



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

P.O. Box 281
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BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM September 9, 2024
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes Board Meeting of August 12, 2024
5. Consent Agenda
 - a. Mission and Goals
 - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - c. Monthly Checks Report
 - d. Public Works Monthly Report
 - e. WWTP Monthly Report
 - f. Police Activity Reports
 - g. Action Items from Prior BOC Meeting
 - h. Response Letter to Mr. Hicks
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)
 - i. Statement of Interest to Serve
 - f. Beautification/Facilities (Ms. Sourelis)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
 - b. Warrenton Subdivision Ordinance Development – for consideration
8. New Business
 - a. Officer Recruitment Recommendations – for consideration
 - b. Surveillance Alternatives – for information and discussion
 - c. Christmas Parade Resolution – for consideration
 - d. AIA Grant Application Resolution – for consideration
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**



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

P.O. Box 281
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

August 12, 2024

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Michael Coffman	Commissioner Dian Sourelis
Commissioner Aaron Ayscue	Commissioner Jason Young
Robert Davie, Town Administrator	
Meredith Valentine, Finance Director	
Bill Perkinson, Public Works Director	
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, August 12, 2024, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Ayscue.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Coffman 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

Dwayne Hicks addressed the board with his concerns regarding the cost of his water bill. He stated that he only used five gallons of water per day and that the Town has a flat fee for 1,000 gallons for a total bill of \$111.00 that includes sewer and landfill fees.

Minutes

The minutes of the July 8, 2024, board meeting were presented. Commissioner White made a motion to approve the minutes as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

Consent Agenda

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

Commissioner Coffman made a motion to approve the Consent Agenda as presented, with a second by Commissioner Blalock. 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 of the impact of the recent storm on the WWTP stating they experienced an eight-hour power outage due to a fallen tree at the entrance to the plant, but the generators ran well with a high flow rate for approximately 20 hours.
- (c) Public Safety – Commissioner Ayscue presented the appointment of David Elliott as Chief of Police for consideration. He stated Mr. Elliott is a Lieutenant with the City of Henderson Police Department with fourteen years' experience as a Law Enforcement Officer. Mr. Elliott has been approved by Training Standards and the Public Safety Committee recommends he be appointed Chief of Police of the Town of Warrenton. Mayor Gardner stated that the recommendation comes in the form of a motion does not require a second. Mayor Gardner asked for a vote on the motion and the motion was approved by unanimous vote. Commissioner Ayscue stated there will be a Meet and Greet for Chief Elliott at a later date to be announced. Mayor Gardner issued the Oath of Office to Chief Elliott and asked Mrs. Elliott to do the honor of pinning the badge on Chief Elliott. Mayor Gardner thanked Interim Chief Tharrington for his willingness to serve the Town of Warrenton during the transition period. Commissioner Ayscue presented the Petrie Foundation Grant Application for consideration. He stated that the Warrenton Animal Clinic had lost the ability to receive grant funding for the Low Cost Spay and Neuter Program. The Town with the Warrenton Animal Clinic would request grant funding in the amount of \$80,000 for the purpose of providing spaying and neutering services to primarily low- and moderate-income owners of cats and dogs throughout Warren County. Commissioner Ayscue made a motion to proceed with the grant application as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (d) Human Resources – Information Technology – Commissioner White informed the board of the hiring of Anthony Steed for the part-time vacancy at Public Works and stated that part time employee, Troy Richardson, has been promoted to full time.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated the Revitalization Committee is working on a new idea to combine the Harvest Festival with Fright Night on October 26, 2024, with holiday themed vendors until 3:00 p.m.

- and Fright Night activities beginning at 6:00 p.m. Commissioner Coffman informed the board of the citizen concern for closing of E. Market Street for food trucks for Bragging Rooster Beer and Mead. Town Administrator, Robert Davie stated that a solution had been reached where the food trucks will park all the way to the Truist side of East Market Street with no closure of the street. Rickey Branning, with Bragging Rooster, requested that the food trucks be allowed to pull up the wrong way on the one-way street in order to park. Commissioner Sourelis stated that the food trucks should be able to just back into the parking spot from Main Street, but that details could be worked out.
- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items. Ms. Sourelis stated she is working on establishing a Little Library on Market Street to add interest to Quilter’s Lane. She informed the board that the Presbyterian Church has donated their existing food donation box for this purpose as the food donation was not working as they had hoped. She further noted the presence of prohibited signs throughout town and Town Administrator, Robert Davie, said town staff will gather them up shortly.
- (g) Planning/Zoning/Annexation – Commissioner Young informed the board that a plot of land along White Street and Eaton Avenue has been purchased with the intent to create a subdivision. He presented a recommendation from the Planning Board for a moratorium on subdivisions until subdivision ordinances can be developed and established. Commissioner Sourelis stated that the process will hopefully take place within a three-month time period. Town Administrator, Robert Davie, stated that he has reached out to Frank Frazier with the Kerr Tar Council of Government, who prepared the updated ordinances for the Town in the past, but has not received confirmation that he would be willing to prepare a subdivision ordinance. He further stated that he has received base quotes from two other companies and recommends working with Code Write Planners, a smaller, more flexible company, to develop a basic sub-division ordinance, offering \$12,500 or half the regular rate as verbally quoted by Code Write Planners to be paid out of Fund Balance. Commissioner Coffman questioned whether \$12,500 would be enough and suggested the board give Town Administrator the leverage to negotiate and possibly offer up to \$20,000. Commissioner Coffman made a motion to approve the recommendation of the Planning Board placing a moratorium on subdivisions until the Town has a subdivision ordinance in place. Commissioner Young seconded the motion, and the motion was approved by unanimous vote.

Old Business

(a) Status of Grants –for information

NC DEQ Water Infrastructure WWTP – Awaiting approval from NCDEQ with revised commitments.

Fund 67 – NC Neighborhood Revitalization Program – Second phase rehab of two homes. Renovation commences on July 8, 2024. Third of three replacement houses are now complete (Fairlane Drive). Resident moving in shortly.

Fund 68 – Building Reuse Grant –. Final repayment made to Commerce and reimbursed by Warrenton Veterinary Clinic. Expect closeout soon.

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

Golden Leaf Storm Water Grant – Engineer preparing bid documents.

Southern Crescent Regional Commission – Town has received 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:

- Town-wide Water System Improvements: \$1,564,600 (Received award notice)
- Stormwater Planning Grant: \$400,000 (Not awarded.)
- PARTF Grant application submitted for park parcels along Church and N. Hall Streets. (Award notice late summer or early fall 2024).
- NCDEQ applications for Wastewater and WWTP submitted for spring round of funding (Awarded \$1,250,000 for improvements to the Wastewater Treatment Plant and \$1,000,000 for improvements to the town's sewer lines.)
- State and Local Cybersecurity Grant: award date postponed until August 31, 2024.

Mr. Davie highlighted the fact that the Town of Warrenton was the only city or county in the state to receive 100% grant funds in the most recent round of state infrastructure funding.

(b) Estimated Water Increases from Kerr Lake Regional Water System – for information –

Town Administrator, Robert Davie informed the board of planned, year-over-year increases from the Kerr Lake Regional Water System.

New Business

(a) **Officer Pay – for information –** Town Administrator, Robert Davie informed the board that officer pay had been increased on weekend nights, because of recent incidents and because the Town typically has no officer on duty and at those times. A typical shift would include two to three officers. The incentive is \$45/hour per shift instead of the current \$30/hour. This increase only applies to Friday and Saturday nights from 9:00 p.m. to 3:00 a.m. Mr. Davie stated that the incentive has been successful in generating coverage over the last two weekends.

(b) **Resolution for NCDEQ Grant for WWTP – for consideration** – Town Administrator, Mayor Gardner presented the resolution for NCDEQ Grant in the amount of \$750,000 for the construction of Oxidation Ditch No. 1 Cleanout and Oxidation Ditch No. 2 Rotor replacement for consideration. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

(c) **Resolution for NCDEQ Stormwater AIA Grant – for consideration -** Town Mayor Gardner presented the resolution for NCDEQ Stormwater AIA Grant in the amount of \$400,000 for water/wastewater infrastructure needs. Commissioner Coffman made a

motion to approve the resolution as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

- (d) Budget Amendment – for consideration** – Town Administrator, Robert Davie presented Budget Amendment #2 for \$12,500 to contract for subdivision ordinances. Commissioner Blalock made a motion to approve the Budget Amendment with an increase to \$20,000, with a second by Commissioner Sourelis. 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

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Period Ending 8/31/2024

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	2,400.00	4,770.00	4,770.00	(43,770.00)	10%	
Revenues Totals:	48,540	0.00	2,400.00	4,770.00	4,770.00	(43,770.00)	10%	
Expenses								
34-405-203 Supplies	500	0.00	44.99	44.99	44.99	455.01	9%	
34-405-250 Lights/Heat/Security	3,000	1,182.94	257.38	492.06	492.06	1,325.00	56%	
34-405-251 Telephone/Internet	3,000	1,979.00	469.18	659.16	659.16	361.84	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	1,775.00	765.00	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	13,500.00	3,000.00	9,000.00	9,000.00	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	18,474.44	4,536.55	11,011.21	11,011.21	19,054.35	61%	
Expenses Totals:	48,540	18,474.44	4,536.55	11,011.21	11,011.21	19,054.35	61%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(2,136.55)	(6,241.21)	(6,241.21)			

Budget vs Actual

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Period Ending 8/31/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	2,203.09	4,691.22	4,691.22	(478,215.78)	1%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	0.00	5.95	5.95	(4,994.05)	0%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	180.49	289.40	289.40	(1,910.60)	13%
37-307-310 Motor Vehicles - Current	54,180	0.00	4,702.08	11,087.43	11,087.43	(43,092.57)	20%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	32,386.98	62,926.24	62,926.24	(314,073.76)	17%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	0.00	(86,000.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	506.62	506.62	506.62	(493.38)	51%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	159.67	159.67	159.67	(440.33)	27%
37-335-335 Powell Bill	31,826	0.00	0.00	0.00	0.00	(31,826.00)	
37-345-345 Zone Board of Adj	3,000	0.00	50.00	200.00	200.00	(2,800.00)	7%
37-345-346 Code Enforcement	3,000	0.00	1,000.00	1,225.00	1,225.00	(1,775.00)	41%
37-351-353 Landfill Fees Residential	208,224	0.00	16,898.02	33,875.25	33,875.25	(174,348.75)	16%
37-351-356 Police Rpt Fees	50	0.00	5.00	5.00	5.00	(45.00)	10%
37-351-357 Court Fees	250	0.00	11.29	11.29	11.29	(238.71)	5%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	5,390.00	5,390.00	(26,950.00)	17%
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	20.03	20.03	20.03	(79.97)	20%
37-365-001 Interest Income	50	0.00	0.00	3.75	3.75	(46.25)	8%
37-365-351 Revitalization Comm	8,080	0.00	3,070.00	3,070.00	3,070.00	(5,010.00)	38%
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	4,980.63	4,980.63	(56,447.37)	8%
37-365-371 WS 25% of GF Exp	110,354	0.00	0.00	10,512.75	10,512.75	(99,841.25)	10%
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	80.00	80.00	80.00	
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	2,520.53	2,520.53	(25,479.47)	9%

Budget vs Actual

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Period Ending 8/31/2024

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
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	63,888.27	141,560.76	141,560.76	(1,408,240.24)	9%	
Expenses								
37-401-010 Salary - Full Time	175,867	0.00	16,891.76	30,990.72	30,990.72	144,876.28	18%	
37-401-012 Salary - Adm Assistant	54,432	0.00	6,216.00	10,360.00	10,360.00	44,072.00	19%	
37-401-020 ER-FICA Taxes	13,454	0.00	1,291.31	2,369.27	2,369.27	11,084.73	18%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	474.63	791.05	791.05	3,372.95	19%	
37-401-030 ER-Retirement - Orbit	47,096	0.00	4,725.53	8,456.21	8,456.21	38,639.79	18%	
37-401-040 ER-Health Insurance	22,730	11,972.55	7,518.60	7,968.60	7,968.60	2,788.85	88%	
37-401-050 ER-Life Insurance	576	432.00	144.00	144.00	144.00	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	230.00	450.24	450.24	450.24	0.76	100%	
37-401-203 Supplies	4,975	981.06	663.41	667.58	667.58	3,326.36	33%	
37-401-250 Light, Heat & Security	6,246	4,393.05	1,370.69	1,846.12	1,846.12	6.83	100%	
37-401-251 Telephone & Postage	4,000	2,217.27	266.79	553.96	553.96	1,228.77	69%	
37-401-255 Bldg. Maint/ Clean SVS	9,000	4,030.96	510.00	604.99	604.99	4,364.05	52%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	600.00	600.00	3,150.00	16%	
37-401-295 Training	2,000	0.00	215.00	215.00	215.00	1,785.00	11%	
37-401-301 Computer Maint	4,800	435.00	816.35	1,081.82	1,081.82	3,283.18	32%	
37-401-302 Software Support	2,000	680.11	35.98	35.98	35.98	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	0.00	50.00	50.00	50.00	2,175.00	2%	
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	273.00	2,126.00	2,126.00	674.00	81%	
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%	

Budget vs Actual

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Period Ending 8/31/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-401 County Tax Collection Svs	8,000	0.00	35.74	74.77	74.77	7,925.23	1%
37-401-405 Audit Expense	12,084	2,875.00	4,038.73	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	1,773.29	1,773.29	(1,773.29)	
37-401-499 Miscellaneous Expense	4,755	0.00	250.00	250.00	250.00	4,505.00	5%
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	33,730.28	46,537.76	88,454.23	88,454.23	313,763.49	28%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	250.00	1,250.00	17%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	19.12	95.88	17%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	0.00	70.00	
37-402-200 Travel Expense	300	0.00	0.00	0.00	0.00	300.00	
37-402-295 Training	100	0.00	0.00	0.00	0.00	100.00	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00	
Governing Body Totals:	2,285	0.00	134.56	269.12	269.12	2,015.88	12%
37-405-345 Zoning/Ordinances	20,200	0.00	0.00	0.00	0.00	20,200.00	
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	160.00	160.00	160.00	7,920.00	2%
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	0.00	160.00	160.00	160.00	31,840.00	1%
37-501-010 SALARY FULL TIME	236,349	0.00	7,378.47	20,289.74	20,289.74	216,059.26	9%
37-501-014 Salary - Part Time	29,400	0.00	5,760.00	10,665.00	10,665.00	18,735.00	36%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	2,171.88	2,171.88	12,224.12	15%
37-501-016 Salary - Admin Assistant	42,566	0.00	4,848.00	8,080.00	8,080.00	34,486.00	19%
37-501-018 Salary PD Weekend	0	0.00	3,510.00	3,510.00	3,510.00	(3,510.00)	
37-501-019 Salary - Over-Time	10,000	0.00	121.56	2,483.20	2,483.20	7,516.80	25%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-020 ER-FICA Taxes	24,200	0.00	1,724.26	3,593.98	3,593.98	20,606.02	15%
37-501-030 ER - Retirement Orbit	68,792	0.00	2,647.45	6,651.63	6,651.63	62,140.37	10%
37-501-031 ER - 401K 5%	13,688	0.00	375.00	1,138.65	1,138.65	12,549.35	8%
37-501-040 ER - Health Insurance	50,712	18,421.58	2,517.30	2,517.30	2,517.30	29,773.12	41%
37-501-050 ER - Life Insurance	1,010	480.00	96.00	96.00	96.00	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	1,840.98	404.83	408.99	408.99	2,750.03	45%
37-501-204 Uniforms	3,000	0.00	0.00	0.00	0.00	3,000.00	
37-501-205 Equipment & Material	4,000	24.57	0.00	95.43	95.43	3,880.00	3%
37-501-250 Light, Heat & Security	6,600	4,597.73	1,498.35	1,941.44	1,941.44	60.83	99%
37-501-251 Telephone & Postage	8,110	6,147.50	658.91	939.09	939.09	1,023.41	87%
37-501-252 Fuel	20,000	14,106.87	893.13	893.13	893.13	5,000.00	75%
37-501-255 Bldg Maint/Clean Svs	6,344	4,030.96	510.00	604.99	604.99	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	286.47	883.35	1,148.82	1,148.82	4,515.71	24%
37-501-302 Software Support	6,655	672.33	0.00	0.00	0.00	5,982.67	10%
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	578.44	578.44	578.44	921.56	39%
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	
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	110.00	110.00	110.00	750.00	25%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	500.00	0.00	0.00	0.00	0.00	100%
37-501-499 Miscellaneous	1,000	600.00	38.00	76.00	76.00	324.00	68%
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	66,534.12	35,638.99	81,681.54	81,681.54	485,993.34	23%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	409.76	661.92	661.92	2,020.08	25%
37-601-020 ER-FICA Taxes	230	0.00	31.35	50.64	50.64	179.36	22%
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	14,600.00	14,600.00	73,000.00	17%
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	7,741.11	15,923.18	15,923.18	78,004.82	17%
37-651-330 Christmas Lights/Santa House	1,730	0.00	0.00	0.00	0.00	1,730.00	
37-651-331 Haley Haywood Park	785	0.00	0.00	0.00	0.00	785.00	
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	0.00	2,000.00	
37-651-333 Street Beautification - Below	4,000	511.00	0.00	19.82	19.82	3,469.18	13%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
\$5,000							
37-651-335 Street Lighting Electric Bill	30,500	25,362.37	2,547.15	5,137.63	5,137.63	0.00	100%
Signs and Lights Totals:	39,015	25,873.37	2,547.15	5,157.45	5,157.45	7,984.18	80%
37-701-010 Salary - Full Time	61,826	0.00	7,073.76	10,597.50	10,597.50	51,228.50	17%
37-701-014 Salary - Part Time	19,140	0.00	1,829.10	3,396.27	3,396.27	15,743.73	18%
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	679.30	1,067.60	1,067.60	5,231.40	17%
37-701-030 ER - Retirement - Orbit	16,840	0.00	1,434.44	2,475.52	2,475.52	14,364.48	15%
37-701-040 ER-Health Insurance	17,626	10,749.28	3,690.74	3,833.84	3,833.84	3,042.88	83%
37-701-050 ER-Life Insurance	468	255.04	71.36	71.36	71.36	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	100.70	1,285.44	1,867.25	1,867.25	2,357.05	46%
37-701-204 Uniforms	3,900	3,767.52	132.48	132.48	132.48	0.00	100%
37-701-251 Telephone & Postage	925	809.56	57.72	115.44	115.44	0.00	100%
37-701-252 Fuel	13,000	708.65	740.93	1,375.17	1,375.17	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	0.00	160.00	160.00	160.00	11,590.00	1%
37-701-352 Vehicle Maintenance	7,800	0.00	0.00	0.00	0.00	7,800.00	
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)	(2,666.00)	(2,666.00)	(13,334.00)	17%
Streets Totals:	164,156	17,916.45	15,822.27	23,807.57	23,807.57	122,431.98	25%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	4,425.00	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	4,425.00	4,425.00	4,425.00	10,675.00	29%
37-801-010 Salary - Full Time Sanitation	54,337	0.00	5,226.90	10,565.44	10,565.44	43,771.56	19%
37-801-019 Salary - Over Time Sanitation	734	0.00	0.00	0.00	0.00	734.00	
37-801-020 ER - FICA Sanitation	4,213	0.00	396.24	801.66	801.66	3,411.34	19%
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	0.00	1,091.72	1,091.72	10,170.28	10%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-801-040 ER - Health Insurance	13,808	8,049.96	1,932.36	1,932.36	1,932.36	3,825.68	72%
37-801-050 ER - Life Insurance	259	214.80	43.20	43.20	43.20	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	72.55	95.26	95.26	904.74	10%
37-801-204 Uniforms	2,912	2,832.32	79.68	79.68	79.68	0.00	100%
37-801-251 Telephone & Postage	500	438.50	30.75	61.50	61.50	0.00	100%
37-801-252 Fuel	4,000	287.70	261.47	512.30	512.30	3,200.00	20%
37-801-350 Landfill Fees	20,250	15,801.42	1,821.06	3,198.58	3,198.58	1,250.00	94%
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-801-400 Liability Insurance	4,542	985.26	0.00	0.00	0.00	3,556.74	22%
Sanitation Totals:	123,232	28,609.96	9,864.21	21,999.64	21,999.64	72,622.40	41%
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	172,664.18	122,871.05	241,877.73	241,877.73	1,135,259.09	27%
37 GENERAL FUND Revenues Over/(Under) Expenses:			(59,032.51)	(100,316.97)	(100,316.97)		

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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	68,878.41	139,050.14	139,050.14	(682,262.86)	17%
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	44,125.39	94,082.43	94,082.43	(601,497.57)	14%
38-351-407 Debt Setoff SEWER	196	0.00	29.70	29.70	29.70	(166.30)	15%
38-351-408 Town Taps/Connection Fee	18,000	0.00	1,992.00	2,292.00	2,292.00	(15,708.00)	13%
38-351-416 Dis/Reconnection Fee	9,468	0.00	1,460.00	2,380.00	2,380.00	(7,088.00)	25%
38-351-417 Fire Sprinkler	2,337	0.00	196.14	392.28	392.28	(1,944.72)	17%
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	2,031.38	3,319.81	3,319.81	(19,422.19)	15%
38-351-419 Returned Check Fee	900	0.00	75.00	100.00	100.00	(800.00)	11%
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	(20.00)	(25.00)	(25.00)	(25.00)	
38-365-410 Interest/investment Income NCCMT	14,324	0.00	0.00	1,259.45	1,259.45	(13,064.55)	9%
38-365-421 Account Activation Fee	2,513	0.00	225.00	525.00	525.00	(1,988.00)	21%
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	118,993.02	243,405.81	243,405.81	(1,548,784.19)	14%
Expenses							
38-851-010 Salary Full Time	110,766	0.00	11,675.09	22,888.81	22,888.81	87,877.19	21%
38-851-014 Salary - Part Time	18,125	0.00	1,931.63	2,809.98	2,809.98	15,315.02	16%
38-851-019 Salary Over-Time	7,754	0.00	1,269.83	2,857.83	2,857.83	4,896.17	37%
38-851-020 ER-FICA Taxes	10,453	0.00	1,093.56	2,110.40	2,110.40	8,342.60	20%
38-851-030 ER - Retirement Orbit	21,886	0.00	2,318.89	4,723.37	4,723.37	17,162.63	22%
38-851-040 ER - Health Insurance WATER	20,220	15,179.67	4,919.27	4,941.93	4,941.93	98.40	100%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-050 ER - Life Insurance	500	353.28	96.96	96.96	96.96	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	4,698.31	2,543.47	3,833.27	3,833.27	26,468.42	24%
38-851-204 Uniforms	2,600	2,502.83	97.17	97.17	97.17	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,918.42	743.68	1,098.66	1,098.66	2,072.92	66%
38-851-251 Telephone & Postage	9,714	8,085.93	1,069.42	1,559.44	1,559.44	68.63	99%
38-851-252 Fuel	10,300	3,264.09	610.17	1,368.54	1,368.54	5,667.37	45%
38-851-255 Bldg. Maint/Clean Svs	3,117	2,015.54	255.00	302.51	302.51	798.95	74%
38-851-260 Electric Tank/Pumps	3,401	2,025.32	302.02	374.68	374.68	1,001.00	71%
38-851-296 Continuing Education	1,300	140.00	42.50	42.50	42.50	1,117.50	14%
38-851-301 Computer Maintenance	3,500	1,214.03	846.37	979.10	979.10	1,306.87	63%
38-851-302 Software Support	9,000	261.17	0.00	7,646.55	7,646.55	1,092.28	88%
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	450	150.00	0.00	0.00	0.00	300.00	33%
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	1,930.00	70.00	70.00	70.00	210.00	90%
38-851-351 Maint. & Repair Equip	3,000	352.16	2,274.77	2,274.77	2,274.77	373.07	88%
38-851-352 Vehicle Maintenance	3,750	3.37	87.84	87.84	87.84	3,658.79	2%
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	2,019.37	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	440.00	2,516.68	2,516.68	9,020.32	36%
38-851-451 Water Purchase	230,000	209,967.15	20,032.85	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 - Princ Water	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
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	2,666.00	2,666.00	13,334.00	17%
38-851-896 WS 25% of GF Expense	55,177	0.00	0.00	5,256.38	5,256.38	49,920.62	10%
38-851-998 Contingency	6,217	0.00	0.00	0.00	0.00	6,217.00	
Water Totals:	756,890	323,632.16	56,072.86	107,769.48	107,769.48	325,488.36	57%
38-852-010 Salary - Full Time	110,766	0.00	11,675.65	22,889.37	22,889.37	87,876.63	21%
38-852-014 Salary - Part Time	18,125	0.00	1,931.63	2,809.82	2,809.82	15,315.18	16%
38-852-019 Salary - Over Time Sewer	7,754	0.00	1,098.56	1,778.96	1,778.96	5,975.04	23%
38-852-020 ER - FICA Sewer	10,453	0.00	1,119.62	2,093.12	2,093.12	8,359.88	20%
38-852-030 ER-Retirement Orbit	21,886	0.00	2,268.71	4,520.10	4,520.10	17,365.90	21%
38-852-040 ER-Health Insurance SEWER	20,220	15,197.13	4,947.19	4,969.83	4,969.83	53.04	100%
38-852-050 ER-Life Insurance	500	353.28	96.96	96.96	96.96	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	4,825.43	9,658.91	11,611.03	11,611.03	6,563.54	71%
38-852-204 Uniforms	2,600	2,502.83	97.17	97.17	97.17	0.00	100%
38-852-250 Light & Heat & Security	7,000	2,918.45	743.66	1,098.63	1,098.63	2,982.92	57%
38-852-251 Telephone & Postage	10,581	8,808.56	1,141.64	1,703.93	1,703.93	68.51	99%
38-852-252 Fuel	10,300	3,264.11	552.54	1,310.90	1,310.90	5,724.99	44%
38-852-255 Bldg. Maint/Clean Svs	3,117	2,015.54	255.00	302.51	302.51	798.95	74%
38-852-260 Electric Tank/Pumps	12,000	9,092.93	1,151.54	1,907.07	1,907.07	1,000.00	92%
38-852-296 Continuing Education	1,300	140.00	0.00	0.00	0.00	1,160.00	11%
38-852-301 Computer Maint.	3,500	1,214.03	846.35	979.08	979.08	1,306.89	63%
38-852-302 Software Support	9,000	261.17	0.00	7,646.55	7,646.55	1,092.28	88%

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	0.00	2,250.00	
38-852-309 Advertising	500	0.00	0.00	0.00	0.00	500.00	
38-852-310 Dues & Subscriptions	439	150.00	0.00	0.00	0.00	289.00	34%
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	352.16	2,274.77	2,274.77	2,274.77	373.07	88%
38-852-352 Vehicle Maintenance	3,750	3.38	87.83	87.83	87.83	3,658.79	2%
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	2,019.37	4,312.50	4,312.50	0.00	100%
38-852-408 Town Tap Expense	9,440	0.00	0.00	9,440.00	9,440.00	0.00	100%
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	12,238	5,698.55	4,524.00	6,524.00	6,524.00	15.45	100%
38-852-473 WWTP Rehab Annual Payment	21,935	0.00	0.00	0.00	0.00	21,935.00	
38-852-500 Capital Outlay \$5000 and Above	36,537	0.00	4,610.00	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	5,256.37	5,256.37	49,920.63	10%
38-852-998 Contingency	2,298	0.00	0.00	0.00	0.00	2,298.00	

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Sewer Expenses Totals:	921,590	60,413.10	51,101.10	126,285.18	126,285.18	734,891.72	20%	
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	384,045.26	107,173.96	234,054.66	234,054.66	1,174,090.08	34%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			11,819.06	9,351.15	9,351.15			

Budget vs Actual

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39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
39-351-405 Septic Disposal Service	42,074	0.00	3,505.00	9,820.00	9,820.00	(32,254.00)	23%	
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%	
39-381-038 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	3,505.00	73,479.00	73,479.00	(1,025,759.00)	7%	
Expenses								
39-861-010 Salary - Full Time	221,987	0.00	23,622.69	39,526.41	39,526.41	182,460.59	18%	
39-861-014 Salary - Part Time	20,450	0.00	2,326.13	4,340.14	4,340.14	16,109.86	21%	
39-861-019 Over-Time	16,838	0.00	2,120.30	2,851.58	2,851.58	13,986.42	17%	
39-861-020 ER-FICA Taxes	19,835	0.00	1,939.00	3,198.67	3,198.67	16,636.33	16%	
39-861-030 ER - Retirement Orbit	49,205	0.00	4,453.58	7,808.61	7,808.61	41,396.39	16%	
39-861-040 ER- Health Insurance	38,067	26,602.05	9,013.95	9,035.55	9,035.55	2,429.40	94%	
39-861-050 ER-Life Insurance	668	422.88	177.12	177.12	177.12	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	6,398.60	5,471.23	9,858.65	9,858.65	42,387.75	28%	
39-861-204 Uniforms	4,420	4,224.74	195.26	195.26	195.26	0.00	100%	
39-861-250 Light, Heat & Security	125,000	99,293.41	7,301.81	13,064.09	13,064.09	12,642.50	90%	
39-861-251 Telephone & Postage	6,690	5,554.59	503.37	952.18	952.18	183.23	97%	
39-861-252 Fuel	10,250	4,939.61	811.51	1,714.20	1,714.20	3,596.19	65%	
39-861-296 Continuing Education	1,500	0.00	42.50	42.50	42.50	1,457.50	3%	
39-861-301 Computer Maint.	7,000	668.42	898.39	1,163.86	1,163.86	5,167.72	26%	
39-861-302 Software Support	4,208	0.00	0.00	0.00	0.00	4,208.00		
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	140	0.00	0.00	0.00	0.00	140.00		
39-861-318 Freight Charges	2,250	1,975.32	169.97	274.68	274.68	0.00	100%	

Budget vs Actual

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39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-342 Maint & Repair Plant	120,000	4,207.50	0.00	8,660.00	8,660.00	107,132.50	11%	
39-861-344 Sludge Removal	72,000	60,110.00	0.00	8,890.00	8,890.00	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	16.37	2,862.62	4,917.53	4,917.53	6,592.10	43%	
39-861-347 Lab Analysis	24,400	19,047.00	1,529.00	3,753.00	3,753.00	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	1,125.00	1,125.00	1,125.00	375.00	75%	
39-861-352 Vehicle Maintenance	4,750	2.25	58.56	287.37	287.37	4,460.38	6%	
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	4,038.73	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	8,250.00	5,450.00	6,525.00	6,525.00	225.00	99%	
39-861-446 Influent Debris Removal	6,654	5,541.80	556.10	1,112.20	1,112.20	0.00	100%	
39-861-500 Capital Outlay \$5000 and Over	119,265	113,710.00	5,525.88	5,525.88	5,525.88	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	4,980.63	4,980.63	56,447.37	8%	
39-861-998 Contingency	10,002	0.00	0.00	0.00	0.00	10,002.00		
WWTP - Expenses Totals:	1,099,238	367,990.78	80,192.70	150,166.70	150,166.70	581,080.52	47%	
Expenses Totals:	1,099,238	367,990.78	80,192.70	150,166.70	150,166.70	581,080.52	47%	
39 WWTP Revenues Over/(Under) Expenses:			(76,687.70)	(76,687.70)	(76,687.70)			

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67723	30	AETNA	08/01/2024	<u>\$26,820.32</u>
67724	30	MUNICIPAL INSURANCE TRUST	08/01/2024	<u>\$1,611.24</u>
67725	30	PRUDENTIAL RETIREMENT	08/01/2024	<u>\$1,498.73</u>
67726	30	CARDNO USA, INC.	08/02/2024	<u>\$5,325.00</u>
67727	30	George H. Humphries Sr.	08/02/2024	<u>\$20,000.00</u>
67728	30	George H. Humphries Sr.	08/02/2024	<u>\$20,000.00</u>
67729	30	ROBERT DAVIE	08/02/2024	<u>\$146.06</u>
67730	30	AMAZON CAPTIAL SERVICES, INC.	08/05/2024	<u>\$459.82</u>
67731	30	CAVANAUGH MACDONALD CONSULTING, LLC	08/05/2024	<u>\$329.60</u>
67732	30	Core & Main	08/05/2024	<u>\$355.46</u>
67733	30	DOCUMENT SYSTEMS, INC	08/05/2024	<u>\$55.44</u>
67734	30	DUKE ENERGY PROGRESS	08/05/2024	<u>\$79.72</u>
67735	30	GUPTON SERVICES, INC	08/05/2024	<u>\$2,192.32</u>
67736	30	HACH COMPANY	08/05/2024	<u>\$922.32</u>
67737	30	HARRIS EQUIPMENT COMPANY	08/05/2024	<u>\$4,425.00</u>
67738	30	JEFF WITT	08/05/2024	<u>\$200.00</u>
67739	30	MERITECH INC	08/05/2024	<u>\$1,599.00</u>
67740	30	TRI-COUNTY POWER EQUIPMENT INC	08/05/2024	<u>\$127.93</u>
67741	30	UNC SCHOOL OF GOVERNMENT	08/05/2024	<u>\$131.00</u>
67742	30	UNITED PARCEL SERVICE	08/05/2024	<u>\$35.74</u>
67743	30	WARREN AUTO PARTS, INC.	08/05/2024	<u>\$15.84</u>
67744	30	WILSON'S WATER SERVICES	08/05/2024	<u>\$825.00</u>
67745	30	AMAZON CAPTIAL SERVICES, INC.	08/05/2024	<u>\$205.95</u>
67746	30	Company Wrench	VOIDED 08/05/2024	<u>\$4,989.92</u>
67747	30	ELECTRO-CHEMICAL DEVICES	08/05/2024	<u>\$236.40</u>
67748	30	GARY V. WILLIAMS	08/05/2024	<u>\$1,040.00</u>
67749	30	Marlin Leasing Corporation	08/05/2024	<u>\$161.85</u>
67750	30	QUILL CORPORATION	08/05/2024	<u>\$335.96</u>
67751	30	USA Bluebook	08/05/2024	<u>\$5,525.88</u>
67752	30	USDA - RURAL DEVELOPMENT	VOIDED 08/05/2024	<u>\$38.00</u>
67753	30	VC3, Inc.	08/05/2024	<u>\$1,529.00</u>
67754	30	WILLIAMS FIRE SPRINKLER	08/05/2024	<u>\$540.00</u>

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67755	30	Ada Davis	08/06/2024	<u>\$400.00</u>
67756	30	AMAZON CAPTIAL SERVICES, INC.	08/06/2024	<u>\$65.09</u>
67757	30	Company Wrench	08/06/2024	<u>\$400.46</u>
67758	30	DEPT OF THE SECRETARY OF STATE	08/06/2024	<u>\$38.00</u>
67759	30	WARREN AUTO PARTS, INC.	08/06/2024	<u>\$10.06</u>
67760	30	Community Eye Care	08/08/2024	<u>\$126.64</u>
67761	30	DOCUMENT SYSTEMS, INC	08/08/2024	<u>\$82.20</u>
67762	30	DUKE ENERGY PROGRESS	08/08/2024	<u>\$244.96</u>
67763	30	HURT LLC	08/08/2024	<u>\$25.00</u>
67764	30	INVOICE CLOUD, INC.	08/08/2024	<u>\$145.25</u>
67765	30	PROFESSIONAL MAIL SERVICES, INC	08/08/2024	<u>\$269.13</u>
67766	30	PROFESSIONAL MAIL SERVICES, INC	08/08/2024	<u>\$487.74</u>
67767	30	Teresa Harris	08/08/2024	<u>\$436.59</u>
67768	30	WARREN AUTO PARTS, INC.	08/08/2024	<u>\$87.58</u>
67769	30	Always N Bloom	08/13/2024	<u>\$4.90</u>
67770	30	AMAZON CAPTIAL SERVICES, INC.	08/13/2024	<u>\$798.52</u>
67771	30	BOWERS & BURROWS INC	08/13/2024	<u>\$879.64</u>
67772	30	CAROLINA DIGITAL PHONE INC	08/13/2024	<u>\$316.00</u>
67773	30	Core & Main	08/13/2024	<u>\$116.41</u>
67774	30	DUKE ENERGY PROGRESS	08/13/2024	<u>\$12,389.05</u>
67775	30	FRONTIER NATURAL GAS	08/13/2024	<u>\$12.42</u>
67776	30	GFL ENVIRONMENTAL	08/13/2024	<u>\$556.10</u>
67777	30	GUPTON SERVICES, INC	08/13/2024	<u>\$130.00</u>
67778	30	JOYCE AND COMPANY, CPA	08/13/2024	<u>\$12,116.20</u>
67779	30	McMASTER-CARR SUPPLY COMPANY	08/13/2024	<u>\$144.34</u>
67780	30	PETE SMITH TIRE & QUICK LUBE, INC	08/13/2024	<u>\$1,599.71</u>
67781	30	PROFESSIONAL MAIL SERVICES, INC	08/13/2024	<u>\$0.76</u>
67782	30	PROFESSIONAL MAIL SERVICES, INC	08/13/2024	<u>\$3.00</u>
67783	30	SANFORD ELECTRICAL CONTRACTORS, LLC	08/13/2024	<u>\$939.40</u>
67784	30	Spectrum Business	08/13/2024	<u>\$169.98</u>
67785	30	UNIFIRST CORPORATION	08/13/2024	<u>\$711.30</u>
67786	30	UNITED PARCEL SERVICE	08/13/2024	<u>\$32.90</u>

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67787	30	USA Bluebook	08/13/2024	<u>\$1,981.41</u>
67788	30	WARREN COUNTY PUBLIC UTILITIES	08/13/2024	<u>\$20,032.85</u>
67789	30	WARREN COUNTY PUBLIC WORKS	08/13/2024	<u>\$1,821.06</u>
67790	30	Always N Bloom	08/15/2024	<u>\$29.43</u>
67791	30	AMAZON CAPTIAL SERVICES, INC.	08/15/2024	<u>\$390.78</u>
67792	30	BOWERS & BURROWS INC	08/15/2024	<u>\$203.45</u>
67793	30	DOCUMENT SYSTEMS, INC	08/15/2024	<u>\$679.08</u>
67794	30	UNIFIRST CORPORATION	08/15/2024	<u>\$91.27</u>
67795	30	WARREN AUTO PARTS, INC.	08/15/2024	<u>\$80.27</u>
67796	30	WRIGHT EXPRESS FSC	08/15/2024	<u>\$893.13</u>
67797	30	Always N Bloom	08/19/2024	<u>\$10.66</u>
67798	30	ClearWater, Inc	08/19/2024	<u>\$907.62</u>
67799	30	DUKE ENERGY PROGRESS	08/19/2024	<u>\$263.60</u>
67800	30	KING'S FITNESS & NUTRITION CENTER	08/19/2024	<u>\$330.00</u>
67801	30	PETE SMITH TIRE & QUICK LUBE, INC	08/19/2024	<u>\$250.04</u>
67802	30	ROBERT DAVIE	08/19/2024	<u>\$304.18</u>
67803	30	TAR HEEL TIRE SALES/SERVICE	08/19/2024	<u>\$18.72</u>
67804	30	UNITED PARCEL SERVICE	08/19/2024	<u>\$32.90</u>
67805	30	VC3, Inc.	08/19/2024	<u>\$778.21</u>
67806	30	WATER GUARD, INC.	08/19/2024	<u>\$2,517.16</u>
67807	30	A FULL CLEANING SERVICES LLC	08/20/2024	<u>\$925.00</u>
67808	30	FRONTIER NATURAL GAS	08/20/2024	<u>\$10.87</u>
67809	30	PETE DUTY AND ASSOCIATES, INC	08/20/2024	<u>\$6,335.93</u>
67810	30	TIME WARNER CABLE	08/20/2024	<u>\$189.98</u>
67811	30	TRI-COUNTY POWER EQUIPMENT INC	08/20/2024	<u>\$683.18</u>
67812	30	UNITED PARCEL SERVICE	08/20/2024	<u>\$32.90</u>
67813	30	VC3, Inc.	08/20/2024	<u>\$345.87</u>
67814	30	WALKER AUTO STORES	08/20/2024	<u>\$158.52</u>
67815	30	GEORGE HUMPHRIES	VOIDED 08/21/2024	<u>\$20,000.00</u>
67816	30	GEORGE HUMPHRIES	VOIDED 08/21/2024	<u>\$20,000.00</u>
67817	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	08/21/2024	<u>\$424.34</u>
67818	30	George H. Humphries Sr.	08/21/2024	<u>\$20,000.00</u>

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67819	30	George H. Humphries Sr.		08/21/2024	<u>\$20,000.00</u>
67820	30	A FULL CLEANING SERVICES LLC	VOIDED	08/22/2024	<u>\$1,530.00</u>
67821	30	MUNICIPAL INSURANCE TRUST	VOIDED	08/22/2024	<u>\$433.69</u>
67822	30	PROFESSIONAL MAIL SERVICES, INC	VOIDED	08/22/2024	<u>\$676.08</u>
67823	30	A FULL CLEANING SERVICES LLC		08/22/2024	<u>\$1,530.00</u>
67824	30	MUNICIPAL INSURANCE TRUST		08/22/2024	<u>\$433.69</u>
67825	30	PROFESSIONAL MAIL SERVICES, INC		08/22/2024	<u>\$154.37</u>
67826	30	PROFESSIONAL MAIL SERVICES, INC		08/22/2024	<u>\$521.71</u>
67827	30	FIRST CITIZENS BANK		08/22/2024	<u>\$1,771.61</u>
67828	30	AMAZON CAPTIAL SERVICES, INC.		08/26/2024	<u>\$364.93</u>
67829	30	AT&T MOBILITY II LLC		08/26/2024	<u>\$399.14</u>
67830	30	AT&T MOBILITY II LLC		08/26/2024	<u>\$773.08</u>
67831	30	BLUE RIDGE SPRINGS, INC		08/26/2024	<u>\$239.35</u>
67832	30	COLUMBIAN MUTUAL LIFE INS CO		08/26/2024	<u>\$36.89</u>
67833	30	FLEMING INVESTMENT COMPANY		08/26/2024	<u>\$3,000.00</u>
67834	30	GREGORY POOLE EQUIPMENT CO.		08/26/2024	<u>\$3,016.99</u>
67835	30	HUMANA SPECIALTY BENEFITS		08/26/2024	<u>\$29.38</u>
67836	30	JAMES THOMAS BRYANT		08/26/2024	<u>\$250.00</u>
67837	30	NC RURAL WATER ASSOCIATION		08/26/2024	<u>\$215.00</u>
67838	30	PETE SMITH TIRE & QUICK LUBE, INC		08/26/2024	<u>\$616.99</u>
67839	30	PRO, INC.		08/26/2024	<u>\$2,500.00</u>
67840	30	TRI-COUNTY POWER EQUIPMENT INC		08/26/2024	<u>\$1,055.42</u>
67841	30	VANCE FAMILY MEDICINE PA		08/26/2024	<u>\$110.00</u>
67842	30	WARREN AUTO PARTS, INC.		08/26/2024	<u>\$74.71</u>
67843	30	AMAZON CAPTIAL SERVICES, INC.		08/29/2024	<u>\$310.66</u>
67844	30	Company Wrench		08/29/2024	<u>\$4,456.17</u>
67845	30	INFORMATION TECHNOLOGY SERVICE		08/29/2024	<u>\$217.87</u>
67846	30	Marlin Leasing Corporation		08/29/2024	<u>\$161.85</u>
67847	30	Mission Communications, LLC		08/29/2024	<u>\$996.84</u>
67848	30	Mission Communications, LLC		08/29/2024	<u>\$4,610.00</u>
67849	30	PITNEY BOWES GLOBAL		08/29/2024	<u>\$97.45</u>
67850	30	PRUDENTIAL RETIREMENT		08/29/2024	<u>\$415.00</u>

Check Listing

Date From: 8/1/2024 Date To: 8/30/2024
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

08/30/2024 03:43 PM

Page: 5 of 5

Check Number	Bank	Vendor	Date	Amount
67851	30	VERIZON WIRELESS	08/29/2024	<u>\$320.08</u>
67852	30	WARREN AUTO PARTS, INC.	08/29/2024	<u>\$24.81</u>
67853	30	ADRIENNE F MAGES	08/29/2024	<u>\$91.42</u>
67854	30	AETNA	08/29/2024	<u>\$13,002.38</u>
67855	30	Always N Bloom	08/29/2024	<u>\$48.03</u>
67856	30	ARTHUR PITCHFORD	08/29/2024	<u>\$2.55</u>
67857	30	DUKE ENERGY PROGRESS	08/29/2024	<u>\$145.14</u>
67858	30	FAWAZ SHAMI	08/29/2024	<u>\$31.52</u>
67859	30	KERR-TAR REG COUNCIL OF GOV	08/29/2024	<u>\$142.00</u>
67860	30	KONECRANES INC	08/29/2024	<u>\$1,601.25</u>
67861	30	LIN'S EVERYTHING BUSINESS	08/29/2024	<u>\$8.00</u>
67862	30	LISA WYNN	08/29/2024	<u>\$50.00</u>
67863	30	MARGARET SEWARD	08/29/2024	<u>\$41.70</u>
67864	30	SCH INVESTMENTS LLC	08/29/2024	<u>\$76.50</u>
67865	30	Spectrum Business	08/29/2024	<u>\$169.98</u>
67866	30	UNITED PARCEL SERVICE	08/29/2024	<u>\$35.53</u>
67867	30	VC3, Inc.	08/29/2024	<u>\$1,104.41</u>
67868	30	WILLIAM A ALSTON	08/29/2024	<u>\$45.00</u>
67869	30	AMAZON CAPTIAL SERVICES, INC.	08/30/2024	<u>\$132.36</u>
67870	30	NCDEQ-DIVISION OF	08/30/2024	<u>\$4,625.00</u>
67871	30	TAR HEEL TIRE SALES/SERVICE	08/30/2024	<u>\$21.53</u>
67872	30	WARREN AUTO PARTS, INC.	08/30/2024	<u>\$228.53</u>
67873	30	WRIGHT EXPRESS FSC	08/30/2024	<u>\$1,438.75</u>
151	Checks Totaling -			\$310,605.58

Totals By Fund

	Checks	Voids	Total
34	\$4,736.55		\$4,736.55
36	\$2,527.98	\$326.29	\$2,201.69
37	\$45,958.41	\$1,212.81	\$44,745.60
38	\$77,139.34	\$5,986.34	\$71,153.00
39	\$52,018.30	\$142.25	\$51,876.05
67	\$122,900.00	\$40,000.00	\$82,900.00
71	\$5,325.00		\$5,325.00
Totals:	\$310,605.58	\$47,667.69	\$262,937.89

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: September 5, 2024
Re: August 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 boom lower hydraulic cylinders and related parts. Contractor: Gary Williams...Parts provided by Company Wrench (Labor – \$640.00, Parts - \$4,549.54). (2) Emergency Repair – Riggans Sewer Lift Station. Rental generator while site generator underwent repair. Contractors: Gregory Poole and Sanford Electrical Contractors (Rental Charges – \$2,829.00, Electrical work to connect and disconnect units - \$880.00). (3) Repair – Kioti Tractor. Repaired AC System and Radiator. Contractor: Gary Williams (Labor – \$240.00, Parts - Parts provided by Town). (4) Annual Preventative Maintenance – Riggans Sewer Lift Station. Inspected overhead crane system for OSHA compliance. Contractor: Konecranes (Labor – \$375.00).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$4,549.54

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$4,964.00

- **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.

- **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: Additional hardware has been purchased, waiting on contractor to install.**
- **Water and Sewer Adjustment Request:** For consideration at the September 9, 2024, meeting of the Board of Commissioners. **Brandon J. Williams** – 186B Red Hill Loop Road, Account #004-00021802. Billing Period: June 17, 2024 – July 15, 2024. Leak occurred between meter box and structure. Normal usage 3,000 gallons. Request is for sewer adjustment of 14,000 gallons at \$14.65/1000. Total \$205.10. Adjustment recommended by staff. **Sylvia Satterwhite** – 155 Ridgecrest Drive, Account #002-00021202. Billing Period: July 15, 2024 – August 15, 2024. Leak occurred between meter box and structure. Normal usage 2,000 gallons. Request is for sewer adjustment of 30,000 gallons at \$13.41/1000. Total \$402.30. 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: Staff has completed the visual/physical part of the evaluation of all connections and is now working on the administrative part for the survey.**

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: September 5, 2024
Re: August 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. 1 and 2 – Replace intermediate drive unit seals and bearings. **(Estimated Cost –\$4,000)**
- **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: Replacement unit and hardware was ordered and delivery date has been set up for September 10th or 11th.**
- **Completed Plant Maintenance/Repair Related Information:** None to report for this month.

Total cost for Repairs (Account No. 39-861-342) - \$0.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 15.90 million gallons were treated.



Warrenton Police Department

Monthly Summary/ September 2024

Incident Briefs

8/6/2024	Injury to Real Property	Closed/Other
8/10/2024	Discharge Firearm Within City Limits Injury to Real Property	Active
8/10/2024	Break/Enter Building w/ Intent to Commit Felony/Larceny	Active
8/11/2024	Assault Inflicting Serious Bodily Injury	Closed by Arrest
8/13/2024	Communicating Threats	Closed/Other
8/15/2024	Larceny of Firearm from Vehicle	Unfounded
8/16/2024	Larceny	Closed by Arrest
8/19/2024	Larceny of Motor Vehicle Obtaining Property by False Pretenses	Closed by Arrest
8/20/2024	Larceny	Closed/Other
8/23/2024	Financial Card Fraud	Active
8/30/2024	Larceny of Property or Goods <=\$1000	Active
8/31/2024	Injury to Real Property	Inactive

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(08/01/2024 - 08/31/2024)

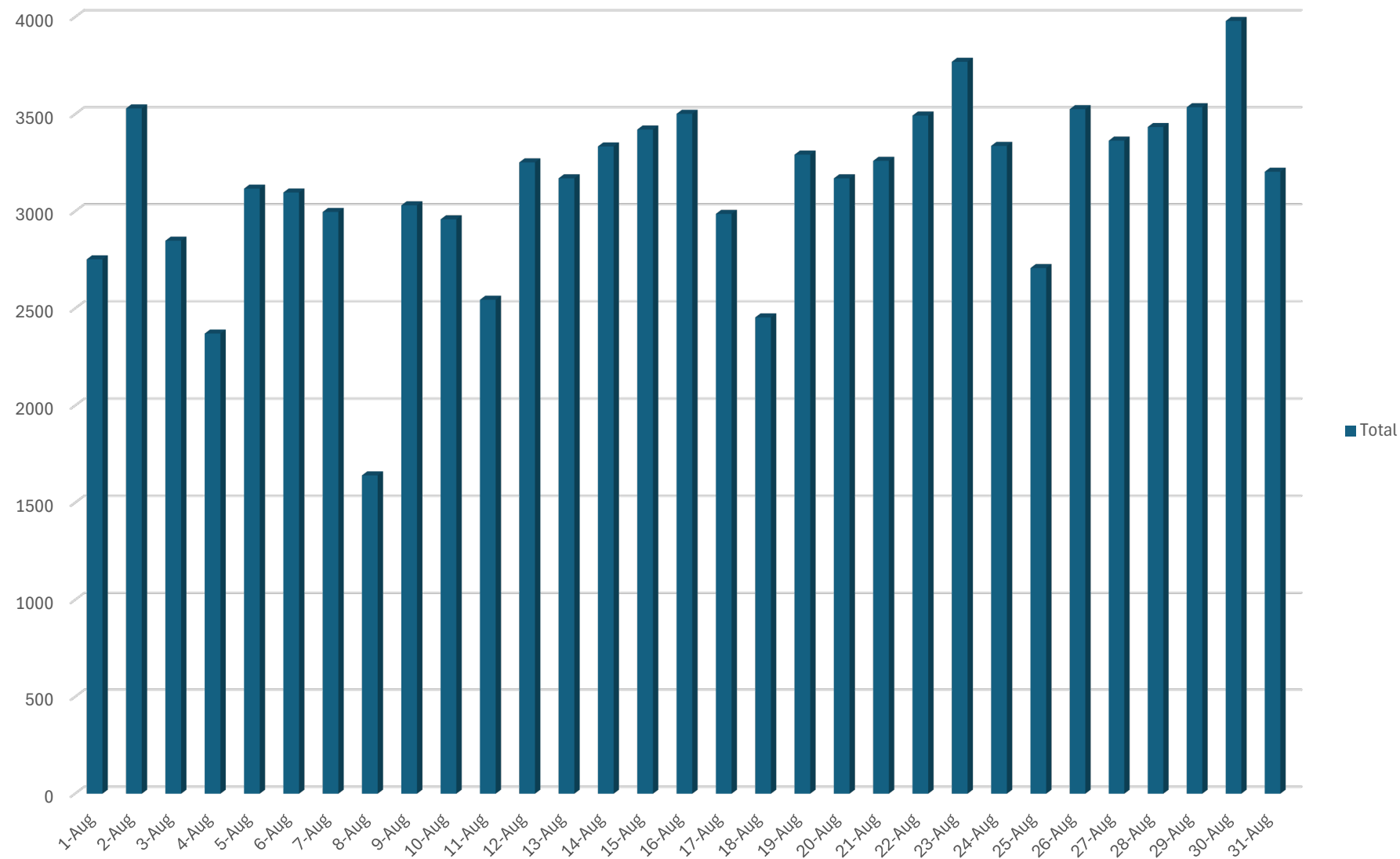
911 Hang-up	2	Accident	2
Alarm Activation	9	Assault-Physical	1
Assist Fire Dept	2	Assist Highway Patrol	1
Assist Motorist	4	Assist NPD	2
Assist WC EMS	3	Assist WCSO	7
Civil Dispute	1	Communicating Threats	1
Complaint	3	Dispute	1
Disturbance	1	Escort	2
Follow up Investigation	8	Fraud	1
Injury to Real Property	3	Larceny	4
Medical / Person Hurt or Sick	1	Other	2
Parking Violation	1	Patrol	8
Patrol Vehicle Inspection	1	Property Check – Business	5
Property Check – Residential	4	Shots fired	1
Stolen Vehicle	1	Suspicious Person / Vehicle	2
Talk with Officer	2	Traffic Stop	4
Trespassing	2	Welfare Check	1

Total Number Of Events: 93

Sum of Vehicle no

E. Macon St. - August 2024

Monthly Vehicle Count = 92,930



Days (Log time)

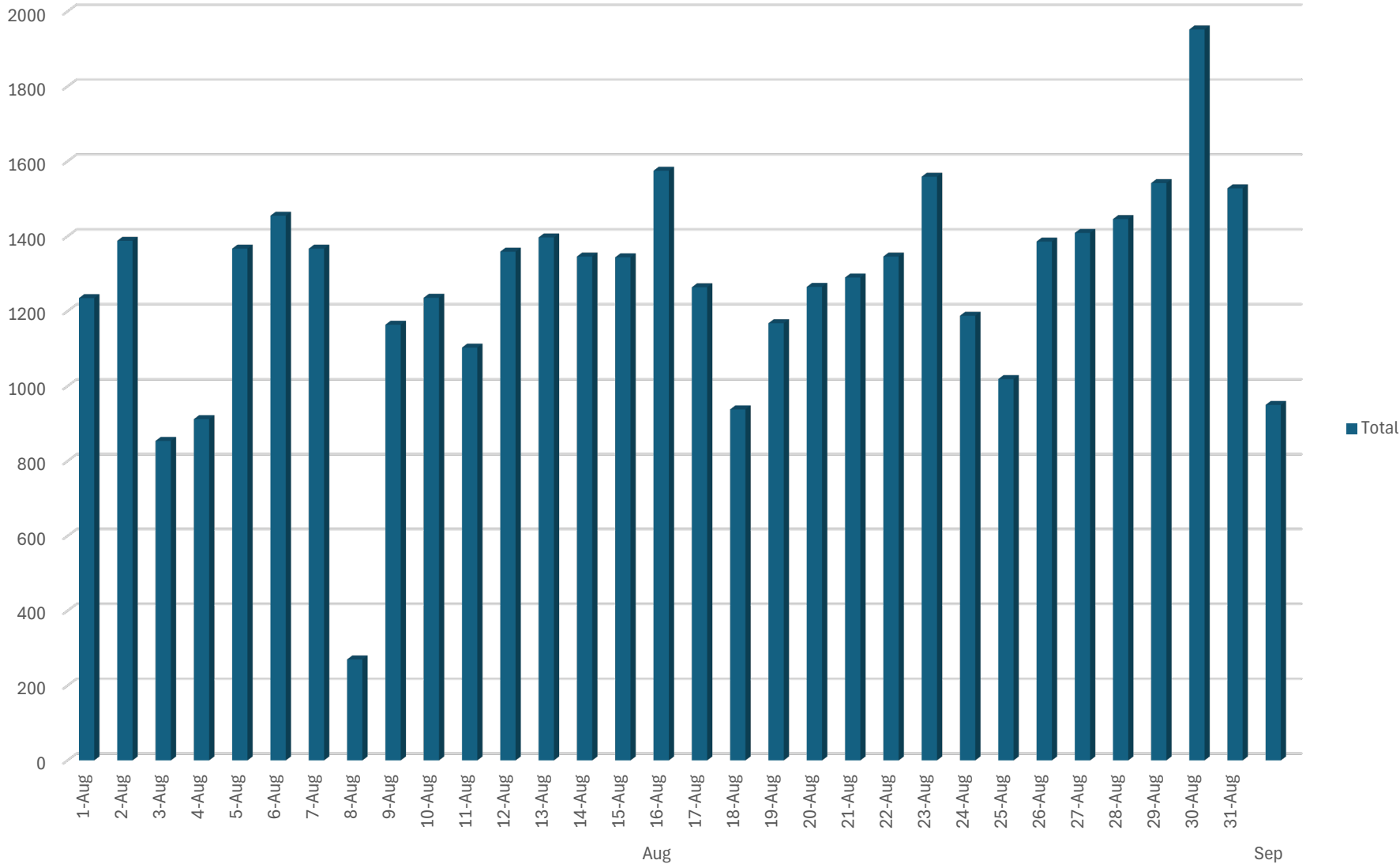
Hours (Log time)

Log time

Sum of Vehicle no

S. Main St. - August 2024

Monthly Vehicle Count = 39,672



Months (Log time)

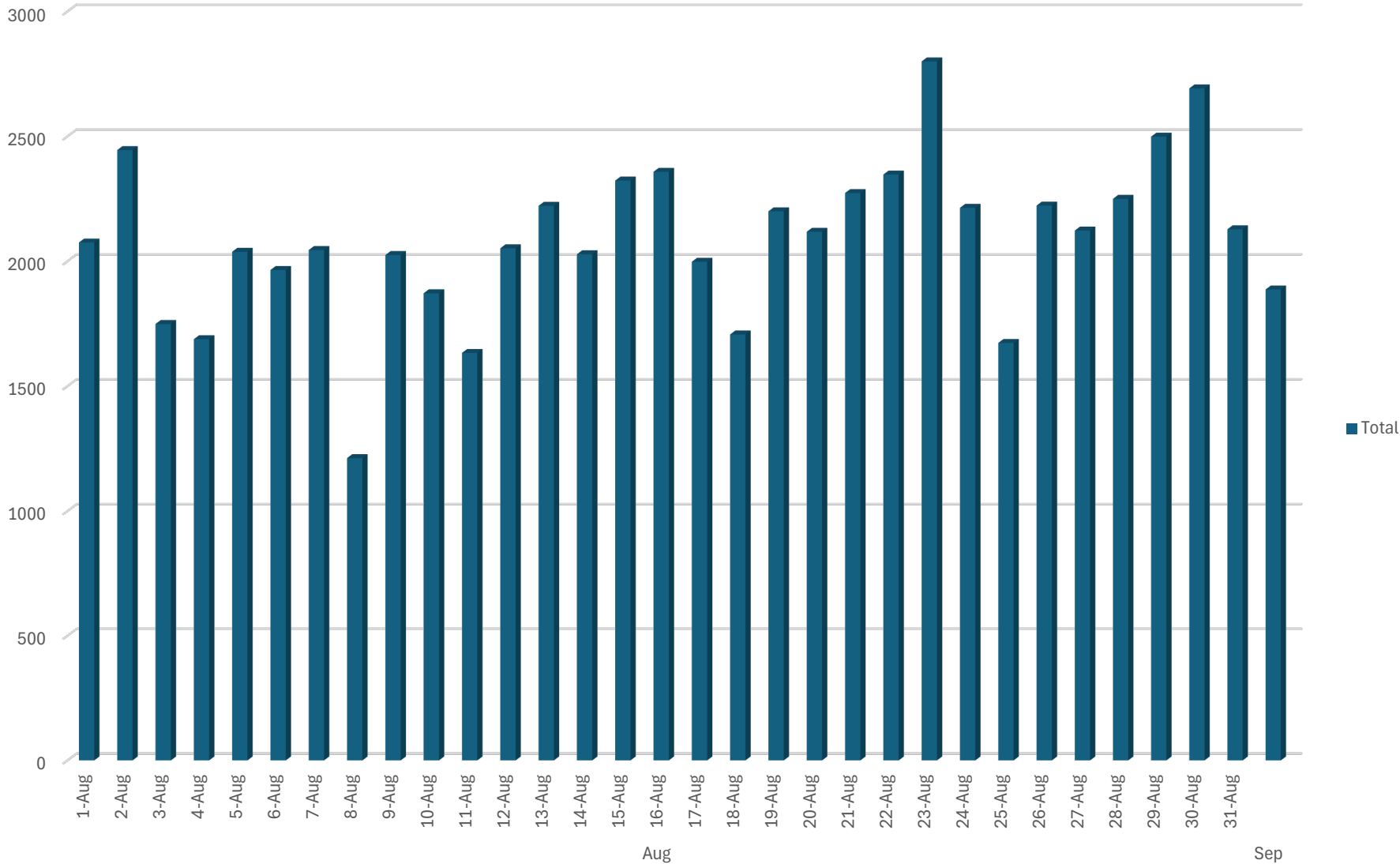
Days (Log time)

Log time

Sum of Vehicle no

N. Main St.- August 2024

Monthly Vehicle Count = 64,975



Months (Log time)

Days (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 August 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. Pick up temporary signs from around town.
 - ✓ Done
5. Negotiate development agreement on Subdivision Ordinance, after hearing from Kerr-Tar COG.
 - ✓ \$10,000 for Code Wright, \$4000 for Kerr-Tar COG
6. Letter addressing Mr. Hicks concerns.
 - ✓ Response sent
7. Protocol for parking food trucks on E. Market St.
 - ✓ Discussed with Kim Catron



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

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August 15, 2024

Mr. Dwayne Hicks
107 Hall Street
Warrenton, NC 27589

Dear Mr. Hicks:

You expressed concerns at the recent Board of Commissioners meeting regarding the cost of water in the Town of Warrenton. Unfortunately, the Town is experiencing failures in aging infrastructure requiring constant repair.

I wanted to make you aware of three recent developments impacting the cost of water in the Town:

- Warrenton buys its water from Warren County, who is a partner in the Kerr Lake Regional Water System (KLRWS). Warren County recently raised the water rates it charges the Town of Warrenton and plans to raise rates again this current fiscal year and subsequent fiscal years in order to pay for the expansion of the KLRWS water treatment plant. The cost of the KLRWS water plant expansion is \$130 million dollars. The Town has no control over the cost of the project, or the planned rate increases from Warren County.
- The Town has recently lost two of its top ten customers in terms of water volume, Elberta Crate and Just Save, impacting revenue and forcing the remaining users to share the expense of the water system.
- Finally, usage has been declining steadily since 2014, from an average of 75,000,000 gallons annually to 55,000,000 gallons. That means the Town has lost over 26% of the revenue it would have typically collected.

What is the Town doing to benefit its water users?

- The Town applies for grant funding as often as possible and from the State of North Carolina twice a year. Recently the Town has recently received four grants from the State totaling \$4,564,600, representing a savings of approximately \$4,500 per household. It is important to note that in the most recent funding round Warrenton was the only city or county to receive 100% grant funding for its applications.

With regards to Town-owned trucks and vehicles. The Town's garbage truck was acquired with 100% grant funding from the NC Volkswagen settlement fund. Other Town-owned trucks or police vehicles are acquired with 55% grant funds from the USDA.

Please do not hesitate to reach out to me at Town Hall if you have any further questions or concerns.

Best regards,

Robert Davie

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

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. Economic Vitality for Revitalization
2. _____
4. _____

Your full name: Shantae Wheeler Williams

Date of Birth: 11-05-1980 Sex F Race B

Mailing Street Address: 331 Hazelwood Dr.

City and Zip Code Warrenton NC 27589

Home Phone N/A Work Phone N/A Cell Phone 252-213-2840

Job Title Licensed Practical Nurse / CEO of Rhasheed Wheeler Inc.

Company or Agency Rural Health Group + Rhasheed Wheeler Inc.

Email Address SWWilliams1105@gmail.com

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

Educational Background

Name of High School Attended Brunswick Senior High

Name of College Attended Southside VA Community College

Degree Received Licensed Practical Nurse

Please list any military experience and rank when discharged N/A

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

N/A

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 I am currently a LPN working for a FQHC
for the last 13 years. I manage two office of about
40 staff members. I've volunteered for Warren County for
over 10 years and currently have a non-profit based out
of Warren County.

Volunteer Experience Warren County Booster Club for Middle
School and Highschool. Warren County Recreation
Department coaching T-Ball and Basketball.

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

Shantae Wells

Date

6-16-2024



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

P.O. Box 281
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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.

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.

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

- 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 expected in October 2024.

Golden Leaf Storm Water Grant

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete. Engineer preparing bid documents.

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 received official notice of award of \$80,000 and is awaiting 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. (Award date end of September 2024.)



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Sub-division Ordinance

Board approved \$20,000 in August BOC meeting to develop a fundamental but comprehensive subdivision ordinance.

Planners Contacted:

1. Code Wright Planners
 - a. Based on multiple subdivision ordinances of various NC municipalities such as Atlantic Beach, Burlington, Archer Lodge, Cashiers, Clayton, Edenton, Franklinton, etc.
 - b. 3-month timeframe to accomplish, including input and review by Planning Board
 - c. Cost: \$10,000
2. Kerr-Tar COG
 - a. Based on Subdivision Ordinance of Bunn, NC
 - b. Bunn ordinances developed by Frank Frazier, former City Manager of Henderson, NC.
 - c. Bunn ordinances reviewed by Steve White, member of Warrenton Planning Board
 - d. Cost: \$4,000

Recommendation:

Preference is to work with Code Wright Planners, a firm with extensive experience. But willing to save costs and work with Kerr-Tar COG.



Town of Warrenton, NC

New Subdivision Ordinance



**Agreement for Professional Services
with CodeWright Planners, LLC**
August, 2024

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, effective as of the ____ day of August 2024, by and between the Town of Warrenton, North Carolina (hereinafter referred to as the Client), and CodeWright Planners, LLC, a North Carolina Limited Liability Company doing business at 9 Blue Bottle Lane Durham, NC 27705 (hereinafter referred to as the Contractor).

WHEREAS, the Town does not have a current subdivision ordinance and is in need of standards to help facilitate the review of proposed divisions of land within the Town's planning jurisdiction; and

WHEREAS, the Town has requested assistance, in the form of professional services, to prepare a new subdivision ordinance for the Town's consideration; and

WHEREAS, the Client desires to engage the Contractor to render these professional services in connection with this project; and

WHEREAS, the Contractor has the necessary experience and desires to undertake the project.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. **Scope of Services**. The Contractor agrees to provide professional services to assist in the preparation of a new subdivision ordinance. The services to be performed are described in Exhibit A attached hereto and incorporated herein (Exhibit A is titled "Scope of Services"). The Client agrees to provide supporting services to the Contractor as described in Exhibit A.
2. **Time of Performance**. The services of the Contractor are to commence on the date of execution of this Agreement by both Client and Contractor and will be undertaken and completed consistent with the schedule set out in Exhibit B attached hereto and incorporated herein (Exhibit B is titled "Proposed Schedule"). The time of performance may be extended only by mutual written agreement of both parties in accordance with the applicable provisions of this Agreement.
3. **Method of Payment & Total Project Amount**. The Client shall compensate Contractor for its services in accordance with the Compensation Schedule set out in Exhibit C, attached hereto and incorporated herein. It is understood and agreed that the total compensation and reimbursement to be paid for the professional services rendered under this Agreement shall not exceed the sum of \$10,000.00. Contractor may invoice Client on a monthly basis for the percent of work completed on each task, and Client will pay Contractor within 30 days of receipt of the invoice, as long as the work is satisfactorily completed. Contractor shall deliver invoices to Client via electronic mail, return receipt requested. If 90 or more days lapse between submittal of an invoice by Contractor and payment of that invoice by Client for work satisfactorily completed, Contractor shall notify Client of the past due payment in writing and shall temporarily halt work pending receipt of past due payment. By mutual written agreement, the Client

AGREEMENT FOR PROFESSIONAL SERVICES

and Contractor may reallocate the budget among project tasks, provided the total budget amount remains unchanged.

4. **Renegotiation.** The Client or Contractor may request renegotiation of the scope of work in Exhibit A, the proposed project schedule in Exhibit B, or the compensation schedule identified in Exhibit C if the tasks identified in Exhibit A extend six months or more beyond the target project completion date identified in Exhibit B.

5. **General Terms and Conditions.**

- A. **Termination of Agreement.** Either the Client or the Contractor shall have the right to terminate this Agreement, with or without cause, by giving written notice to the other party of such termination and specifying the effective date thereof. Notice shall be given at least 30 days before the effective date of such termination. In such an event, all finished and unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Agreement shall become the Client's property. Contractor shall be entitled to receive compensation in accordance with this Agreement for any satisfactory work completed pursuant to the terms of this Agreement prior to the effective date of termination. Continuance of work underway following receipt of written notice of termination shall be subject to prior written approval by both parties.
- B. **Changes.** The Client may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including the increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the Client and the Contractor, shall be in writing and upon execution, shall become part of the Agreement.
- C. **Assignability.** Any assignment or attempted assignment of this Agreement by Contractor without the prior written consent of the Client shall be void; provided, however, that claims for money due or to become due to the Contractor from the Client under this Agreement may be assigned to a bank, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished to the Client.
- D. **Audit.** The Client or any of its duly authorized representatives, shall have access to any books, documents, papers, and records of Contractor which are pertinent to Contractor's performance under this Agreement, for the purposes of making an audit, examination, or excerpts. The Contractor shall maintain records for three (3) years after this Agreement ends.
- E. **Ownership of Documents.** Drawings, specifications, guidelines, and other documents prepared by the Contractor in connection with this Agreement shall be the property of the Client. However, Contractor shall have the right to utilize such documents in the course of its marketing, professional presentations, and for other business purposes.

AGREEMENT FOR PROFESSIONAL SERVICES

- F. Assignment of Copyrights. Contractor assigns to the Client the copyrights to all work prepared, developed, or created pursuant to this Agreement. This includes the right to: 1) reproduce the work; 2) revise the work; 3) prepare derivative works; 4) distribute copies to the public; 5) to display the work publicly; and 6) all other rights necessary for the Client to adopt, administer, enforce, and defend the work. Contractor shall have the right to use materials produced in the course of this contract for marketing purposes, professional presentations, articles, or speeches. Nothing in this Agreement shall divest either party of its intellectual property.
- G. Intellectual Property. Contractor represents and warrants that no work prepared and delivered pursuant to this Agreement will violate the intellectual property rights of any other person or entity. Contractor agrees to hold and save Client harmless from and against any claim, loss or damage based on or arising out of any violation or alleged violation of the intellectual property rights of any third party.
- H. Subcontractors. Subcontractors may be utilized by the Contractor in the fulfillment of the terms and obligations in Exhibit A, subject to prior approval by the Client. Inclusion of additional subcontractors shall be in writing and upon execution, shall become part of the Agreement. Angela S. Manning is the designated subcontractor identified by Contractor for assistance in completing the tasks outlined in Exhibit A.
- I. Governing Law. This Agreement has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of North Carolina. Contractor shall also comply with all applicable State and federal laws and regulations and resolutions of Client in place upon execution of this Agreement, and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Agreement.
- J. Notices. Any notice concerning the terms and conditions of this Agreement from Contractor to the Client shall be in writing and delivered either personally, by mail (postage prepaid), or by electronic mail transmission, and shall be addressed as follows:

Robert Davie
Town Administrator
113 S. Bragg Street
PO Box 281
Warrenton, NC 27589
Telephone number: 252-257-1122 (ext. 201)
Email: townadministrator@warrenton.nc.gov

AGREEMENT FOR PROFESSIONAL SERVICES

Notices to Contractor from Client shall be in writing and delivered either personally, by mail (postage prepaid), or by electronic mail transmission, and shall be addressed to:

Chad Meadows, Principal
CodeWright Planners
9 Blue Bottle Lane
Durham, North Carolina 27705
Telephone number: 919.593.2868
Email: chad@codewrightplanners.com

Notices shall be deemed effective upon delivery in the event of personal delivery, and after three (3) days when mailed, postage prepaid; if transmitted by electronic mail, upon verified receipt of the electronic transmission. Either party may change its address in reference to notices by written notification to the other party.

6. **Indemnification**. The Contractor agrees to protect, defend, indemnify, and hold the Client and its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof and caused by the intentional misconduct or negligence of the Contractor or subcontractors.
7. **Independent Contractor**. The Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of the Agreement shall be and remain at all times, employees of the Contractor for all purposes. The Contractor, its agents, and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees of Client.
8. **Certificate of Insurance**. Contractor agrees to procure all of the insurance specified below and shall submit a Certificate of Insurance, from an insurer duly authorized to do business in North Carolina, naming the Town of Warrenton, NC, as an additional insured:
 - A. **Workers' compensation insurance**. Workers' Compensation insurance for all employees who are engaged in work under the Agreement with Employer Liability limits of at least \$500,000 for each accident and each employee.
 - B. **Motor vehicle liability insurance**. Contractor shall take out and maintain during the life of the Agreement, motor vehicle liability insurance in an amount not less than \$1,000,000.00 (combined single limit) for bodily injury including death and property damage combined.

AGREEMENT FOR PROFESSIONAL SERVICES

- C. General liability insurance. Contractor shall procure and maintain general commercial liability insurance in the amount of not less than \$1,000,000 per occurrence and \$2,000,000.00, in aggregate.
- D. Professional liability insurance. Contractor shall procure and maintain professional liability insurance in the amount of not less than \$1,000,000 per occurrence and \$2,000,000.00, in aggregate.

9. **Inquiries Regarding Payment.** All inquiries regarding payment of invoices by Client are to be directed to:

Robert Davie
Town Administrator
113 S. Bragg Street
PO Box 281
Warrenton, NC 27589
Telephone number: 252-257-1122 (ext. 201)
Email: townadministrator@warrenton.nc.gov

10. **Anti-discrimination Clause.** Neither Client nor Contractor discriminate against any person because of race, color, religion, national origin, age, or disabilities in employment or service provided.
11. **E-Verify.** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
12. **Iran Divestment Act.** Contractor shall comply with the requirements of Article 6E of Section 147-86.55 of the North Carolina General Statutes pertaining to the Final Divestment List-Iran, and the Parent and Subsidiary Guidance-Iran. Contractor certifies that it is not now, has never been, and never will be on any list created by the State Treasurer pertaining to investment activities in Iran.
13. **Extent of Agreement.** This Agreement represents the entire and integrated agreement between the Client and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written amendment signed by both the Client and the Contractor.
14. **Mediation.** All claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement concerning a breach thereof, may be submitted to non-binding mediation upon agreement of the parties. The cost of said mediation shall be split equally between the parties. Mediation conducted under

AGREEMENT FOR PROFESSIONAL SERVICES

this Agreement shall occur in Raleigh, North Carolina, or other community in North Carolina as determined by the Client.

15. **Severability**. In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding upon the parties hereto.

CODEWRIGHT PLANNERS, LLC

By: 
Chad Meadows

Title: Principal
Principal

Date: 8.23.24

TOWN OF WARRENTON, NC

By: _____
Robert Davie

Title: _____
Town Administrator

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act

By: _____
Finance Officer or Designee

Date: _____

EXHIBIT A: PROPOSED SCOPE OF WORK

This Exhibit A describes a proposed scope of services for the preparation of a new Subdivision Ordinance for the Town of Warrenton. The proposed scope consists of the following 4 tasks:

- TASK 1, PROJECT INITIATION
- TASK 2, INITIAL DRAFT
- TASK 3, REVISED DRAFT
- TASK 4, ADOPTION

Each task description in the scope of services is provided in tabular form and describes the purpose for the task, the primary activities to be undertaken by the Contractor, the deliverables provided to the Client, and the Client's responsibilities during the task. The scope of services follows.

EXHIBIT A: PROPOSED SCOPE OF WORK

TASK 1 – PROJECT INITIATION

Purpose	The Project Initiation task includes an introductory conversation to discuss the Town's needs and desires for the new Subdivision Ordinance. Consulting team members will initiate a video conference with Town staff to discuss the project scope, schedule, anticipated draft review process, and any substantive issues for inclusion in the new Ordinance. The team will also discuss the proposed numbering scheme and page layout of the Subdivision Ordinance. Following completion of the discussion, members of the consulting team will forward a memo summarizing substantive issues identified by the Town for inclusion in the new Subdivision Ordinance.
Activities Included	<ol style="list-style-type: none">1. Establishment of internal project management site by consulting team2. Video conference with Town staff to discuss project and issues to be addressed3. Summary memorandum of substantive issues identified by the Town
Deliverables	<ol style="list-style-type: none">1. Invites to the internal Basecamp site2. Written summary of substantive issues identified by Town staff
Staff Responsibilities	<ol style="list-style-type: none">1. Schedule and participate in discussion

TASK 2 – INITIAL DRAFT OF SUBDIVISION ORDINANCE

Task 2, Initial Draft of the Subdivision Ordinance, includes preparation of the first version of the new subdivision regulations. The Subdivision Ordinance will be prepared in Microsoft Word, will follow the numbering scheme and page layout discussed in Task 1, and address any substantive issues identified by Staff in Task 1. The Ordinance will be a complete, self-contained subdivision regulation that includes the following chapters:

Purpose	<p>Administration – the basic provisions establishing the ordinance, addressing authority, applicability, exemption, transitional provisions, vesting, and administrative matters</p> <p>Procedures – the subdivision procedures, including: exempt subdivisions, limited subdivisions, minor subdivisions (including family subdivisions and recombinations), preliminary plats, construction drawings (for public infrastructure), final plats, fee-in-lieu, performance guarantees, appeals, and variances.</p> <p>Standards – the various subdivision standards, including land suitability, lots, infrastructure, access, easements, monuments, open space, cluster mailboxes.</p> <p>Nonconformities – the provisions addressing subdivisions of nonconforming lots and subdivisions of land with nonconforming uses.</p> <p>Enforcement – The enforcement provisions for subdivision, including remedies for violation.</p> <p>Definitions and Measurement – The definition of terms used in the ordinance, rules of language construction and the rules of measurement (supplemented with some illustrations).</p> <p>Appendices – A summary table of aspects to include on plat submittals, and the certification/declaration language templates for plats.</p>
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EXHIBIT A: PROPOSED SCOPE OF WORK

Activities Included	1. Drafting and delivery of the initial draft of the Subdivision Ordinance
Deliverables	1. Initial version of the Subdivision Ordinance (in digital pdf format)
Staff Responsibilities	1. Receive and review the initial draft of the Subdivision Ordinance and provide written comments on the draft to the consulting team in accordance with the agreed upon timing

TASK 3 – REVISED DRAFT OF THE SUBDIVISION ORDINANCE

Purpose	Task 3, Revised Draft, includes discussion of staff comments on the Initial version of the Ordinance provided in Task 2, along with subsequent revisions to the text needed to create the Revised draft of the regulations
Activities Included	<ol style="list-style-type: none"> 1. Delivery of staff’s written comments on the Initial draft version of the Subdivision Ordinance to the consulting team 2. CodeWright will initiate a teleconference to discuss staff comments following receipt of written comments from staff on the initial draft 3. CodeWright will prepare a revised version of the Subdivision Ordinance in accordance with the discussions
Deliverables	1. Revised version of the Subdivision Ordinance (in digital pdf format)
Staff Responsibilities	<ol style="list-style-type: none"> 1. Participate in staff comment discussion with consulting team 2. Receive Revised draft of Subdivision Ordinance

TASK 4 - ADOPTION

Purpose	Task 4, Adoption, involves the public meetings and hearings necessary for the official adoption process. The process involves two meetings – one with the Planning Board (a public meeting) and one with the Town Council (a legislative public hearing). The task also includes any final revisions to the ordinance based on Planning Board or Town Council comments and delivery of the final versions of the adopted document in Microsoft Word and pdf formats.
Activities Included	<ol style="list-style-type: none"> 1. A public meeting with the Planning Board to overview the UDO and Zoning Map - the objective of this meeting is to garner a recommendation and statement of consistency from the Planning Board 2. Conduct a public hearing with the Town Council in order to adopt the Subdivision Ordinance 3. Preparation of adopted version of Subdivision Ordinance (based on changes suggested during adoption) 4. Delivery of final adopted Subdivision Ordinance
Deliverables	<ol style="list-style-type: none"> 1. Public hearing version of Subdivision ordinance 2. Final adopted version of Subdivision Ordinance (in Microsoft Word and pdf formats)
Staff Responsibilities	<ol style="list-style-type: none"> 1. Advertise, coordinate, and participate in Planning Board meeting 2. Advertise, coordinate, and participate in public hearing with the Town Council

EXHIBIT B: PROPOSED SCHEDULE

The following table sets out the proposed schedule for the Subdivision Ordinance project. The date of full execution of this Agreement by the Client and the Contractor shall be considered as “day 1” of the project schedule. This scope of services anticipates an execution date before September 1, 2024, and anticipates a total time period of 6 months, or until the end of February 2025.

This schedule is included as a general guideline, but all parties to this Agreement recognize that the schedule is aspirational, and conditions may require deviation due to unforeseen circumstances (including, but not limited to: inclement weather, illness, pandemics, Acts of God, scheduling conflicts, or shifting priorities on the part of the Client). In the event the timing depicted in this schedule changes by more than 60 calendar days at any point during completion of Tasks 1 through 4, the Agreement may be amended to replace Exhibit B with a new schedule agreed upon by both parties.

TASK	DESCRIPTION	START (MO/YR)	FINISH (MO/YR)	DURATION (MONTHS)
	Contract Execution			By September 1, 2024
1	Project Initiation	9/24	9/24	
2	Initial Draft of Subdivision Ordinance	9/24	11/24	3
3	Revised Draft of Subdivision Ordinance	11/24	12/24	1
4	Adoption	1/25	2/25	2
TOTAL				6

EXHIBIT C: COMPENSATION SCHEDULE

This Exhibit C sets out a proposed budget for the scope of services Identified in Exhibit A. The base budget figure listed here is a not-to-exceed figure of \$10,000.00. Each task includes an individual task balance. CodeWright does not charge for travel and tasks are only billed following completion.

TASK	AMOUNT
Task 1 Project Initiation	\$1,000
Task 2 Initial Draft of Subdivision Ordinance	\$4,500
Task 3 Revised Draft of Subdivision Ordinance	\$2,500
Task 4 Adoption	\$2,000
TOTAL	\$10,000



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

Police Department Promotion Plan (Designed for recruitment)

This plan has been created by Chief Elliott, modeled on a current plan at the City of Henderson, and reviewed by David Hill of HR Essentials.

HR Essentials Recommendations included in the plan:

- Increase types of positions within the PD to include Police Officer 1, Police Officer 2, Senior Police Officer, Police Sargeant (Current plan only has Police Officer and Sargeant)
- Increase pay range for these positions to following:
 - 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 Sargeant - \$60,755 to \$91,162
 - These increments represent 5% increases
- These classifications and pay ranges will be removed from the 2021 Pay Plan and stand alone as the PD pay plan.

Additional Recruitment Incentive

- \$1000 per calendar year to be applied to Associate or Bachelor Degree courses, with confirmation of completion and passing grade and reimbursable to officer.
- (Note: Signing bonus has been removed from recruiting plan.)

These two recommendations are before the board for approval.



Warrenton Police Department

Career Development Program

EFFECTIVE DATE:

REVISION NUMBER/DATE:

INDEX AS: Personnel Career Development Plan

DISTRIBUTION: All Sworn

- Purpose:** To establish and implement a training and advancement system for the development of career Police Officers and to detail the requirements for advancement to each classification within the system.
- Policy:** The Warrenton Police Department provides career advancement for sworn officers who: (1) demonstrate an acceptable level of competence in the skills and abilities necessary for increasingly advanced police assignments; (2) have enhanced their knowledge of procedures and techniques necessary for effective police work by pursuit of a regular course of in-service training; and (3) have maintained a satisfactory job performance record. The Career Development Plan will provide an equitable but demanding method for measuring officer progress and enable officers to realize appropriate advancement and salary increases as their career develops.
- Classifications:** The Career Development Program for Non-Supervisory Police Officers shall include the following classifications: Police Officer I, Police Officer II, and Senior Police Officer. The Career Development Plan for Police Supervisors/Commanders will consist of the following classifications: Police Sergeant.

Definitions:

1. College education- Course credits earned at an accredited college, technical institute, or university in Criminal Justice or a closely related field with a grade point average of 2.0 or better on a 4.0 scale.
2. Two years of college- Defined as 90 quarter hours or 60 semester hours of coursework that can be credited toward a college degree or an associate's degree award.
3. Four years of college- Baccalaureate Degree.
4. Master's Degree- Art or Science.
5. Closely related fields- Includes, but is not necessarily limited to, Sociology, Social Work, Corrections, Psychology, Education, Business, Economics, Accounting, and Political Science.
6. Advanced, Intermediate, or Basic Certification- Certification by the North Carolina Standards and Training Division or its equivalent from another State recognized by North Carolina.
7. Experience- Law enforcement experience gained as a full-time sworn peace officer with full arrest powers. It shall be credited from when an individual is sworn in until the appointment date to a position.
8. Military Experience- Experience gained as a full-time or reserve United States Armed Forces member.

Procedure:

I. Method of Promotion:

- A. Each level of Police Officer shall have established minimum requirements to be met by personnel before consideration for promotion. Each officer will be eligible for promotion consideration upon fulfilling the requirements for advancement to the following higher classification.
- B. After consideration of the officer's qualifications, the Chief of Police, with approval from the Town Administrator, may promote the officer to the next level in classification. Such promotion would entitle an officer to wear the appropriate insignia on the uniform and receive the proper salary increase set forth by the Town of Warrenton.
- C. No rank or position below that of Sergeant shall have supervisory responsibility and may not be subject to an assessment center process.
- D. Officers seeking promotion to a supervisory or command position may be required to participate in an assessment center process. Officers who have either fulfilled the established minimum requirements for promotion or will be able to complete these requirements within two (2) years of an assessment process may participate in that assessment process. Officers who participate in an assessment process that have not met

the minimum requirements will not be eligible for promotion except at the discretion of the Chief of Police with approval from the Town Administrator.

- E. Candidates participating in an assessment process will be ranked according to their performance. The Chief of Police will make promotion selections based on a candidate's assessment performance and work performance record, including a review of prior disciplinary actions and training accomplishments.

II. Minimum Requirements – General

- A. On file with the Services Division Commander will be general descriptions of courses that can be used to meet the elective requirement. Courses that are not explicitly listed in this guide must be approved by the Chief of Police prior to attendance to ensure that they meet the guidelines of the program and the agency's needs.
- B. Training must be documented appropriately and included in the training files maintained in the Services Division to be credited toward promotion. Waivers of this requirement may be approved, provided the course's training is considered current and applicable to the job description. Consideration by the Chief may be given for exceptional circumstances where a class has been canceled, and a substitute for the course is unavailable (Written documentation will accompany any waiver granted by the Office of the Chief).
- C. Requests for waivers shall be placed in writing and submitted to the Chief of Police for approval.
- D. **Military Service/Training**

The Chief of Police may consider an employee's documented service and training while the employee was a member of a branch of the United States Armed Forces as equivalent to college credit hours. A request for this consideration should be submitted in writing to the Chief of Police. Additionally, the Armed Forces offer courses that translate to the tasks faced by law enforcement, which can be considered to meet the course requirements of this policy.

- E. **Education Incentive Pay**

The Town of Warrenton has established an Educational Pay Incentive Plan to attract new officers with college degrees and incentivize current officers to expand their educational backgrounds. The Warrenton Police Department's policy is to support and encourage all sworn personnel to attain an Associate's or higher degree from an accredited college or university.

1. New Employees

- a. Prospective employees may apply for an educational pay increment at the time of their employment. Applications from prospective employees will be processed by the Chief of Police or his Designee. The employee shall ensure that his college or institution sends a certified copy of their transcript to the Department Training Officer. Personal copies of diplomas or records shall not be accepted.
- b. Upon obtaining sworn status, new employees with an associate degree or two years of college in Criminal Justice or a closely related field will be eligible for a salary increment of five percent (5%) above the standard entry salary level. Upon obtaining sworn status, new employees with a Baccalaureate Degree in Criminal Justice or a closely related field will be eligible for a salary increment of ten percent (10%) above the standard entry salary level. Increases approved by Town Administrator.
- c. A new employee's approved educational pay increment will be awarded during the pay period following its approval. Based on current town policies, granting an educational pay increment will not affect the employee's eligibility for future salary increases.

2. Current Employees

- a. A current employee may apply for an educational pay increment at any time after the requirements for the increment have been met. The application will be processed through the Department Training Officer and approved by the Chief of Police. It shall be the employee's responsibility that his college or institution send a certified copy of their transcript to the Department Training Officer for verification of educational credits. Personal copies of records or diplomas shall not be accepted.
- b. A current employee that earns an associate's degree or two years of college in Criminal Justice or a closely related field will be eligible for a salary increment of five percent (5%) based on the employee's current salary level. A current employee who earns a baccalaureate degree in criminal justice or a closely related field will receive a ten percent (10%) salary increase based on the employee's current salary level. A current employee who earns a master's degree in criminal justice or a closely related field will receive a one-time bonus of 3% of the employee's salary. Increases approved by Town Administrator.

Suppose an educational pay increment has already been awarded to an employee for earning an associate's degree or two years of college. In that case, only a five percent (5%) increment will be awarded for the subsequent earning of a baccalaureate degree. Subsequent degrees of the same type will not qualify for additional increments. Double degrees or majors will be eligible for only one increment.

- c. Granting an educational pay increment will not affect the employee's eligibility for future salary increases based on the current city policies. However, no educational pay increment may be awarded when doing so would raise the employee's salary level above the maximum amount established for that particular pay grade. A current employee's approved educational increment will be awarded during the pay period following the approval.

F. General Guidelines for All Promotions

1. Performance

- a) All candidates for promotion must have received a rating of "Fair" or higher on their last annual performance evaluation.
- b) Each candidate's chain of command shall indicate his/her approval or disapproval of potential promotions. The approval/disapproval must be justified in writing at each level of the chain of command.

III. Career Development Program – Police Officer

A. POLICE OFFICER I

The Police Officer I position is an entry-level sworn position with the Warrenton Police Department.

Minimum Qualifications

- (1) High School Diploma
- (2) Demonstration of an adequate level of fitness necessary to complete the basic police academy
- (3) Favorable recommendation from an Oral Review Panel
- (4) Background Investigation, including Polygraph Testing and reference checks
- (5) Psychological Examination, including drug screening
- (6) Successful completion of Basic Law Enforcement Training (BLET)
- (7) Successful completion of the department's Field Training Program

Responsibilities

- (1) Responds to various calls for police service
- (2) Conducts preliminary investigations of all types of crime
- (3) Interview victims, complainants, and witnesses
- (4) Interrogates suspects
- (5) Handles disturbances
- (6) Apprehends and arrests criminal defendants

- (0) Adheres to proper police procedures
- (1) Recognizes, collects, and preserves evidence
- (2) Handles traffic accident scenes and investigations
- (3) Prepares necessary reports, forms and statements
- (4) Special or selective enforcement duties
- (5) Any other duties deemed necessary by the supervision of the agency

B. POLICE OFFICER II

Minimum Qualifications

In addition to the minimum qualifications for the Police Officer I position, an employee with this classification must meet the following minimum qualifications:

- (1) Have met the training requirements established for Police Officer I.
- (2) Must complete at least 200 hours of Commission-approved law enforcement training. These hours exclude BLET and Commission-mandated in-service training.
- (3) Must have General Certification from the Criminal Justice Education and Training Standards Commission

Responsibilities

In addition to the responsibilities of a Police Officer I, an employee with this classification has the following responsibilities:

- (1) Conducts primary training of recruits
- (2) Conducts crime scene processing duties
- (3) Participation in departmental committees
- (4) Appears/assists at School and Community Watch functions
- (5) Specialized assignments as needed

C. SENIOR POLICE OFFICER (SPO)

Minimum Qualifications

- (1) Have met the training requirements established for Police Officer II or equivalent training and experience as a sworn law enforcement officer at another agency.
- (2) Must complete at least 400 hours of Commission-approved law enforcement training. These hours exclude BLET and Commission-mandated in-service training.
- (3) **Must have at least two years of sworn law enforcement**

experience. Responsibilities

In addition to the responsibilities of a Police Officer I and II, an employee with this classification has the following responsibilities:

- (1) Major Case Investigations
- (2) Serve on department committees
- (3) Field Training Officer
- (4) Identification Technician Duties

IV. Career Promotion System - Police Supervisors/Commanders

The Career Development Plan provides career enhancement for sworn officers who demonstrate acceptable competence and the skills and abilities necessary to perform advanced police assignments and first-line and executive supervision.

Supervisory assignments require a working knowledge of police duties and the methods and equipment to perform those duties properly, as well as techniques and established procedures for training, motivating, guiding, assisting, and evaluating others in the actual performance of their duties. This plan provides an equitable system for measuring supervisory potential and enables officers interested in moving into supervisory positions to demonstrate the qualities and abilities necessary to assume such responsibilities.

A. POLICE SERGEANT

Minimum Qualifications

- (1) Three (3) years as a sworn law enforcement officer, with the most recent year being with the Warrenton Police Department or at the discretion of the Chief of Police.

- (2) Status as a Police Officer II or higher.
- (3) Complete all phases of an assessment center for Police Sergeants.
- (4) Have received a “Fair” rating or higher on the last performance evaluation.

Core Training Requirements

- (1) First Line Supervisor within the first year of appointment.
- (2) Leadership Development Course (i.e., Credible Leadership Program, Leadership Institute) within the first year of appointment.
- (3) Must complete at least 500 hours of Commission-approved law enforcement training or discretion of the Chief of Police based on department needs. These hours exclude BLET and Commission-mandated in-service training.

Responsibilities

- (1) Monitor Specialized Investigations for quality control
- (2) Assist in developing deployment plans for Patrol and/or Investigative personnel.
- (2) Acting as Section Commander in the absence of a command officer.
- (3) Field Supervisor of a Patrol Section, Criminal Investigations, or a specialized unit (Highway Traffic Safety Unit, Vice/Narcotics, etc.)
- (4) Monitor and report problems to the Administration and propose appropriate recommendations for solving identified problems.
- (5) Evaluate supervised personnel.
- (6) Conduct inspections of (PO1-SPO) assigned equipment and workspace.

V. GENERAL ASSIGNMENTS

The Warrenton Police Department's policy is to assign individuals according to their knowledge, skills, abilities, desires, and departmental needs and to keep the number of specialized assignments to an absolute minimum.

Officers desiring lateral transfers may request consideration for the position through their supervisor. In addition to the solicitation of volunteers, the Chief of Police may appoint officers to specialized positions whenever it is deemed to be in the Department's best interest. Officers serving in these assignments serve at the pleasure of the Chief of Police and may be subject to transfer at any time, depending upon the department's needs.

- A. Following is a list of assignments designated for each position within the Police Department:

1. Police Officer I

As a Police Officer I, I may be assigned to the following division or unit:

- a. Operations Division Zone Officer
- b. Vice and Narcotics Unit (Future Position)
- c. General Investigative Unit (Future Position)
- d. Temporary or rotating assignments as determined by a Division Commander/Sergeant or the Chief of Police.
- e. SRT Operator (Future Position)
- f. Canine Handler (Future Position)

2. Police Officer II & Senior Police Officer

A Police Officer II & Senior Police Officer may be assigned to the following sections or units:

- a. Operations Division Patrol Zone Officer
- b. Field Training Officer
- c. Juvenile Investigator (Future Position)
- d. Vice and Narcotics Unit (Future Position)
- e. SRT Operator (Future Position)
- f. Canine Handler (Future Position)

3. Police Sergeant

A Police Sergeant may be assigned to the following division or unit.

- a. Operation Division Patrol Section Sergeant
- b. Property and Evidence Technician
- c. Vice and Narcotics Sergeant (Future Position)
- d. Criminal Investigations Sergeant (Future Position)
- e. Records Section Sergeant (Future Position)
- f. Canine Handler (Future Position)

B. Waiving of Promotional Requirements and Testing

Promotional requirements and testing shall not be waived for any position or pay grade except at the discretion of the Chief of Police.

1. Supervisors at all levels within the department will undergo periods of orientation to qualify them to conduct career development counseling in the following areas:
 - a. Salary, benefits, and training opportunities within the department.
 - b. Educational opportunities and incentive programs.
 - c. Culture and ethnic background awareness.
 - d. Record keeping procedures.
 - e. Availability of outside resources.
 - f. General counseling and performance evaluation techniques.
2. Supervisors responsible for employee career development counseling will conduct joint counseling sessions with their subordinates at least once annually to determine the employee's future career development needs.
3. The contents of this procedure will be reviewed annually and updated as appropriate.
4. Supervisors responsible for employee career development counseling will conduct joint counseling sessions with their subordinates at least once annually to determine the employee's future career development needs.
5. The contents of this procedure will be reviewed annually and updated as appropriate.

VI Pay Ranges for Sworn Personnel

Pay ranges for sworn personnel are based on the Law Enforcement Salary Ranges set by the Town of Warrenton Commissioners.

Position	Grade	Pay Range (Minimum to Maximum)
POI	18	\$50,000.00- \$75,000.00
POII	19	\$52,500.00- \$78,750.00
SPO	20	\$55,125.00 - \$82,687.00
Sergeant	22	\$60,775.00 - \$91,162.00

Career Development Required Classes

PO-2 (200 Hours)

- Radar
- Intox Chemical Analyst
- SFST
- Drug Enforcement for Patrol Officers
- Officer Survival 1
- Basic Crime Scene Investigation

SPO (200 Hours)

- Police Law Institute
- Field Training office School
- Basic SWAT
- Interview and Interrogations

SGT (100 Hours)

- First Line Supervision (Within the First Year of Appointment)
- Tactical Mindset
- CIT Training/Crisis Intervention Training
- Verbal De-escalation Course (Verble Judo) or Similar



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

Mobile Surveillance Technology

(As a deterrent and to assist a limited police force)

Chief Elliott and I are 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.

Uses:

- Can be used for constant surveillance of problem areas in Warrenton
- Can be used to capture license plates of speeding vehicles, in conjunction with mobile speed detection
- Can be moved to variety of areas, easily mobilized

Features:

- Cloud based, so live video can be accessed remotely from vehicles, phones, etc.
- Speaker for one-way communication to persons in the vicinity of the surveillance unit
- 3 cameras with a 1500-foot range and night-time vision

Chief Elliott has experience with these units at the Henderson PD and is beginning to contact providers. I have contacted Monica Thornton at the USDA for possible grant funding. While there is no current grant funding, there may be funding in the coming fiscal year beginning October 1, 2024. It may be possible to obtain an equipment grant from the State to help offset costs.

Cost = \$2500 per month for a three-year term. All inclusive, no insurance, no repairs by Town.



WHO IS LVT?

LVT (LiveView Technologies) is the premier provider of mobile surveillance technology.

LVT® Units are proven to increase safety on your property and use cloud-based software to show what is happening on your property at any time, from any web-enabled device.

RAPIDLY DEPLOYABLE

Our solar-powered, cellular-connected solution can be up and running in a matter of minutes.

VIDEO MANAGEMENT SYSTEM (VMS)

Our proprietary VMS is a highly-reliable, cloud-based software that gives you access to your cameras no matter where you are. And with automated alerts, you'll know right away when an incident happens and whether you should take immediate action.

AUTOMATED DETERRENCE

With easy-to-program automated audio messages, strobe and flood lights, and camera movements, your LVT Unit warns would-be criminals that they're being watched and helps prevent crime from ever happening.



LVT

HARDWARE

LVT Units are made to stand above the crowd, and not just because they are over 22 feet when fully deployed. Each unit is built to withstand the harshest environment and is sleek enough to fit into a parking stall.

OTHER HARDWARE FEATURES:

TOOLLESS INSTALLATION

STREAMING RESOLUTION UP TO 1920 x 1080

ONBOARD SSD FOR LOOPING 30-DAY VIDEO STORAGE

NO EXTERNAL WIRING OR HOOKUPS

CELLULAR CONNECTIVITY

SOLAR POWERED WITH FUEL CELL GENERATOR BACKUP

SOFTWARE

Every LVT® Mobile Surveillance Unit automatically pairs with the LVT® Platform, our VMS, which is based in the cloud so you can access it from anywhere. It is your hub for all things LVT, and allows you to manage all of your LVT Units no matter how many you have. Simply log in, select the unit, and then decide whether you want to control the cameras, review past footage, stream live video feeds, or manage alerts.

OTHER LVT PLATFORM CAPABILITIES:

PERIMETER INTRUSION DETECTION

AUTOMATED TEXT AND EMAIL ALERTS

AUTOMATED DETERRENTS

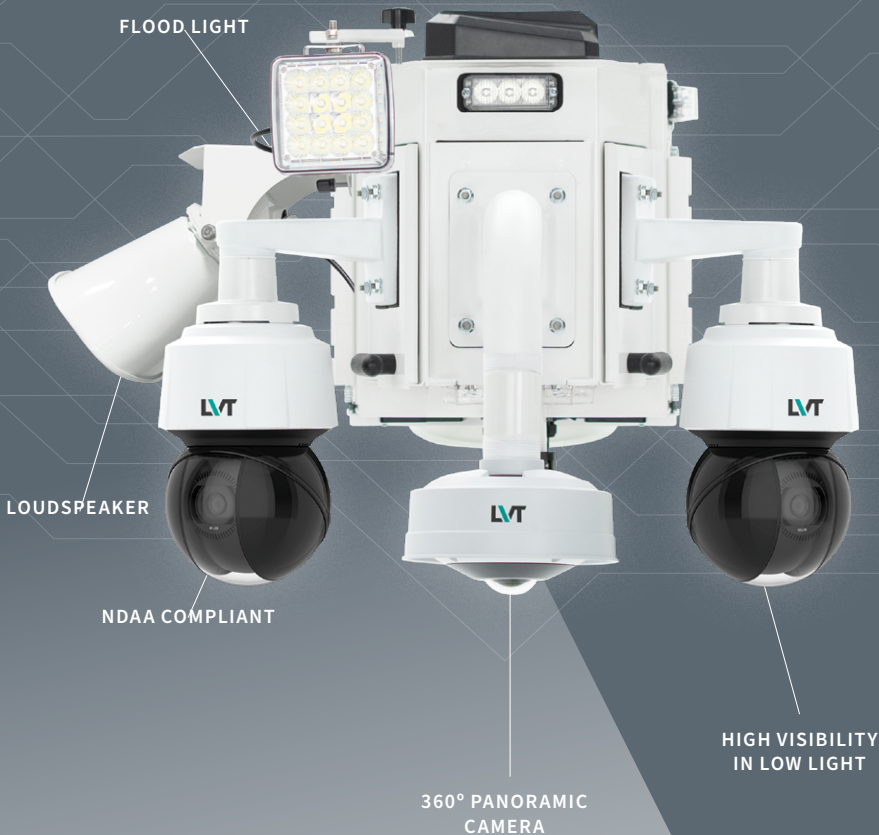
REMOTE DEVICE MANAGEMENT

ENTERPRISE SCALABILITY



LIVE UNIT

The Live Unit houses the brains as well as the cameras, lights, speaker, and other sensors. We use different cameras to ensure that you can see what you need to see, when you need to see it. This includes cameras with low-light capabilities that create full color images or our thermal and bispectral options.



STROBE LIGHTS
(WHITE, BLUE, RED)

DAY/NIGHT WITH
IR ILLUMINATION

ANTENNA

FULL PTZ CAMERA

Alternative Mounting Options

LVT offers different mounting structures to satisfy the unique requirements of your site. The Live Unit can be mounted to an existing wall or pole with access to AC voltage, or if power is not available, the mobile, solar-powered mount may be the best option.



BY THE NUMBERS

70%

DECREASE IN PARKING
LOT INCIDENTS

—NATIONAL GROCERY CHAIN

66%

DECREASE IN INTERNAL
AND EXTERNAL SHRINK

—REGIONAL GROCERY CHAIN

62%

REDUCTION IN
VIOLENT CRIMES

—LARGE OUTDOOR RETAILER

50%

DECREASE IN UNWELCOME
BEHAVIOR (TRESPASSING,
INTOXICATION, ETC.)

—LARGE HOME IMPROVEMENT CHAIN

ASSISTED IN THE ARREST
OF A SERIAL KILLER

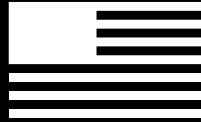
—CITY OF MIAMI, FL

\$4M

DECREASE IN
ILLEGAL DUMPING
CLEANUP COSTS

—CITY OF CAMDEN, NJ





PROUDLY BORN, DESIGNED, AND
BUILT IN THE USA



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

**Christmas Parade Resolution
September 9, 2024**

Whereas, the Town of Warrenton hosts an annual Christmas parade;

Whereas, the Town of Warrenton considers its annual Christmas parade to be beneficial to residents and tourists alike;

Whereas, the Warren Record newspaper will notify residents of details of the event including its route;

Now therefore, the Board of Commissioners of the Town of Warrenton to hereby declare that Saturday, December 14, 2024 at 5:00 PM the Town will host its Christmas parade along South and North Main Streets, beginning at Cousin Lucy's Lane and ending at Ridgeway Street.

Motion made by: Commissioner _____

Second made by: Commissioner _____

Vote in favor: _____ Votes in opposition: _____

Walter M. Gardner, Jr.
Mayor



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

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AIA for Water Infrastructure

Total grant dollars available to Warrenton \$150,000.
Town match would be \$7500 or 5%.

Funds to be used for:

- Full-Scale Water System Hydraulic Model
- Update water map
- Full revision of capital improvement plan for water
- Full revision of asset management plan for water
- Valve exercising equipment (up to \$15,000)

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Town of Warrenton has need for and intends to construct, plan for, or conduct a study in a project described as Water System Asset Inventory and Assessment and

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

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

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

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

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

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

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

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

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

Adopted this the September 9, 2024 at Town Hall, Warrenton, North Carolina.

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Warrenton does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of
the Board of Commissioners of the Town of Warrenton duly held on the 9th day of September 2024;
and, further, that such resolution has been fully recorded in the journal of proceedings and records in
my office. IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of September 2024.

(Signature of Recording Officer)

Town Administrator

(Title of Recording Officer)