>\$152.30</u>
68003	30	DANIEL BEECH	<b>VOIDED</b> 10/09/2024	<u>\$100.00</u>
68004	30	DOCUMENT SYSTEMS, INC	10/09/2024	<u>\$370.92</u>
68005	30	DUKE ENERGY PROGRESS	10/09/2024	<u>\$2,304.95</u>
68006	30	DUKE ENERGY PROGRESS	10/09/2024	<u>\$142.83</u>
68007	30	HACH COMPANY	10/09/2024	<u>\$2,238.30</u>
68008	30	KERR-TAR REG COUNCIL OF GOV	10/09/2024	<u>\$140.00</u>
68009	30	Mission Communications, LLC	10/09/2024	<u>\$3,190.00</u>

## Check Listing

Date From: 10/1/2024 Date To: 10/31/2024  
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Check Number	Bank	Vendor	Date	Amount
68010	30	MOSLEY PLUMBING CO., INC.	10/09/2024	<u>\$173.47</u>
68011	30	PETE SMITH TIRE & QUICK LUBE, INC	10/09/2024	<u>\$1,546.35</u>
68012	30	PROFESSIONAL MAIL SERVICES, INC	10/09/2024	<u>\$7.41</u>
68013	30	PROFESSIONAL MAIL SERVICES, INC	10/09/2024	<u>\$1.98</u>
68014	30	QUILL CORPORATION	10/09/2024	<u>\$332.99</u>
68015	30	SANFORD ELECTRICAL CONTRACTORS, LLC	10/09/2024	<u>\$5,350.90</u>
68016	30	SOUTHERN CORROSION, INC.	10/09/2024	<u>\$5,141.64</u>
68017	30	TAR HEEL TIRE SALES/SERVICE	10/09/2024	<u>\$26.69</u>
68018	30	VAUGHAN & SON AUTOBODY	10/09/2024	<u>\$3,315.38</u>
68019	30	WATER GUARD, INC.	10/09/2024	<u>\$2,517.13</u>
68020	30	WRIGHT EXPRESS FSC	10/09/2024	<u>\$847.68</u>
68021	30	AMAZON CAPTIAL SERVICES, INC.	10/09/2024	<u>\$171.82</u>
68022	30	BREEDLOVE ELECTRIC, INC	10/09/2024	<u>\$1,324.00</u>
68023	30	GFL ENVIRONMENTAL	10/09/2024	<u>\$552.13</u>
68024	30	INVOICE CLOUD, INC.	10/09/2024	<u>\$134.95</u>
68025	30	NORTH CAROLINA 811, INC	10/09/2024	<u>\$25.00</u>
68026	30	Purchase Power (Pitney Bowes)	10/09/2024	<u>\$150.00</u>
68027	30	UNIFIRST CORPORATION	10/09/2024	<u>\$1,219.08</u>
68028	30	WARREN AUTO PARTS, INC.	10/09/2024	<u>\$67.53</u>
68029	30	Always N Bloom	10/14/2024	<u>\$138.78</u>
68030	30	AMAZON CAPTIAL SERVICES, INC.	10/14/2024	<u>\$166.17</u>
68031	30	BRANNOCK'S GLASS	10/14/2024	<u>\$427.00</u>
68032	30	DUKE ENERGY PROGRESS	10/14/2024	<u>\$2,149.27</u>
68033	30	DUKE ENERGY PROGRESS	10/14/2024	<u>\$5,752.54</u>
68034	30	GUPTON SERVICES, INC	10/14/2024	<u>\$130.00</u>
68035	30	PETE SMITH TIRE & QUICK LUBE, INC	10/14/2024	<u>\$279.13</u>
68036	30	PITNEY BOWES GLOBAL	10/14/2024	<u>\$223.16</u>
68037	30	QUILL CORPORATION	10/14/2024	<u>\$43.96</u>
68038	30	UNIFIRST CORPORATION	10/14/2024	<u>\$5,429.44</u>
68039	30	WARREN AUTO PARTS, INC.	10/14/2024	<u>\$685.23</u>
68040	30	AHNER SECURITY INC.	10/16/2024	<u>\$616.00</u>
68041	30	AHNER SECURITY INC.	10/16/2024	<u>\$352.28</u>

## Check Listing

Date From: 10/1/2024 Date To: 10/31/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

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Check Number	Bank	Vendor	Date	Amount
68042	30	Custom Printing USA Corp	10/16/2024	<u>\$100.00</u>
68043	30	FRONTIER NATURAL GAS	10/16/2024	<u>\$12.42</u>
68044	30	Jason Young	10/16/2024	<u>\$244.62</u>
68045	30	NCDPS-CORRECTION ENTERPRISES	10/16/2024	<u>\$39.11</u>
68046	30	NORTH CAROLINA 811, INC	10/16/2024	<u>\$25.00</u>
68047	30	OLD DOMINION BRUSH CO.	10/16/2024	<u>\$4,928.28</u>
68048	30	ROBERT DAVIE	10/16/2024	<u>\$219.70</u>
68049	30	SOUTHERN WATER SERVICE, LLC	10/16/2024	<u>\$3,302.30</u>
68050	30	UNITED PARCEL SERVICE	10/16/2024	<u>\$107.26</u>
68051	30	VC3, Inc.	10/16/2024	<u>\$216.17</u>
68052	30	WARREN COUNTY PUBLIC WORKS	10/16/2024	<u>\$1,559.76</u>
68053	30	WHITCO TERMITE & PEST CONTROL	10/16/2024	<u>\$50.00</u>
68054	30	AMAZON CAPTIAL SERVICES, INC.	10/17/2024	<u>\$282.89</u>
68055	30	BLUE RIDGE SPRINGS, INC	10/17/2024	<u>\$186.30</u>
68056	30	DOCUMENT SYSTEMS, INC	10/17/2024	<u>\$319.18</u>
68057	30	GARY V. WILLIAMS	10/17/2024	<u>\$560.00</u>
68058	30	Mission Communications, LLC	10/17/2024	<u>\$284.17</u>
68059	30	PROFESSIONAL MAIL SERVICES, INC	10/17/2024	<u>\$514.07</u>
68060	30	PROFESSIONAL MAIL SERVICES, INC	10/17/2024	<u>\$152.85</u>
68061	30	ROBERT F. DARNELL	10/17/2024	<u>\$780.50</u>
68062	30	TRI-COUNTY POWER EQUIPMENT INC	10/17/2024	<u>\$493.01</u>
68063	30	All American Welding & Machine, LLC	10/21/2024	<u>\$90.74</u>
68064	30	AT&T MOBILITY II LLC	10/21/2024	<u>\$442.00</u>
68065	30	BLUE RIDGE SPRINGS, INC	10/21/2024	<u>\$70.95</u>
68066	30	CAVANAUGH MACDONALD CONSULTING, LLC	10/21/2024	<u>\$329.60</u>
68067	30	DANIEL BEECH	10/21/2024	<u>\$426.05</u>
68068	30	DUKE ENERGY PROGRESS	10/21/2024	<u>\$160.46</u>
68069	30	FRONTIER NATURAL GAS	10/21/2024	<u>\$10.02</u>
68070	30	TIME WARNER CABLE	10/21/2024	<u>\$189.98</u>
68071	30	WHITCO TERMITE & PEST CONTROL	10/21/2024	<u>\$100.00</u>
68072	30	FIRST CITIZENS BANK	10/21/2024	<u>\$3,527.10</u>
68073	30	All American Welding & Machine, LLC	10/22/2024	<u>\$2,706.84</u>

## Check Listing

Date From: 10/1/2024 Date To: 10/31/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
11/01/2024 10:40 AM

Page: 4 of 6

Check Number	Bank	Vendor	Date	Amount
68074	30	AMAZON CAPTIAL SERVICES, INC.	10/22/2024	<u>\$137.03</u>
68075	30	Brimar Industries	10/22/2024	<u>\$216.47</u>
68076	30	Carolina Images by Angela, LLC	10/22/2024	<u>\$64.05</u>
68077	30	Company Wrench	10/22/2024	<u>\$592.27</u>
68078	30	Core & Main	10/22/2024	<u>\$1,963.71</u>
68079	30	Custom Printing USA Corp	10/22/2024	<u>\$100.00</u>
68080	30	DASH	10/22/2024	<u>\$101.42</u>
68081	30	DOCUMENT SYSTEMS, INC	10/22/2024	<u>\$69.53</u>
68082	30	DUKE ENERGY PROGRESS	10/22/2024	<u>\$80.88</u>
68083	30	FOSTER SEPTIC TANK CLEANING	10/22/2024	<u>\$375.00</u>
68084	30	HACH COMPANY	10/22/2024	<u>\$254.97</u>
68085	30	HUMANA SPECIALTY BENEFITS	10/22/2024	<u>\$29.38</u>
68086	30	Kathy Greene Bedussi	10/22/2024	<u>\$150.00</u>
68087	30	Kim Vaughan	10/22/2024	<u>\$37.50</u>
68088	30	KING'S FITNESS & NUTRITION CENTER	10/22/2024	<u>\$345.00</u>
68089	30	LINSTAR	10/22/2024	<u>\$37.80</u>
68090	30	NC DEQ	10/22/2024	<u>\$1,237.50</u>
68091	30	NORTH CAROLINA DEPT. OF ADMINISTRATION	10/22/2024	<u>\$20.50</u>
68092	30	PETE SMITH TIRE & QUICK LUBE, INC	10/22/2024	<u>\$13.60</u>
68093	30	Steven Compton	10/22/2024	<u>\$200.00</u>
68094	30	UNIFIRST CORPORATION	10/22/2024	<u>\$423.47</u>
68095	30	UNITED PARCEL SERVICE	10/22/2024	<u>\$32.90</u>
68096	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	10/22/2024	<u>\$563.14</u>
68097	30	VC3, Inc.	10/22/2024	<u>\$172.94</u>
68098	30	Wilbert Anthony Marrow	10/22/2024	<u>\$1,200.00</u>
68099	30	AMAZON CAPTIAL SERVICES, INC.	10/24/2024	<u>\$291.86</u>
68100	30	AT&T MOBILITY II LLC	10/24/2024	<u>\$773.37</u>
68101	30	FLEMING INVESTMENT COMPANY	10/24/2024	<u>\$3,000.00</u>
68102	30	HARRIS INVESTMENTS	10/24/2024	<u>\$1,000.00</u>
68103	30	INFORMATION TECHNOLOGY SERVICE	10/24/2024	<u>\$217.78</u>
68104	30	Teresa Harris	10/24/2024	<u>\$111.55</u>
68105	30	VERIZON WIRELESS	10/24/2024	<u>\$320.08</u>

## Check Listing

Date From: 10/1/2024 Date To: 10/31/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
11/01/2024 10:40 AM

Page: 5 of 6

Check Number	Bank	Vendor	Date	Amount
68106	30	Ruth Reid	10/25/2024	<u>\$325.00</u>
68107	30	ALYCE C PINNELL	10/28/2024	<u>\$135.18</u>
68108	30	JOSEPH PAUL PEREZ	10/28/2024	<u>\$150.00</u>
68109	30	KATHY COOPER MATTHEWS	10/28/2024	<u>\$148.02</u>
68110	30	LEWIS KELVIN PERRY REVOCABLE TRUST	10/28/2024	<u>\$197.42</u>
68111	30	MIRANDA E MEDLIN	10/28/2024	<u>\$9.02</u>
68112	30	NC DEPT. OF ENVIRONMENTAL QUALITY	10/28/2024	<u>\$1,090.00</u>
68113	30	NCDMV	10/28/2024	<u>\$6.00</u>
68114	30	TRISTAN SLAUGHTER	10/28/2024	<u>\$31.52</u>
68115	30	WILLIAM "TOM" HARDY	10/28/2024	<u>\$31.52</u>
68116	30	AETNA	10/28/2024	<u>\$13,953.51</u>
68117	30	AMAZON CAPTIAL SERVICES, INC.	10/28/2024	<u>\$199.13</u>
68118	30	CHARLES R. UNDERWOOD, INC.	10/28/2024	<u>\$36,732.68</u>
68119	30	COLUMBIAN MUTUAL LIFE INS CO	10/28/2024	<u>\$36.89</u>
68120	30	MUNICIPAL INSURANCE TRUST	10/28/2024	<u>\$808.09</u>
68121	30	PHYLLIS ALSTON	10/28/2024	<u>\$3.75</u>
68122	30	RYAN BALOCK	10/28/2024	<u>\$200.00</u>
68123	30	UNIFIRST CORPORATION	10/28/2024	<u>\$423.53</u>
68124	30	UNITED PARCEL SERVICE	10/28/2024	<u>\$32.90</u>
68125	30	JOSEPH ALEXANDER ELAM	10/29/2024	<u>\$43.80</u>
68126	30	NC DEPT OF STATE TREASURER	10/29/2024	<u>\$313.54</u>
68127	30	PRUDENTIAL RETIREMENT	10/29/2024	<u>\$601.72</u>
68128	30	TRACI D.R. HARGROVE	10/29/2024	<u>\$12.73</u>
68129	30	WRIGHT EXPRESS FSC	10/29/2024	<u>\$1,188.90</u>
68130	30	GEORGE HUMPHRIES	10/30/2024	<u>\$15,000.00</u>
68131	30	Marlin Leasing Corporation	10/30/2024	<u>\$161.85</u>
68132	30	Spectrum Business	10/30/2024	<u>\$169.98</u>
68133	30	VC3, Inc.	10/30/2024	<u>\$1,156.11</u>
68134	30	WATER GUARD, INC.	10/30/2024	<u>\$2,659.32</u>
68135	30	DUKE ENERGY PROGRESS	10/30/2024	<u>\$113.05</u>
68136	30	Pete Smith Garage, Inc.	10/30/2024	<u>\$593.56</u>
68137	30	WARREN AUTO PARTS, INC.	10/30/2024	<u>\$35.30</u>

Check Listing

Date From: 10/1/2024 Date To: 10/31/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
11/01/2024 10:40 AM

Check Number	Bank	Vendor	Date	Amount
160		Checks Totaling -		\$210,478.18

Totals By Fund

	Checks	Voids	Total
34	\$3,439.93		\$3,439.93
36	\$5,381.45		\$5,381.45
37	\$39,830.44	\$100.00	\$39,730.44
38	\$43,288.22		\$43,288.22
39	\$77,379.14		\$77,379.14
67	\$35,734.00		\$35,734.00
70	\$2,000.00		\$2,000.00
71	\$3,425.00		\$3,425.00
Totals:	\$210,478.18	\$100.00	\$210,378.18

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** October 31, 2024  
**Re:** October 2024 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$20,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$45,000). (5) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (6) Replace two 6-inch master water meters (Estimated Shared Cost with Warren County - \$7,000.00). (7) North Main Street Elevated Tank – Repair level/pump controls. (Estimated Cost – Still Gathering Information).
- **Completed Water and Sewer System Maintenance/Repair Related Information:**  
(1) Repair – John Riggan Sewer Lift Station. Repaired station back-up generator. Contractor: Gregory Poole Equipment Company (Labor and Parts - \$1,897.71). (2) Annual Service – Annual subscription price for SCADA units service (4 sewer lift stations, 3 elevated water tanks, 1 PRV). Service provider: Mission Communications (Annual Service - \$3,190.00).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$0.00**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$5,087.71**

- **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: Units have been replaced and repair is complete...Contractor has not invoiced the Town for the additional cost of replacing the 4 butterfly/isolation valves located inside the vault. We do not have this additional cost information as of 10-31-24.**



- **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: Unit has been replaced and repair is complete.**

## 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 31, 2024  
**Re:** October 2024 Monthly Activity Report for WWTP

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- **Pending Equipment Maintenance and Repairs:** (1) Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. (2) Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** (3) Replace Influent Pump 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 –\$10,000)**
- **Completed Plant Maintenance/Repair Related Information:** (1) Repair – Administration Building. Replaced mal-functioning security camera. Contractor: Ahner Security...(Labor and Materials – \$330.00). (2) Repair – Plant Influent Works. Replaced manual barscreen. Contractor: All American Welding and Machine...(Labor and Materials – \$2,535.68).

**Total cost for Repairs (Account No. 39-861-342) - \$2,865.68**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month.



## Warrenton Police Department

### Monthly Summary/ October 2024

## Incident Briefs

10/3/2024	Second-Degree Trespass	Closed
10/3/2024	Failed to Stop at Scene of Crash	Closed
10/7/2024	Indecent Exposure	Closed by Arrest
10/7/2024	Larceny	Unfounded
10/8/2024	Second-Degree Trespass	Closed
10/11/2024	Deceased Person	Active
10/19/2024	Hit and Run	Closed
10/28/2024	Domestic Abuse	Active
10/28/2024	Obtaining Property by False Pretense	Active
10/28/2024	Obtaining Property by False Pretense	Active
10/28/2024	Obtaining Property by False Pretense	Active
10/29/2024	Obtaining Property by False Pretense Uttering Forged Check	Active
10/30/2024	Larceny-Misdemeanor	Active
10/30/2024	Communicating Threats	Closed
10/30/2024	Failure to Appear-Release Order	Arrest

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(10/01/2024 - 10/31/2024)

911 Hang-up	5	Accident	3
Alarm Activation	8	Arrest	2
Assist Motorist	1	Assist WC EMS	5
Assist WCSO	2	Check Station/ Checkpoint	1
Communicating Threats	1	Dispute	1
Disturbance	1	Domestic	1
Follow up Investigation	1	Fraud	4
Information by Phone	1	Injury to Personal Property	1
Investigation and/or Interview	2	Larceny	2
Other	2	Parking Violation	3
Patrol	4	Patrol Vehicle Inspection	1
Property Check – Business	11	Property Check – Residential	1
Public Awareness Event	1	Suspicious Person / Vehicle	3
Talk with Officer	2	Trespassing	6

**Total Number Of Events: 76**



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

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

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### **BOC Meeting October 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.)
  - ✓ Cemetery and King Street annexations were completed in 2011 and filed with Register of Deeds in 2018. Recombination of cemetery parcels to be adopted.
2. Make changes to zoning map with Reynolds Tavern change. (cont.)
3. Edit September 2024 minutes.
  - ✓ Done.
4. Include John Blalock in Christmas Parade traffic control.
  - ✓ Forwarded offer to Chief.
5. Locate book box at town hall along E. Market.
6. Work with Dian banner replacements and Faded bows on Christmas decorations.
7. Verify with Local Government Commission that transferring a building is possible, per NC Commerce Grant.
  - ✓ Tyler Mulligan at UNC SOG stated that building can only be sold at FMV.
8. Appropriate \$5,000 from W/S fund balance to updated W/S ordinances.
  - ✓ Contacted Ginger Booker
9. Forward to Mitch Styers the bylaws for Crimestoppers Committee.
  - ✓ Sent to Mitch.
10. Change Purchase Order policy to have a minimum of \$250.
  - ✓ Done.
11. Advertise the change of date for the November BOC meeting.
  - ✓ Confirmed by Womack Publishing. (Run date October 23, 2024)
12. Contact Bragging Rooster about the ticket request and parking solution.
  - ✓ Done.
13. Closed Session minutes for Planning Board and Town Board.
  - ✓ Done.

**TOWN OF WARRENTON****Audit Highlights**

June 30, 2024

	Page Number	June 30, 2024	June 30, 2023
Cash balances	11	\$ 1,499,000	\$ 1,609,000
Fixed Assets			
Governmental-net	11	688,000	635,000
Proprietary-net	11	11,541,000	12,093,000
General fund			
Total fund balance	13	1,081,000	1,114,000
Unassigned fund balance	13	766,000	794,000
Increase (decrease) in fund balance	15	(32,000)	(34,000)
Wastewater treatment fund			
Cash balances	18	5,000	28,000
Net position	18	1,733,000	1,784,000
Change in net position	19	(50,000)	136,000
Water and sewer fund			
Cash balances	18	550,000	634,000
Net position	18	7,020,000	7,518,000
Change in net position	19	(498,000)	(203,000)
Ad Valorem taxes			
Tax collections	68	488,000	469,000
Valuation subject to tax	69	70,956,000	72,156,000
Overall collection percentage	69	96.51%	98.05%
Long-term debt			
General governmental	44	188,000	186,000
Proprietary	44	3,448,000	3,577,000

**Other Highlights:**

Audit opinion-Unmodified-"Clean"-This means that the financial statements present fairly in all material respects the financial position and the results of the operations and the cash flows of it's proprietary fund types of the Town of Warrenton for the year ended June 30, 2024.

\*\*Note that all numbers have been rounded to the nearest \$1,000. Page numbers are from the June 30, 2024 financial statements.

# TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

P. O. Box 281

Warrenton, NC 27589-0281

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

[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

## STATEMENT OF INTEREST TO SERVE

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

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

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

1. Promotions
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name: STEPHEN F MILLIGAN

Date of Birth: 4/24/54 Sex M Race W

Mailing Street Address: 321 GRHAM ST

City and Zip Code WARRENTON NC 27589

Home Phone 252-676-0572 Work Phone \_\_\_\_\_ Cell Phone 252-676-0572

Job Title Retired / Business Owner / Educator / Real Estate

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

Email Address S Milligan 6@yahoo.com

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

### Educational Background

Name of High School Attended Scotland High

Name of College Attended Elon / ECU

Degree Received MASTERS in Education

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

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

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

Work Experience

RRGSB  
Historical Society  
Wesley United Methodist Church

Volunteer Experience

NR YMCA

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

Newspaper

Current Town of Warrenton Volunteer

Web Site

☒ Staff


Other

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

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

Signature

Date

  
7/3/24



## **MURALIST AGREEMENT**

This Agreement is made and entered into as of **October 2024** by and between:

Town of Warrenton, North Carolina  
(Hereinafter referred to as "Town")

AND

Tom Lang  
324 Hazelwood Drive  
Warrenton, NC 27589  
(Hereinafter referred to as "Muralist")

### **1. Purpose**

The purpose of this Agreement is to outline the terms and conditions under which the Muralist will create a mural on behalf of the Town.

### **2. Project Description**

The Muralist agrees to create a mural at 144 S. Main Street in the Town depicting Bluebirds, based upon a pre-approved draft.

### **3. Timeline**

- Start Date: **March 2025** **(conversely, November 5<sup>th</sup>, 2024)**
- Completion Date: **No later than April 15<sup>th</sup>, 2025** **(conversely, December 5<sup>th</sup>, 2024)**
- The Muralist shall provide regular updates to the Town regarding progress.

### **4. Compensation**

The Town agrees to pay the Muralist a total fee of **\$5,000** for the completed work. Payment shall be made as follows:

- \$2,500 deposit upon signing
- \$2,500 final payment upon completion

### **5. Materials and Supplies**

The muralist has secured \$500 from Preservation Warrenton for materials and supplies as well a donation of primer by a local contractor. The Town agrees to provide access to water and electricity as needed. The Town is not responsible for any additional materials and/or supplies. Or equipment, scaffolding etc.

### **6. Ownership and Copyright**

- The Muralist retains the copyright to the artwork created but grants the Town a perpetual, non-exclusive license to use images of the mural for promotional purposes.

## **7. Maintenance and Care**

The Muralist will treat the Mural with a UV-blocking top coat to prevent sun damage.

## **8. Permits and Approvals**

The Town is responsible for obtaining any necessary permits or approvals required to complete the mural.

## **9. Insurance**

The Town will obtain and maintain liability insurance for the mural project. This insurance will cover any injuries or damages related to the installation and display of the mural. (Current town insurance will cover muralist during installation.)

The parties hereto have executed this Agreement as of the date below.

Town of Warrenton

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

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

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

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

Thomas Lang (Artist)

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

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

Al Fleming (Building Owner)

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

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



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

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## **STATUS OF GRANTS**

### **Parks and Recreation Trust Fund (PARTF)**

- PARTF Grant application awarded. Have declined grant award.

### **NC DEQ Waste Water**

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

### **NC DEQ WWTP**

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

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

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

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

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

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

- CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes.
- NC Commerce has granted an additional \$200,000 in funding due to inflation.
- Second phase rehab of two homes on Bute and S. Bragg Streets is nearing completion. Third of three replacement houses now complete and Fairlane Drive resident moving in shortly.

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

- This \$300,000 grant to analyze environmental issues on properties in Warrenton.
- EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church.
- In process of closing out grant.

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

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.

- Survey of affected area is complete.
- Engineer soliciting informal bids.

#### **Southeast Crescent Regional Commission**

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

#### **NCLM Assistance Grant**

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

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

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

# DEED

Return After Recording to: Town of Warrenton, PO Box 281, Warrenton, NC 27589

STAMPS: \$ 0.00

NORTH CAROLINA

WARREN COUNTY

PARCEL NO: E5 121

) This instrument prepared by: Banzet, Thompson, Styers & May, PLLC, a licensed

) North Carolina attorney.

) ***TITLE NOT EXAMINED BY DRAFTSMAN***

---

THIS RECOMBINATION DEED, made this 4th day of November 2024, by Town of Warrenton, a North Carolina municipal corporation, party of the first part, to Town of Warrenton, a North Carolina municipal corporation, of PO Box 281, Warrenton, NC 27589, party of the second part,

## W I T N E S S E T H:

THAT WHEREAS, the party of the first part owns and maintains a cemetery located on State Road 1305, the “Warren Plains Road” which is comprised of three parcels and

WHEREAS, the party of the first part desires to combine the hereinabove referenced parcels into one tract and to show title to said land vested in Town of Warrenton, as one tract of land.

NOW, THEREFORE, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other valuable considerations paid, the party of the first part have bargained, granted, sold and conveyed and by these presents do hereby bargain, grant, sell and convey to and unto the party of the second part, the following described lands as combined into a single parcel located in Warrenton Township, Warren County, North Carolina:

BEING Parcels A, B, and C, as shown, designated and described on that certain plat or map entitled “Town of Warrenton, NC (Cemetery, Ardith J. Roddy and Del Dotto Properties, LLC”, under date of April 30, 2015, and drawn by Harry M. Williams, III, Professional Land Surveyor; a copy of said plat or map is recorded in Plat Cabinet 1, Slide 324, Page 3, both and all inclusive, of the Warren County Public Registry, to which reference is hereby had and made and as a part of this description for great certainty. See also those deeds recorded in Book 989, Page 485 and Book 989, Page 487.

TO HAVE AND TO HOLD the above-described land, together with all privileges and appurtenances thereto belonging, to and unto the party of the second part, in fee simple forever.

And the party of the first part does covenant with the party of the second part, that they are seized of said land in fee and have a good and lawful right to convey the same in fee simple, that the same is free and clear of all encumbrances, except any that may be specified herein, and that they do hereby warrant and will forever defend the title thereto against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the party of the first part has hereunto subscribed his name and affixed his seal on the day and year first above written.

TOWN OF WARRENTON, NORTH CAROLINA

By: \_\_\_\_\_ (SEAL)  
Walter M. Gardner, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Robert Davie, Town Clerk

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that Robert Davie this day personally appeared before me and acknowledged the due execution of the foregoing and annexed instrument by Walter M. Gardner, Jr. as Mayor of the Town of Warrenton and attested to by himself as Clerk for the Town of Warrenton.

WITNESS my hand and notarial seal on this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_