



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

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252)2579219  
www.warrenton.nc.gov

---

**BOARD OF COMMISSIONERS REGULAR MEETING**

**6:45 PM Public Hearings**

**7:00 PM Board Meeting**

**April 13, 2026**

**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement
3. Proposed Agenda
4. Public Comments
5. Minutes of Board Meeting of March 9, 2026
6. 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 Reports Including Four Sewer Adjustments
  - e. WWTP Monthly Report
  - f. Police Activity Reports
  - g. Action Items from Prior BOC Meeting
  - h. Budget Amendments 15, 16
7. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
    - i. Initial 2026-27 Budget Presentation Planned for May BOC
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
    - i. Town Administrator Compensation for Certification (Meredith Valentine)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
8. Old Business
  - a. Status of Grants
  - b. Open Public Hearing for... HDC Penalties and Planning Brd Recommendation – for consideration
  - c. Christmas Decorations – for discussion and consideration
  - d. Budget Amendment 10 – for discussion and consideration
  - e. Consideration of Special Use Permits – for discussion and consideration
  - f. Game Room Permit – for discussion and consideration
9. New Business
  - a. 2026 Spring Funding - Viable Utility Resolution – for discussion and consideration
  - b. MOA with NC Dept of Public Safety – for discussion and consideration
  - c. ServPro Agreement for Town Hall Repairs – for discussion and consideration
  - d. Surplus of Old Leaf Machine – for discussion and consideration
  - e. Robert Alston – Request for Waiver of Late Fees
  - f. Resolution to US Army Corps of Engineers – for information, discussion and consideration
  - g. Takeaways from Main Street Conference – for information
10. Announcements – NCLM available courses
11. Adjournment

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**

**Notice is hereby served** that the Warrenton Board of Commissioners will hold a public hearing on Monday, April 14, 2026 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:45 PM comments will be received on a proposed Game Room, requiring a special use permit, located at 139 S. Main Street in Warrenton.

A regularly-scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing for consideration and/or approval of the proposed Ordinance change and other business that may come before the Board. All interested citizens are urged to attend.

Walter M. Gardner, Jr., Mayor  
Warrenton Board of Commissioners

**Notice is hereby served** that the Warrenton Board of Commissioners will hold a public hearing on Monday, April 13, 2026 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:45 PM comments will be received on proposed outdoor sales of automobiles, requiring a special use permit, located at 202 W. Franklin Street in Warrenton.

A regularly-scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing for consideration and/or approval of the proposed Ordinance change and other business that may come before the Board. All interested citizens are urged to attend.

Walter M. Gardner, Jr., Mayor  
Warrenton Board of Commissioners



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

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

---

**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**March 9, 2026**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner  
Commissioner Nat White  
Commissioner Michael Coffman  
Commissioner Jason Young  
Brandon Elliott, Public Works Director  
David Elliott, Chief of Police  
Commissioner Aaron Ayscue  
Commissioner Mary Hunter  
Robert Davie, Town Administrator

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

Mayor Pro Tem, Mary Hunter called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, March 9, 2026, at 7:00 p.m. A Moment of Silence was held for Walter and Mishew Gardner as well as members of the military serving in the Middle East. The Pledge of Allegiance was led by Commissioner Aaron 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, with a second by Commissioner Young. The motion was approved by unanimous vote.

**Public Comments**

There were none.

**Minutes**

The minutes of the February 9, 2026, Board of Commissioners meeting were presented. Commissioner Ayscue made a motion to approve the minutes as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

**Consent Agenda**

- (a) Mission and Goals
- (b) Year-to-date Revenue and Expenditure Reports (Budget vs. Actual)

- (c) Monthly Checks Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC Meeting
- (h) Status of Grants
- (i) Budget Amendments 12, 13, 14

Commissioner Young made a motion to approve the Consent Agenda as presented, with a second by Commissioner Ayscue. 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 was absent. Brandon Elliott noted that the stormwater drains were being cleaned around town with large suction trucks.
- (c) Public Safety – Commissioner Ayscue called on Chief David Elliott who mentioned several positive statistics.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated there was no Historic District Commission. He stated that the Revitalization Committee’s Bluebird Festival is scheduled for April 25, 2026.
- (f) Beautification/Facilities – Commissioner Sourelis was absent.
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

### **Old Business**

- a) **Christmas Decorations – for discussion and consideration** – Town Administrator, Robert Davie discussed the typical lifecycle and pricing for replacement bows and light bulbs for existing wreaths. The size and type of bows were discussed by Commissioners, along with fluffing wreaths and replacing dim LED bulbs with replacement bulbs. Commissioners asked the Town Administrator to determine if a restocking fee would still apply if the snowflake order was replaced with an order for bows and bulbs.
- b) **Budget Amendment 10 – for discussion and consideration**  
Budget Amendment 10 was postponed until the April Board meeting.

### **New Business**

- (a) **RFQ for On-Call Engineering Services – for discussion and consideration** - Town Administrator, Robert Davie discussed the Town’s need for on-call engineering services, particularly for smaller projects and requested board approval to send out an RFQ for such services. Commissioner White asked if the resulting agreements would allow the Town to skip the bid process for engineering services for projects less than \$50,000.

Town Administrator confirmed that, yes, it would. Commissioner White made a motion to approve the Grant Project Ordinance as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(b) Surplus of Police Department Equipment – for consideration** – Chief Elliott outlined several armaments that were not in use by the Police Department, and which would never be used, and requested that they be declared surplus so that they could be traded in to offset needed arms. After brief discussion, Commissioner White motioned to approve the surplus declaration and Commissioner Ayscue seconded the motion. The motion was approved by unanimous vote.

**Announcements** – There were none.

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 oppty to add 'above retail' housing in downtown	Ongoing

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

**Key Strategic Actions**

Plan for Key Staff Retirements

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

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 1 Of 15

Period Ending 3/31/2026

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
34-335-340 State Econ & Infra Dev Grant FW Rev	13,333	0.00	0.00	0.00	0.00	(13,333.00)		
34-351-422 Rent Paid to Town Frontier Warren	41,850	0.00	1,190.00	5,090.00	18,627.00	(23,223.00)	45%	
34-381-037 Transfer in from GF	1,988	0.00	0.00	0.00	0.00	(1,988.00)		
<b>Revenues Totals:</b>	57,171	0.00	1,190.00	5,090.00	18,627.00	(38,544.00)	33%	
<b>Expenses</b>								
34-405-203 Supplies	300	0.00	0.00	111.84	146.10	153.90	49%	
34-405-250 Lights/Heat/Security	3,000	518.41	249.99	857.05	2,122.48	359.11	88%	
34-405-251 Telephone/Internet	2,900	696.49	215.77	629.91	2,107.91	95.60	97%	
34-405-255 Bldg Maint/Clean Srvs	2,800	1,310.00	0.00	50.00	1,467.00	23.00	99%	
34-405-400 Liability Insurance	38	9.50	9.50	19.00	19.00	9.50	75%	
34-405-422 Rent Paid by Town	34,500	3,000.00	3,000.00	9,000.00	30,000.00	1,500.00	96%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
<b>Non-Departmental Totals:</b>	43,838	5,534.40	3,475.26	10,667.80	35,862.49	2,441.11	94%	
34-432-701 State Econ & Infra Dev Grant FW Exp	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
<b>Totals:</b>	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
<b>Expenses Totals:</b>	57,171	5,534.40	3,475.26	10,667.80	49,195.82	2,440.78	96%	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>(2,285.26)</b>	<b>(5,577.80)</b>	<b>(30,568.82)</b>			

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 2 Of 15

Period Ending 3/31/2026

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
37-302-301 Ad Valorem Taxes - Current	620,784	0.00	97,407.70	317,428.15	583,960.19	(36,823.81)	94%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	544.75	868.84	4,608.81	(391.19)	92%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	3,635.98	3,635.98	5,707.06	3,707.06	285%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	3,302.04	3,337.08	4,817.70	2,617.70	219%
37-307-310 Motor Vehicles - Current	41,054	0.00	3,769.98	7,110.55	31,744.01	(9,309.99)	77%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	35,910.69	98,973.22	201,748.00	(175,252.00)	54%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	37,665.00	37,665.00	
37-325-325 Utility Franchise Tax Quarterly	88,600	0.00	20,104.95	20,104.95	42,956.58	(45,643.42)	48%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	169.33	414.75	626.70	(373.30)	63%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	176.92	492.60	(107.40)	82%
37-335-335 Powell Bill	33,916	0.00	0.00	0.00	33,570.64	(345.36)	99%
37-345-344 Historic District Comm Fees	200	0.00	25.00	50.00	100.00	(100.00)	50%
37-345-345 Zone Board of Adj	1,800	0.00	300.00	750.00	2,750.00	950.00	153%
37-345-346 Code Enforcement	3,500	0.00	300.00	450.00	2,500.00	(1,000.00)	71%
37-351-353 Landfill Fees Residential	208,926	0.00	18,579.80	54,458.84	160,633.64	(48,292.36)	77%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	1,000.00	300.00	143%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	0.00	(50.00)	
37-351-357 Court Fees	200	0.00	13.50	18.00	40.50	(159.50)	20%
37-351-360 Cell Tower Rent	64,680	0.00	5,659.50	36,204.31	47,253.81	(17,426.19)	73%
37-351-361 Parking/Ordinance Collections PD	100	0.00	0.00	0.00	0.00	(100.00)	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	0.00	(100.00)	
37-365-001 Interest Income	60	0.00	17.76	25.28	62.76	2.76	105%
37-365-002 NCCMT Debt Setoff Disbursement	500	0.00	509.41	509.41	509.41	9.41	102%
37-365-034 Storefront Beautification Rev	15,000	0.00	0.00	0.00	6,760.00	(8,240.00)	45%

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 3 Of 15

Period Ending 3/31/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	25,000	0.00	1,735.00	5,845.00	11,546.18	(13,453.82)	46%	
37-365-354 Quilters Lane Revenue	750	0.00	0.00	0.00	0.00	(750.00)		
37-365-358 Branded Merchandise for Sale	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
37-365-370 WWTP 25% of GF Exp	64,057	0.00	0.00	11,134.95	42,986.33	(21,070.67)	67%	
37-365-371 WS 25% of GF Exp	122,255	0.00	0.00	22,541.89	85,741.20	(36,513.80)	70%	
37-365-374 Insurance Proceeds GF	11,174	0.00	3,696.02	3,696.02	11,173.57	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.34	0.34	0.34	(99.66)	0%	
37-365-410 Interest Investment NCCMT	24,000	0.00	0.00	3,535.26	15,787.95	(8,212.05)	66%	
37-365-501 Misc Revenue POLICE	0	0.00	54.14	54.14	54.14	54.14		
37-381-038 Transfer in from W/S	883	0.00	0.00	0.00	0.00	(883.00)		
37-395-395 Powell Bill Apropriated Fund Balance (Budget Only)	6,915	0.00	0.00	0.00	0.00	(6,915.00)		
37-395-396 Appropriated Fund Balance (Budget Only)	4,000	0.00	0.00	0.00	0.00	(4,000.00)		
<b>Revenues Totals:</b>	<b>1,728,104</b>	<b>0.00</b>	<b>195,735.89</b>	<b>591,323.88</b>	<b>1,336,797.12</b>	<b>(391,306.45)</b>	<b>77%</b>	
<b>Expenses</b>								
37-401-010 Salary - Full Time	181,117	0.00	14,522.36	46,443.88	137,554.84	43,562.16	76%	
37-401-012 Salary - Adm Assistant	56,039	0.00	4,268.80	14,940.80	43,238.00	12,801.00	77%	
37-401-020 ER-FICA Taxes	13,856	0.00	1,110.48	3,551.28	10,518.16	3,337.84	76%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,287	0.00	326.08	1,141.28	3,302.88	984.12	77%	
37-401-030 ER-Retirement - Orbit	49,257	0.00	3,983.72	13,013.53	38,328.02	10,928.98	78%	
37-401-040 ER-Health Insurance	35,000	787.84	2,747.51	8,242.53	23,836.77	10,375.39	70%	
37-401-050 ER-Life Insurance	570	93.00	46.50	139.50	465.00	12.00	98%	
37-401-060 ER-Workman's Comp	400	137.68	0.00	0.00	256.48	5.84	99%	
37-401-200 Travel Expense	2,000	39.38	423.40	423.40	884.88	1,075.74	46%	
37-401-203 Supplies	4,500	178.65	4.17	766.24	2,251.62	2,069.73	54%	
37-401-250 Light, Heat & Security	8,500	1,283.80	900.85	1,882.07	4,746.68	2,469.52	71%	
37-401-251 Telephone & Postage	4,000	662.66	209.94	634.64	2,224.70	1,112.64	72%	
37-401-255 Bldg. Maint/ Clean SVS	25,974	7,426.41	400.00	1,440.46	16,195.86	2,351.95	91%	

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 4 Of 15

Period Ending 3/31/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	3,750	900.00	300.00	900.00	2,700.00	150.00	96%	
37-401-295 Training	4,446	0.00	0.00	0.00	340.00	4,105.75	8%	
37-401-301 Computer Maint	9,000	2,107.35	714.81	2,148.11	6,892.65	0.00	100%	
37-401-302 Software Support	1,000	143.92	35.98	107.94	582.53	273.55	73%	
37-401-304 Website	413	0.00	0.00	0.00	412.50	0.50	100%	
37-401-305 Technology Upgrades	497	12.00	12.99	413.02	484.19	0.81	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	0.00	100%	
37-401-307 Special Events	1,800	30.00	0.00	121.72	1,475.29	294.71	84%	
37-401-309 Advertising	2,270	41.08	0.00	0.00	295.45	1,933.47	15%	
37-401-310 Dues & Subscriptions	4,000	146.00	(95.00)	210.00	2,753.15	1,100.85	72%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,000	368.75	0.00	69.41	1,621.36	9.89	100%	
37-401-400 Liability Insurance	8,354	1,778.85	1,778.85	4,967.75	6,575.40	0.00	100%	
37-401-401 County Tax Collection Svs	9,790	0.00	1,648.46	4,954.16	9,613.56	176.44	98%	
37-401-405 Audit Expense	12,717	0.00	0.00	0.00	12,700.00	17.00	100%	
37-401-410 Election Cost	8,500	0.00	0.00	0.00	0.00	8,500.00		
37-401-415 Economic Development	352	0.00	0.00	0.00	352.05	0.03	100%	
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%	
37-401-497 Sales & Uses Tax Expense	0	0.00	1,414.33	5,666.44	21,360.53	(21,360.53)		
37-401-499 Miscellaneous Expense	4,252	0.00	0.00	653.48	3,093.48	1,158.44	73%	
37-401-802 Truist Parking Lot Loan Principal	10,576	0.00	0.00	5,356.51	10,575.50	0.50	100%	
37-401-832 Truist Parking Lot Loan Interest	5,667	0.00	0.00	2,764.49	5,666.50	0.50	100%	
37-401-998 Contingency	3,096	0.00	0.00	0.00	1,070.00	2,026.00	35%	
General Government Totals:	481,980	17,337.37	34,754.23	120,952.64	374,068.03	90,574.82	81%	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	1,125.00	375.00	75%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	86.04	28.96	75%	
37-402-060 Workers Comp Mayor & Council	70	21.71	0.00	0.00	48.29	0.00	100%	
37-402-200 Travel Expense	300	0.00	0.00	0.00	0.00	300.00		
37-402-295 Training	1,500	0.00	43.64	43.64	103.64	1,396.36	7%	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00		

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 5 Of 15

Period Ending 3/31/2026

Governing Body Totals:	3,685	21.71	178.20	447.32	1,362.97	2,300.32	38%
37-405-345 Zoning/Ordinances	8,000	532.00	0.00	0.00	7,040.00	428.00	95%
37-405-407 Branded Clothing Sales	500	200.00	0.00	0.00	0.00	300.00	40%
37-405-423 Quilters Lane	1,250	0.00	0.00	0.00	1,090.00	160.00	87%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	181.43	38.57	82%
37-405-434 Storefront Beautification Exp	15,000	675.00	0.00	1,014.20	601.64	13,723.36	9%
37-405-450 Revitalization Comm	25,000	508.00	492.00	492.00	4,665.22	19,826.78	21%
37-405-470 Small Town Maint St	1,500	0.00	878.98	1,313.74	1,313.74	186.26	88%
Non-Departmental Totals:	51,470	1,915.00	1,370.98	2,819.94	14,892.03	34,662.97	33%
37-501-010 SALARY FULL TIME	286,566	0.00	20,499.74	72,237.97	206,394.37	80,171.41	72%
37-501-014 Salary - Part Time	17,000	0.00	0.00	6,510.00	15,930.00	1,070.00	94%
37-501-015 Salary-LEO Separation Allowance	15,000	0.00	1,085.94	3,257.82	9,773.46	5,226.54	65%
37-501-016 Salary - Admin Assistant	43,827	0.00	3,329.60	11,487.12	33,679.52	10,147.48	77%
37-501-019 Salary - Over-Time	10,000	0.00	328.32	484.65	2,740.17	7,259.83	27%
37-501-020 ER-FICA Taxes	26,431	0.00	1,911.14	7,070.36	20,298.08	6,132.92	77%
37-501-030 ER - Retirement Orbit	78,982	0.00	5,481.76	18,947.76	54,931.89	24,050.11	70%
37-501-031 ER - 401K 5%	15,084	4,267.59	1,041.40	3,600.62	10,801.23	15.18	100%
37-501-040 ER - Health Insurance	53,197	451.50	3,363.87	10,091.61	28,838.06	23,907.44	55%
37-501-050 ER - Life Insurance	1,152	155.00	77.50	232.50	775.00	222.00	81%
37-501-060 ER - Workman's Comp	6,525	0.00	0.00	0.00	6,331.34	194.12	97%
37-501-200 Travel Expense	1,300	0.00	0.00	537.22	791.78	508.22	61%
37-501-203 Supplies	5,000	1,402.68	443.69	484.37	2,951.80	645.52	87%
37-501-204 Uniforms	4,331	316.54	1,058.54	1,688.45	2,792.80	1,221.66	72%
37-501-205 Equipment & Material	5,800	3,461.08	177.12	644.75	1,666.21	672.71	88%
37-501-206 Ammunition	420	0.00	0.00	0.00	0.00	420.00	
37-501-250 Light, Heat & Security	9,000	1,283.80	900.85	1,882.08	4,746.68	2,969.52	67%
37-501-251 Telephone & Postage	8,106	1,037.47	1,744.48	2,609.45	6,793.59	274.98	97%
37-501-252 Fuel	15,000	4,245.96	942.57	3,682.51	10,754.04	0.00	100%
37-501-255 Bldg Maint/Clean Svs	11,679	2,189.18	0.00	577.71	9,488.91	0.69	100%
37-501-295 Training	2,000	0.00	0.00	0.00	1,976.38	23.62	99%
37-501-301 Computer Maint	9,532	2,277.13	741.34	2,097.53	7,178.58	76.29	99%

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 6 Of 15

Period Ending 3/31/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-302 Software Support	9,337	614.26	139.99	569.97	8,722.74	0.00	100%	
37-501-305 Technology Upgrades	413	10.00	0.00	402.03	402.03	0.97	100%	
37-501-310 Dues and Subscriptions	537	0.00	0.00	537.00	537.00	0.00	100%	
37-501-351 Maint & Repair Equip	5,085	50.78	2,731.22	2,731.22	3,961.44	1,072.78	79%	
37-501-370 2019 Dodge Car 100	1,500	465.46	66.21	66.21	666.96	367.58	75%	
37-501-371 2017 Dodge Car 200	1,500	237.30	0.00	320.00	709.72	552.98	63%	
37-501-372 2016 Dodge Car 300	1,500	704.77	0.00	89.99	737.95	57.28	96%	
37-501-373 2017 Dodge Car 400	1,300	133.13	0.00	366.87	376.87	790.00	39%	
37-501-376 2019 Dodge Car 700	1,500	245.22	0.00	557.07	764.78	490.00	67%	
37-501-377 2023 Dodge Car 125	1,500	0.00	0.00	0.00	852.59	647.41	57%	
37-501-378 2023 Dodge Car 225	1,500	0.00	153.25	724.49	1,249.09	250.91	83%	
37-501-400 Liability Insurance	23,797	5,086.70	5,086.70	10,340.05	16,054.60	2,655.70	89%	
37-501-415 Medical	1,992	0.00	0.00	360.00	360.00	1,632.00	18%	
37-501-420 Attorney Fees	12,500	5,040.00	0.00	315.00	1,710.00	5,750.00	54%	
37-501-433 COP Program	3,000	160.00	920.00	1,126.05	1,002.82	1,837.18	39%	
37-501-499 Miscellaneous	556	0.00	106.00	128.00	483.94	72.00	87%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	5,115	0.00	0.00	0.00	5,114.59	0.00	100%	
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,651	0.00	7,650.55	7,650.55	7,650.55	0.45	100%	
37-501-834 Police 2019 Cars Loan Interest (USDA)	311	0.00	0.00	0.00	311.41	0.00	100%	
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,327	0.00	1,326.45	1,326.45	1,326.45	0.55	100%	
Police Department Totals:	707,853	33,835.55	61,308.23	175,735.43	492,629.42	181,388.03	74%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	378.24	945.60	2,672.68	9.32	100%	
37-601-020 ER-FICA Taxes	230	0.00	28.94	72.35	204.51	25.49	89%	
37-601-060 Workers Comp	660	66.59	0.00	0.00	569.36	24.05	96%	
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	0.00	456.00		

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 7 Of 15

Period Ending 3/31/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
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	65,700.00	21,900.00	75%	
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	90.00	460.00	16%	
Fire Totals:	93,928	66.59	7,707.18	15,617.95	69,236.55	24,624.86	74%	
37-651-330 Christmas Lights/Santa House	2,370	0.00	457.23	1,502.60	2,326.56	43.44	98%	
37-651-332 Signs below \$5,000	966	700.00	0.00	0.00	182.48	83.52	91%	
37-651-333 Street Beautification - Below \$5,000	5,199	1,247.89	0.00	0.00	1,546.09	2,405.02	54%	
37-651-335 Street Lighting Electric Bill	32,000	7,204.62	2,710.09	8,114.68	23,795.38	1,000.00	97%	
Signs and Lights Totals:	40,535	9,152.51	3,167.32	9,617.28	27,850.51	3,531.98	91%	
37-701-010 Salary - Full Time	82,171	0.00	4,471.90	22,875.85	63,162.70	19,008.30	77%	
37-701-019 Over-Time	1,026	0.00	29.94	29.94	211.98	814.02	21%	
37-701-020 ER-FICA Taxes	6,693	0.00	494.78	1,741.53	4,826.65	1,866.35	72%	
37-701-030 ER - Retirement - Orbit	18,171	0.00	1,379.68	4,833.61	13,368.17	4,802.83	74%	
37-701-040 ER-Health Insurance	24,036	330.00	840.93	2,522.79	7,756.33	15,949.67	34%	
37-701-050 ER-Life Insurance	391	0.00	48.51	145.53	385.90	5.10	99%	
37-701-060 ER-Workman's Comp	1,856	0.00	0.00	0.00	1,796.37	59.63	97%	
37-701-203 Supplies	5,500	1,200.61	236.98	639.13	4,138.33	161.06	97%	
37-701-204 Uniforms	3,400	1,599.23	0.00	367.89	1,800.77	0.00	100%	
37-701-251 Telephone & Postage	540	29.28	107.27	163.56	501.72	9.00	98%	
37-701-252 Fuel	10,000	1,673.29	553.20	2,364.57	5,345.76	2,980.95	70%	
37-701-312 Tree Removal	3,600	0.00	0.00	0.00	3,600.00	0.00	100%	
37-701-351 Maint & Repair Equip	10,708	0.00	2,006.00	8,542.67	10,707.49	0.51	100%	
37-701-352 Vehicle Maintenance	10,264	2,051.11	1,818.43	1,818.43	8,099.17	113.34	99%	
37-701-400 Liability Insurance	9,795	2,032.96	2,032.96	4,160.12	6,463.23	1,298.81	87%	
37-701-431 Street Debris Disposal	4,500	0.00	0.00	0.00	3,680.00	820.00	82%	
37-701-500 Capital Outlay over \$5000	2,070	0.00	0.00	0.00	2,069.50	0.50	100%	
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(11,997.00)	(4,003.00)	75%	

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 8 Of 15

Period Ending 3/31/2026

Streets Totals:	178,721	8,916.48	12,687.58	46,206.62	125,917.07	43,887.07	75%
37-710-361 Maint & Repair POWELL BILL	21,915	0.00	16,489.00	16,815.00	21,915.00	0.00	100%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00	0.00	100%
Powell Bill Totals:	22,015	0.00	16,489.00	16,815.00	22,015.00	0.00	100%
37-801-010 Salary - Full Time Sanitation	58,089	0.00	4,655.56	16,294.46	44,061.73	14,027.27	76%
37-801-019 Salary - Over Time Sanitation	517	0.00	0.00	0.00	510.75	6.25	99%
37-801-020 ER - FICA Sanitation	4,503	0.00	352.60	1,234.10	3,380.41	1,122.59	75%
37-801-030 ER - Retirement - Orbit Sanitation	12,225	0.00	986.98	3,454.43	8,425.71	3,799.29	69%
37-801-040 ER - Health Insurance	15,273	17.58	1,852.44	5,557.32	11,125.07	4,130.35	73%
37-801-050 ER - Life Insurance	251	9.92	4.96	14.88	49.60	191.48	24%
37-801-060 Workman's Compensation	3,665	1,363.12	0.00	0.00	2,232.57	69.31	98%
37-801-203 Supplies	430	5.35	0.00	129.75	423.70	0.95	100%
37-801-204 Uniforms	1,976	35.15	0.00	527.60	1,940.85	0.00	100%
37-801-251 Telephone & Postage	500	212.12	60.58	91.75	285.58	2.30	100%
37-801-252 Fuel	3,374	700.00	209.16	813.35	1,791.33	882.67	74%
37-801-350 Landfull Fees	23,678	10,533.28	1,361.10	4,643.98	12,945.96	198.76	99%
37-801-352 Vehicle Maintenance	2,582	374.03	0.00	0.00	2,207.05	0.65	100%
37-801-400 Liability Insurance	6,603	1,735.49	1,735.49	3,565.18	4,867.25	0.26	100%
Sanitation Totals:	133,666	14,986.04	11,218.87	36,326.80	94,247.56	24,432.13	82%
37-901-034 Transfer Out to Frontier Warren	1,988	0.00	0.00	0.00	0.00	1,988.00	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
37-901-079 Transfer out to USDA Leaf Machine Grant	2,813	0.00	0.00	0.00	2,813.00	0.00	100%
37-901-889 Transfer Out to USDA Loan Reserve	2,169	0.00	0.00	0.00	0.00	2,169.00	
Transfers Out Totals:	14,251	0.00	0.00	0.00	10,094.00	4,157.00	71%
Expenses Totals:	1,728,104	86,231.25	148,881.59	424,538.98	1,232,313.14	409,559.18	76%
37 GENERAL FUND Revenues Over/(Under) Expenses:			44,358.28	166,784.90	104,483.98		

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 9 Of 15

Period Ending 3/31/2026

### 38 WATER / SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	911,133	0.00	84,078.74	241,991.32	671,570.21	(239,562.79)	74%
38-351-402 Debt Setoff WATER	53	0.00	0.00	0.00	97.58	44.58	184%
38-351-404 Sewer Services	717,364	0.00	61,775.37	182,903.23	511,666.98	(205,697.02)	71%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	62.50	160.52	118.52	382%
38-351-408 Town Taps/Connection Fee	22,000	0.00	1,935.41	1,935.41	7,636.71	(14,363.29)	35%
38-351-416 Dis/Reconnection Fee	9,960	0.00	492.22	1,400.14	5,068.68	(4,891.32)	51%
38-351-417 Fire Sprinkler	2,620	0.00	349.50	1,048.50	3,009.60	389.60	115%
38-351-418 Late Fees/Penalty/Cut Off	20,972	0.00	2,078.60	6,213.12	15,206.16	(5,765.84)	73%
38-351-419 Returned Check Fee	987	0.00	35.00	280.00	1,010.00	23.00	102%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	25	0.00	0.00	0.00	55.00	30.00	220%
38-365-373 Insurance Proceeds W/S	1,483	0.00	0.00	1,482.54	1,482.54	0.00	100%
38-365-410 Interest/investment Income NCCMT	13,628	0.00	0.00	1,766.48	7,888.86	(5,739.14)	58%
38-365-421 Account Activation Fee	2,925	0.00	300.00	775.00	2,500.00	(425.00)	85%
38-365-851 Misc Revenue WATER	0	0.00	0.00	0.00	641.89	641.89	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	65,310	0.00	0.00	0.00	0.00	(65,310.00)	
<b>Revenues Totals:</b>	<b>1,775,783</b>	<b>0.00</b>	<b>151,044.84</b>	<b>439,858.24</b>	<b>1,235,275.73</b>	<b>(540,506.81)</b>	<b>70%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	122,085	0.00	9,195.24	30,706.43	88,473.60	33,611.40	72%
38-851-014 Salary - Part Time	12,626	0.00	1,031.55	3,662.52	10,118.98	2,507.02	80%
38-851-019 Salary Over-Time	5,406	0.00	97.30	1,141.96	2,272.80	3,133.20	42%
38-851-020 ER-FICA Taxes	11,096	0.00	787.20	2,707.45	7,688.99	3,407.01	69%
38-851-030 ER - Retirement Orbit	25,633	0.00	1,691.39	5,704.75	16,254.11	9,378.89	63%
38-851-040 ER - Health Insurance WATER	24,997	173.74	1,724.37	5,187.07	14,153.78	10,669.48	57%
38-851-050 ER - Life Insurance	382	72.53	28.69	89.94	303.31	6.16	98%

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 10 Of 15

Period Ending 3/31/2026

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-060 ER - Workman's Comp	1,112	304.64	0.00	0.00	730.96	76.40	93%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	36,000	3,784.24	1,073.03	8,997.52	31,645.93	569.83	98%
38-851-204 Uniforms	3,120	1,071.00	0.00	425.49	2,049.00	0.00	100%
38-851-250 Light & Heat & Security	6,090	1,211.00	683.32	1,733.96	3,845.55	1,033.45	83%
38-851-251 Telephone & Postage	10,896	3,182.59	1,182.16	2,668.91	7,686.33	27.08	100%
38-851-252 Fuel	10,000	3,617.13	587.74	1,963.15	4,433.90	1,948.97	81%
38-851-255 Bldg. Maint/Clean Svs	6,492	1,218.01	0.00	288.36	5,119.14	154.85	98%
38-851-260 Electric Tank/Pumps	3,401	500.38	366.24	974.19	2,135.77	764.85	78%
38-851-296 Continuing Education	1,300	0.00	0.00	244.00	1,074.00	226.00	83%
38-851-301 Computer Maintenance	5,819	1,657.99	443.40	1,293.97	4,062.94	98.07	98%
38-851-302 Software Support	9,300	0.00	0.00	123.46	8,773.26	526.74	94%
38-851-305 Technology Upgrades	1,738	0.00	0.00	206.02	241.60	1,496.40	14%
38-851-309 Advertising	265	20.54	0.00	0.00	102.03	142.43	46%
38-851-310 Dues & Subscriptions	880	23.85	34.10	63.65	282.82	573.33	35%
38-851-313 State Permits	1,331	0.00	0.00	0.00	1,331.00	0.00	100%
38-851-345 Water Tank Contract	21,061	5,265.04	0.00	5,265.04	15,795.12	0.84	100%
38-851-347 Lab Analysis	1,200	80.00	70.00	390.00	920.00	200.00	83%
38-851-351 Maint. & Repair Equip	8,327	1,804.57	276.04	326.04	6,245.52	276.91	97%
38-851-352 Vehicle Maintenance	4,491	0.00	944.20	944.20	3,325.48	1,165.79	74%
38-851-400 Town Liability Insurance	13,253	2,837.38	2,837.38	5,758.08	8,800.83	1,614.79	88%
38-851-405 Audit Expense	6,559	0.00	0.00	0.00	6,350.00	209.00	97%
38-851-434 WS grant expense	21,592	0.00	0.00	0.00	19.00	21,573.00	0%
38-851-448 External Contract	28,218	10,072.50	500.00	500.00	17,344.76	800.74	97%
38-851-451 Water Purchase	250,000	154,007.56	0.00	14,234.07	95,992.44	0.00	100%
38-851-499 Miscellaneous	2,500	0.00	0.00	2,500.00	2,500.00	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	0.00	2,069.50	0.50	100%
38-851-802 USDA Public Works Trucks - Princ Water	6,109	0.00	0.00	6,108.52	6,108.52	0.48	100%

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 11 Of 15

Period Ending 3/31/2026

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	0.00	2,328.50	27,529.50	8%	
38-851-833 USDA Town Hall/WS Loan Interest	14,502	0.00	0.00	0.00	1,312.00	13,190.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	856	0.00	0.00	855.96	855.96	0.04	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	11,997.00	4,003.00	75%	
38-851-896 WS 25% of GF Expense	59,399	0.00	0.00	11,270.95	42,870.59	16,528.41	72%	
38-851-998 Contingency	1,832	0.00	0.00	0.00	0.00	1,832.00		
Water Totals:	788,011	190,904.69	24,886.35	120,334.66	437,615.02	159,491.56	80%	
38-852-010 Salary - Full Time	122,085	0.00	9,195.24	30,279.59	87,938.92	34,146.08	72%	
38-852-014 Salary - Part Time	12,626	0.00	1,031.55	3,662.36	10,118.48	2,507.52	80%	
38-852-019 Salary - Over Time Sewer	7,056	0.00	0.00	1,227.22	3,599.19	3,456.81	51%	
38-852-020 ER - FICA Sewer	11,096	0.00	781.84	2,688.63	7,770.00	3,326.00	70%	
38-852-030 ER-Retirement Orbit	25,633	0.00	1,670.76	5,681.33	16,457.63	9,175.37	64%	
38-852-040 ER-Health Insurance SEWER	24,997	173.66	1,724.34	5,186.99	14,153.44	10,669.90	57%	
38-852-050 ER-Life Insurance	382	72.59	28.68	89.92	303.25	6.16	98%	
38-852-060 ER-Workman's Comp	1,112	304.65	0.00	0.00	730.95	76.40	93%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	34,124	2,699.85	628.52	2,314.90	31,232.50	191.65	99%	
38-852-204 Uniforms	3,120	1,071.15	0.00	425.45	2,048.85	0.00	100%	
38-852-250 Light & Heat & Security	7,000	1,211.03	683.28	1,941.81	4,053.38	1,735.59	75%	
38-852-251 Telephone & Postage	11,312	3,109.95	1,199.85	2,713.56	7,826.19	375.86	97%	
38-852-252 Fuel	10,000	3,617.17	587.73	1,963.15	4,433.88	1,948.95	81%	
38-852-255 Bldg. Maint/Clean Svs	6,492	1,218.01	0.00	288.36	5,119.15	154.84	98%	
38-852-260 Electric Tank/Pumps	12,000	3,943.19	935.53	2,800.07	7,877.18	179.63	99%	
38-852-296 Continuing Education	1,300	0.00	0.00	0.00	385.00	915.00	30%	
38-852-301 Computer Maint.	5,819	1,658.01	443.39	1,293.92	4,062.80	98.19	98%	
38-852-302 Software Support	9,300	0.00	0.00	123.46	8,773.25	526.75	94%	

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 12 Of 15

Period Ending 3/31/2026

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	1,738	0.00	0.00	206.02	241.60	1,496.40	14%	
38-852-309 Advertising	500	20.55	0.00	0.00	392.45	87.00	83%	
38-852-310 Dues & Subscriptions	880	23.85	34.10	63.65	282.82	573.33	35%	
38-852-313 State Permits	1,500	0.00	0.00	0.00	265.00	1,235.00	18%	
38-852-351 Maint & Repair Equip	8,327	1,804.57	276.04	326.04	6,245.51	276.92	97%	
38-852-352 Vehicle Maintenance	4,491	0.00	944.20	944.20	3,325.45	1,165.82	74%	
38-852-400 Liability Insurance	7,228	1,658.88	1,658.88	3,401.09	5,089.61	479.51	93%	
38-852-405 Audit Expense	6,559	0.00	0.00	0.00	6,350.00	209.00	97%	
38-852-434 WS Grant Expense	15,000	0.00	0.00	0.00	19.00	14,981.00	0%	
38-852-435 Purchase of Sewer Services	434,416	0.00	0.00	65,571.72	263,749.33	170,666.67	61%	
38-852-448 External Contract	22,350	1,986.20	8,102.07	13,053.82	20,292.97	70.83	100%	
38-852-473 WWTP Rehab Annual Payment	22,073	0.00	0.00	0.00	0.00	22,073.00		
38-852-499 Miscellaneous	2,500	0.00	0.00	2,500.00	2,500.00	0.00	100%	
38-852-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	0.00	2,069.50	0.50	100%	
38-852-802 USDA Public Works Trucks - Princ Sewer	6,109	0.00	0.00	1,270.72	1,270.72	4,838.28	21%	
38-852-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	4,837.82	7,166.32	22,691.68	24%	
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	13,750.00	0.00	0.00	0.00	0.00	100%	
38-852-833 USDA Town Hall/WS Loan Interest	14,502	0.00	0.00	0.00	1,312.00	13,190.00	9%	
38-852-836 USDA Public Works Trucks - Int Sewer	856	0.00	0.00	855.98	855.98	0.02	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,200	1,100.00	0.00	0.00	1,100.00	0.00	100%	
38-852-896 WS 25% of GF Expense	59,399	0.00	0.00	11,270.94	42,870.61	16,528.39	72%	

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Period Ending 3/31/2026

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-998 Contingency	848	0.00	0.00	0.00	0.00	848.00		
Sewer Expenses Totals:	978,211	40,423.31	29,926.00	166,982.72	582,282.91	355,505.05	64%	
38-901-889 Transfer Out to USDA Loan Reserve	9,560	0.00	0.00	0.00	0.00	9,560.00		
Transfers Out Totals:	9,560	0.00	0.00	0.00	0.00	9,560.00		
Expenses Totals:	1,775,783	231,328.00	54,812.35	287,317.38	1,019,897.93	524,556.61	70%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			96,232.49	152,540.86	215,377.80			

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 14 Of 15

Period Ending 3/31/2026

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	49,980	0.00	4,165.00	9,980.00	46,215.00	(3,765.00)	92%
39-351-470 Town Sewer Revenues	434,416	0.00	0.00	65,571.72	263,749.33	(170,666.67)	61%
39-351-471 Sewer Revenues - County	316,092	0.00	0.00	47,711.66	191,910.75	(124,181.25)	61%
39-351-472 Sewer Rev Norlina	241,310	0.00	0.00	36,423.75	146,507.35	(94,802.65)	61%
39-365-373 Insurance Proceeds WWTP	1,483	0.00	0.00	1,482.55	1,482.55	0.00	100%
39-365-861 Misc Revenue WWTP	0	0.00	0.00	0.00	20.00	20.00	
<b>Revenues Totals:</b>	<b>1,043,281</b>	<b>0.00</b>	<b>4,165.00</b>	<b>161,169.68</b>	<b>649,884.98</b>	<b>(393,395.57)</b>	<b>62%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	250,406	0.00	18,966.46	63,242.84	187,295.93	63,110.07	75%
39-861-014 Salary - Part Time	9,455	0.00	700.00	2,502.50	7,372.50	2,082.50	78%
39-861-019 Over-Time	14,829	0.00	249.76	3,548.81	10,950.46	3,878.71	74%
39-861-020 ER-FICA Taxes	21,206	0.00	1,444.88	5,028.44	14,586.98	6,619.02	69%
39-861-030 ER - Retirement Orbit	53,582	0.00	3,727.72	12,940.26	38,368.24	15,213.76	72%
39-861-040 ER- Health Insurance	46,714	290.85	3,614.62	10,871.77	29,756.00	16,667.15	64%
39-861-050 ER-Life Insurance	802	110.64	59.66	186.73	616.44	74.92	91%
39-861-060 ER-Workman's Comp	1,584	36.71	0.00	0.00	1,508.91	38.38	98%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	72,930	9,948.80	3,556.46	15,991.30	57,783.67	5,197.53	93%
39-861-204 Uniforms	5,460	1,385.22	0.00	863.47	4,074.78	0.00	100%
39-861-250 Light, Heat & Security	90,000	16,875.64	7,857.95	26,531.54	62,025.76	11,098.60	88%
39-861-251 Telephone & Postage	6,858	1,857.47	832.26	1,612.94	4,955.91	44.62	99%
39-861-252 Fuel	10,250	4,728.11	573.34	1,766.15	4,610.71	911.18	91%
39-861-296 Continuing Education	1,373	0.00	0.00	0.00	120.00	1,253.00	9%
39-861-301 Computer Maint.	10,289	2,965.74	674.89	1,979.09	6,414.59	908.67	91%
39-861-302 Software Support	4,099	714.10	0.00	159.36	3,384.89	0.00	100%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	0.00	2,000.00	
39-861-309 Advertising	1,000	41.08	0.00	0.00	527.63	431.29	57%
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	

## Budget vs Actual

Town of Warrenton  
4/6/2026 12:32:36 PM

Page 15 Of 15

Period Ending 3/31/2026

39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-318 Freight Charges	1,800	0.00	0.00	0.00	1,150.08	649.93	64%	
39-861-342 Maint & Repair Plant	128,264	17,329.00	6,450.47	21,579.27	110,184.83	750.00	99%	
39-861-344 Sludge Removal	72,000	62,047.00	0.00	10,627.50	38,453.00	(28,500.00)	140%	
39-861-346 Lab Material & Supplies	11,526	234.25	1,089.21	2,712.36	10,335.81	955.94	92%	
39-861-347 Lab Analysis	27,225	7,009.00	2,141.00	6,132.00	20,216.00	0.00	100%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,500	0.00	0.00	0.00	150.00	1,350.00	10%	
39-861-352 Vehicle Maintenance	6,233	0.00	1,888.41	1,888.41	3,880.21	2,352.34	62%	
39-861-400 Liability Insurance	25,068	5,466.20	5,466.22	11,099.11	16,527.94	3,073.86	88%	
39-861-405 Audit Expense	13,117	0.00	0.00	0.00	12,700.00	417.00	97%	
39-861-434 WWTP Grant Expenst	30,000	0.00	0.00	0.00	0.00	30,000.00		
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	282.00	718.00	28%	
39-861-444 Permits & Fees	15,801	2,330.00	970.00	2,747.00	13,470.08	0.92	100%	
39-861-446 Influent Debris Removal	7,044	2,611.40	0.00	639.65	4,432.60	0.00	100%	
39-861-500 Capital Outlay \$5000 and Over	2,070	0.00	0.00	0.00	2,069.49	0.51	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	64,003	0.00	0.00	11,134.95	42,986.33	21,016.67	67%	
39-861-998 Contingency	6,532	0.00	0.00	0.00	0.00	6,532.00		
WWTP - Expenses Totals:	1,043,281	135,981.21	60,263.31	215,785.45	711,191.77	196,107.57	81%	
Expenses Totals:	1,043,281	135,981.21	60,263.31	215,785.45	711,191.77	196,107.57	81%	
39 WWTP Revenues Over/(Under) Expenses:			(56,098.31)	(54,615.77)	(61,306.79)			

## Check Listing

Date From: 3/1/2026 Date To: 3/31/2026  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
04/06/2026 12:39 PM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
69725	30	ADAN GONZALEZ MARTIN	03/03/2026	<u>\$63.00</u>
69726	30	DUKE ENERGY PROGRESS	03/03/2026	<u>\$124.41</u>
69727	30	GREGORY POOLE EQUIPMENT CO.	03/03/2026	<u>\$1,232.34</u>
69728	30	LASHAWN GOODSON	03/03/2026	<u>\$85.66</u>
69729	30	PEAC SOLUTIONS	03/03/2026	<u>\$161.85</u>
69730	30	THOMAS C JONES	03/03/2026	<u>\$500.00</u>
69731	30	VERIZON WIRELESS	03/03/2026	<u>\$320.08</u>
69732	30	VIRGINIA ALSTON	03/03/2026	<u>\$78.02</u>
69733	30	WILSON'S WATER SERVICES	03/03/2026	<u>\$970.00</u>
69734	30	AMAZON CAPITAL SERVICES, INC.	03/04/2026	<u>\$208.39</u>
69735	30	AT&T MOBILITY II LLC	03/04/2026	<u>\$771.22</u>
69736	30	EMPIRE DESIGN AND INSIGNIA LLC	03/04/2026	<u>\$920.00</u>
69737	30	GALLS QUARTERMASTER	03/04/2026	<u>\$773.69</u>
69738	30	NORTH CAROLINA 811, INC	03/04/2026	<u>\$34.10</u>
69739	30	THE DISPLAY COMPANY	03/04/2026	<u>\$43.64</u>
69740	30	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	03/04/2026	<u>\$120.00</u>
69741	30	AMAZON CAPITAL SERVICES, INC.	03/05/2026	<u>\$203.60</u>
69742	30	BLUE RIDGE SPRINGS, INC	03/05/2026	<u>\$12.50</u>
69743	30	HAWKINS, INC.	03/05/2026	<u>\$2,103.83</u>
69744	30	MERITECH INC	03/05/2026	<u>\$2,211.00</u>
69745	30	ZIMA CORPORATION	03/05/2026	<u>\$1,207.04</u>
69760	30	DOCUMENT SYSTEMS, INC	03/11/2026	<u>\$337.47</u>
69761	30	DUKE ENERGY PROGRESS	03/11/2026	<u>\$2,612.32</u>
69762	30	GALLS QUARTERMASTER	03/11/2026	<u>\$24.37</u>
69763	30	GREGORY POOLE EQUIPMENT CO.	03/11/2026	<u>\$3,311.46</u>
69764	30	INVOICE CLOUD, INC.	03/11/2026	<u>\$151.85</u>
69765	30	KATALYST NETWORK GROUP LLC	03/11/2026	<u>\$2,378.00</u>
69766	30	QUILL CORPORATION	03/11/2026	<u>\$90.72</u>
69767	30	SONITROL INTEGRATED SECURITY	03/11/2026	<u>\$1,538.04</u>

## Check Listing

Date From: 3/1/2026 Date To: 3/31/2026  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
04/06/2026 12:39 PM

Page: 2 of 4

Check Number	Bank	Vendor	Date	Amount
69768	30	Spectrum Business	03/11/2026	<u>\$169.99</u>
69769	30	AAA GAS AND APPLIANCE CO.	03/11/2026	<u>\$163.24</u>
69770	30	AMAZON CAPITAL SERVICES, INC.	03/11/2026	<u>\$292.12</u>
69771	30	AT&T MOBILITY II LLC	03/11/2026	<u>\$836.12</u>
69772	30	BLUE RIDGE SPRINGS, INC	03/11/2026	<u>\$12.50</u>
69773	30	CAROLINA DIGITAL PHONE INC	03/11/2026	<u>\$316.00</u>
69783	30	DUKE ENERGY PROGRESS	03/11/2026	<u>\$9,890.99</u>
69784	30	GREGORY POOLE EQUIPMENT CO.	03/11/2026	<u>\$341.33</u>
69785	30	PETE SMITH TIRE & QUICK LUBE, INC	03/11/2026	<u>\$1,253.40</u>
69786	30	TRI-COUNTY POWER EQUIPMENT INC	03/11/2026	<u>\$37.30</u>
69787	30	CHRISTINE DICKINSON	03/12/2026	<u>\$326.98</u>
69788	30	VAUGHAN & SON AUTOBODY	03/12/2026	<u>\$3,924.02</u>
69789	30	KERR-TAR REG COUNCIL OF GOV	03/12/2026	<u>\$280.00</u>
69790	30	Always N Bloom	03/18/2026	<u>\$66.15</u>
69791	30	AMAZON CAPITAL SERVICES, INC.	03/18/2026	<u>\$382.86</u>
69792	30	CHRISTINE DICKINSON	03/18/2026	<u>\$211.70</u>
69793	30	CITIZENS INSURANCE & BONDING,	03/18/2026	<u>\$20,605.98</u>
69794	30	FIRST CITIZENS BANK	<b>VOIDED</b> 03/18/2026	<u>\$713.12</u>
69795	30	GFL ENVIRONMENTAL	03/18/2026	<u>\$147.60</u>
69796	30	GRANVILLE FARMS, INC.	03/18/2026	<u>\$1,232.50</u>
69797	30	GUPTON SERVICES, INC	03/18/2026	<u>\$130.00</u>
69798	30	Isaac Pulley	03/18/2026	<u>\$150.00</u>
69799	30	NORTH CAROLINA 811, INC	03/18/2026	<u>\$34.10</u>
69800	30	ROBERT DAVIE	03/18/2026	<u>\$211.70</u>
69801	30	SOUTHERN WATER SERVICE, LLC	03/18/2026	<u>\$237.27</u>
69802	30	TRI-COUNTY POWER EQUIPMENT INC	03/18/2026	<u>\$170.45</u>
69803	30	WARREN COUNTY PUBLIC WORKS	03/18/2026	<u>\$1,213.50</u>
69804	30	AAA GAS AND APPLIANCE CO.	03/24/2026	<u>\$383.96</u>
69805	30	Core & Main	03/24/2026	<u>\$278.70</u>

## Check Listing

Date From: 3/1/2026 Date To: 3/31/2026  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
04/06/2026 12:39 PM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
69806	30	CURTIS WAYNE DANIEL JR.	03/24/2026	<u>\$16,815.00</u>
69807	30	FLEMING INVESTMENT COMPANY	03/24/2026	<u>\$3,000.00</u>
69808	30	HUMANA SPECIALTY BENEFITS	03/24/2026	<u>\$29.38</u>
69809	30	KING'S FITNESS & NUTRITION CENTER	03/24/2026	<u>\$300.00</u>
69810	30	MOBILE COMMUNICATIONS AMERICA	03/24/2026	<u>\$2,972.83</u>
69811	30	PETE SMITH TIRE & QUICK LUBE, INC	03/24/2026	<u>\$163.42</u>
69812	30	ROBERT DAVIE	03/24/2026	<u>\$177.00</u>
69813	30	ROBERT F. DARNELL	03/24/2026	<u>\$400.25</u>
69814	30	USA Bluebook	03/24/2026	<u>\$1,162.73</u>
69815	30	WARREN AUTO PARTS, INC.	03/24/2026	<u>\$139.63</u>
69816	30	FIRST CITIZENS BANK	03/24/2026	<u>\$1,852.50</u>
69817	30	AT&T MOBILITY II LLC	03/25/2026	<u>\$773.15</u>
69818	30	DUKE ENERGY PROGRESS	03/25/2026	<u>\$234.87</u>
69819	30	FRONTIER NATURAL GAS	03/25/2026	<u>\$102.58</u>
69820	30	GUPTON SERVICES, INC	03/25/2026	<u>\$427.00</u>
69821	30	INFORMATION TECHNOLOGY SERVICE	03/25/2026	<u>\$244.18</u>
69822	30	Kim Vaughan	03/25/2026	<u>\$28.00</u>
69823	30	PEAC SOLUTIONS	03/25/2026	<u>\$161.85</u>
69824	30	PETE SMITH TIRE & QUICK LUBE, INC	03/25/2026	<u>\$2,527.97</u>
69825	30	SouthData, Inc	03/25/2026	<u>\$677.40</u>
69826	30	TIME WARNER CABLE	03/25/2026	<u>\$207.37</u>
69827	30	VERIZON WIRELESS	03/25/2026	<u>\$320.08</u>
69828	30	FRONTIER NATURAL GAS	03/26/2026	<u>\$140.68</u>
69829	30	MUTUAL OF OMAHA	03/26/2026	<u>\$1,691.43</u>
69830	30	AT&T MOBILITY II LLC	03/27/2026	<u>\$725.25</u>
69831	30	DUKE ENERGY PROGRESS	03/27/2026	<u>\$457.23</u>
69832	30	FAUSTINO CARRENO CRUZ	03/27/2026	<u>\$278.02</u>
69833	30	FLOCK GROUP, INC	03/27/2026	<u>\$800.63</u>
69834	30	JIANPING ZHANG	03/27/2026	<u>\$78.02</u>

## Check Listing

Date From: 3/1/2026 Date To: 3/31/2026  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
04/06/2026 12:39 PM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
69835	30	MELISSA JACKSON	03/27/2026	<u>\$125.38</u>
69836	30	PRUDENTIAL RETIREMENT	03/27/2026	<u>\$1,421.40</u>
69837	30	TYKIYAH MOORE	03/27/2026	<u>\$29.08</u>
69838	30	VISION NC	03/27/2026	<u>\$10,000.00</u>
69839	30	COLUMBIAN MUTUAL LIFE INS CO	03/31/2026	<u>\$26.09</u>
69840	30	GALLS QUARTERMASTER	03/31/2026	<u>\$67.21</u>
69841	30	LAKE GASTON SIGNS & GRAPHIC CO.	03/31/2026	<u>\$492.00</u>
69842	30	WRIGHT EXPRESS FSC	03/31/2026	<u>\$942.57</u>
95	Checks Totaling -			<b>\$116,594.36</b>

### Totals By Fund

	Checks	Voids	Total
34	\$3,475.26		\$3,475.26
36	\$1,519.01	\$26.75	\$1,492.26
37	\$51,891.88	\$382.63	\$51,509.25
38	\$26,389.70	\$207.08	\$26,182.62
39	\$33,318.51	\$96.66	\$33,221.85
Totals:	\$116,594.36	\$713.12	\$115,881.24

# Memo

**To:** Town Commissioners  
**From:** Brandon Elliott  
**CC:** Mayor, Town Administrator  
**Date:** April 7, 2026  
**Re:** March 2026 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 - \$29,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$65,000). (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) Fairlane Tank Vault- Replace 12" check valve and 12" butterfly valve. (Estimated Cost 28,000).

- **Completed Water and Sewer System Maintenance/Repair Related Information:**

(1) Repair – Four tires for the dump trailer (552.08). (2) Preventive Maintenance – PM 3 service at F.M lift Station (Labor 1,207.50) and (Parts 1,894.57). (3) Maintenance – Cleaning out the wet well at John Riggans Pump Station. Vision NC (Labor 5,000.00). (4) Contract – Backflow ORC Service (Labor 500.00).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$552.08**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$8,602.07**

- **Water System Fire Hydrants Out of Service:** No change. We currently have 12 of 171 hydrants that are out of service for various reasons. A status report has been included in the board packet with details.
- **Unaccounted for Water %:** Please note these statistics: **3-Month Average (January 2026 – March 2026) Unaccounted for water is 29%. March 2026 unaccounted for water was 36%.** (4,438,000 gallons purchased and 2,850,000 gallons sold). Please see attached summary for full historical information.

## **Streets and Sanitation**

- **Current Tasks:** 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. Brick sidewalk power washing.



# Memo

**To:** Town Commissioners  
**From:** Brandon Elliott  
**CC:** Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works  
**Date:** April 7, 2026  
**Re:** March 2026 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) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$12,500)** (4) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)**
- **Completed Plant Maintenance/Repair Related Information:** (1) Repair – Parts for Bar Rake Repair (Parts \$1,130.72). (2) Preventive Maintenance – PM-1 Service on Generator. (Parts 38.61, Labor 237.04 and Miscellaneous 44.10). (3) Maintenance – Cleaning out the influent Bar Screen and Grit areas. Vision NC (\$5,000.00).

**Total cost for Repairs (Account No. 39-861-342) - \$6,450.47**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 10.138 million gallons.

**Bulk Water Purchased From Warren County**

	FY 2011 - 2012	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Month	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased
July	8,165,930	10,236,700	5,985,900	6,951,000	6,030,000	6,229,000	6,396,000	6,936,000	7,800,000	6,605,000	6,658,000	4,470,000	7,551,167	5,808,000	4,819,000
August	8,853,170	10,071,600	6,082,000	5,915,000	7,050,000	6,787,000	6,176,000	7,205,000	7,438,000	6,766,000	4,981,333	4,160,000	6,017,167	5,828,000	4,503,000
September	8,055,100	9,384,800	6,031,000	4,848,000	6,000,000	6,404,000	5,996,000	7,235,000	6,180,000	5,282,000	4,228,333	5,180,000	7,272,167	6,470,000	4,568,000
October	7,112,400	8,593,100	5,532,000	5,809,000	6,130,000	4,997,001	6,018,000	7,437,000	6,306,000	5,638,000	3,961,333	5,154,000	8,937,167	6,660,000	4,451,000
November	6,923,700	4,977,400	5,677,000	5,892,000	5,420,000	5,744,000	5,832,000	6,969,000	5,910,000	5,682,000	4,762,333	4,886,000	9,638,167	5,555,000	4,003,000
December	7,166,100	5,293,190	5,383,000	5,037,000	5,990,000	7,305,000	9,051,000	8,237,000	5,129,000	6,756,000	4,123,333	6,145,000	5,316,000	5,001,000	4,394,000
January	6,216,600	6,086,000	6,602,000	5,974,000	5,747,000	6,465,604	7,768,000	6,389,000	5,646,000	5,320,000	4,509,000	4,710,000	4,722,000	5,233,000	4,593,000
February	5,770,050	5,693,400	6,890,000	6,570,000	6,152,000	5,947,000	5,422,000	6,668,000	5,376,000	4,852,000	4,100,000	4,282,167	3,665,000	3,899,000	5,880,000
March	8,927,000	6,079,500	6,928,000	7,289,000	6,606,000	6,023,000	6,382,000	6,067,000	6,120,000	4,987,000	3,578,000	5,123,167	4,532,000	4,483,000	4,438,000
April	8,474,900	6,125,000	6,494,000	6,870,000	5,275,000	6,246,000	5,982,653	5,837,000	6,161,000	4,985,000	4,076,000	3,855,167	5,199,000	3,859,000	
May	9,256,300	6,672,640	6,582,362	6,850,000	6,155,000	6,039,000	5,890,033	6,725,000	6,605,000	4,297,000	4,014,000	4,511,167	5,882,000	3,833,000	
June	9,941,150	5,006,600	6,656,000	6,320,000	7,404,000	6,419,000	6,047,314	7,800,000	6,766,000	4,357,000	4,469,000	3,334,167	6,480,000	4,316,000	
Total	94,862,400	84,219,930	74,843,262	74,325,000	73,959,000	74,605,605	76,961,000	83,505,000	75,437,000	65,527,000	53,460,667	55,810,835	75,211,835	60,945,000	41,649,000

**Water Sales - Gallons Billed Out to Town Customers**

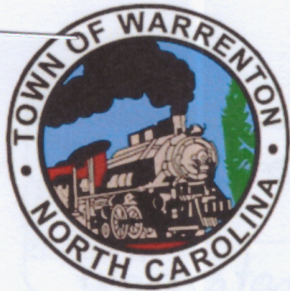
	FY 2011 - 2012	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Month	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold
July	5,044,040	4,746,009	3,983,000	4,987,000	3,955,000	4,478,000	3,656,000	4,588,000	6,318,006	4,692,003	3,760,000	3,360,000	3,711,000	3,447,000	3,265,000
August	6,226,031	5,874,014	4,779,000	5,304,000	5,914,000	3,956,000	5,043,004	4,266,000	6,810,003	4,553,003	3,793,000	3,458,000	3,261,000	3,105,000	3,326,000
September	5,175,024	4,242,015	4,735,000	4,478,000	5,627,000	5,082,000	3,994,000	4,369,000	5,412,004	4,302,001	3,658,000	3,355,000	3,419,000	3,318,000	3,401,000
October	4,602,016	3,859,012	4,270,000	3,592,000	3,875,000	3,815,000	3,772,000	4,110,000	7,454,004	3,772,000	3,445,000	3,516,000	3,496,000	2,931,000	3,191,000
November	5,403,028	3,849,010	4,041,000	4,466,000	4,851,000	4,790,000	4,557,000	4,020,000	4,716,004	4,041,000	3,510,000	3,266,000	3,253,000	3,179,000	3,384,000
December	4,149,021	4,348,014	3,852,000	4,597,000	4,237,000	3,317,000	3,837,000	3,764,000	4,592,004	3,293,007	3,703,000	3,016,000	3,737,100	3,011,000	2,831,000
January	4,187,013	3,934,009	4,773,000	3,708,000	4,028,000	3,543,000	4,613,000	4,417,000	3,769,003	3,500,000	3,962,000	3,422,000	3,219,100	3,017,000	3,577,000
February	4,785,012	4,690,010	4,540,000	4,529,000	4,437,000	4,440,000	4,374,000	3,829,005	4,379,008	3,751,000	3,717,000	2,982,000	3,131,000	3,687,000	3,288,000
March	4,159,011	4,315,013	5,012,000	5,543,000	4,362,000	3,883,000	3,811,000	3,622,004	3,480,004	3,280,000	3,280,006	2,992,000	2,784,000	2,796,000	2,850,000
April	4,201,009	3,687,003	4,321,000	4,965,000	4,010,000	3,797,000	4,041,000	5,713,009	3,809,003	3,650,000	4,248,000	3,367,000	3,072,000	3,170,000	
May	3,987,008	3,938,003	3,893,000	4,056,000	4,384,000	4,494,000	4,286,000	5,192,007	3,787,003	3,988,000	3,547,000	3,576,000	3,270,000	3,198,000	
June	5,473,014	5,039,000	4,096,000	5,871,000	4,650,000	4,882,000	3,843,000	3,707,007	4,378,003	4,190,000	3,765,000	3,571,000	3,808,000	3,387,000	
Total	57,391,227	52,521,112	52,295,000	56,096,000	54,330,000	50,477,000	49,827,004	51,597,032	58,904,049	47,012,014	44,388,006	39,881,000	40,161,200	38,246,000	29,113,000

**Unaccounted-For Water (%)**

	FY 2011 - 2012	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Month									%	%	%	%	%	%	%
July	38	54	33	28	34	28	43	34	19	29	44	25	51	41	32
August	30	42	21	10	16	42	18	41	8	33	24	17	46	47	26
September	36	55	21	8	6	21	33	40	12	19	13	35	53	49	26
October	35	55	23	38	37	24	37	45	33	33	13	32	61	56	28
November	22	23	29	24	10	17	22	42	20	29	26	33	66	43	15
December	42	18	28	9	29	55	58	54	10	51	10	51	30	40	36
January	33	35	28	38	30	45	41	31	33	34	12	27	32	42	22
February	17	18	34	31	28	25	19	43	19	23	9	30	15	5	44
March	53	29	28	24	34	36	40	40	34	36	8	42	39	38	36
April	50	40	33	28	24	39	32	2	38	27	13	41	18		
May	57	41	41	41	29	26	27	23	43	7	12	21	44	17	
June	45	-1	38	7	37	24	36	52	35	4	16	-7	41	22	
Average	38	37	30	24	26	32	34	37	26	27	17	27	43	35	29

**Hydrants Out of Service as of 4/7/26**

<b>Hydrant #</b>	<b>Location</b>	<b>Hydrant Brand</b>	<b>Model</b>	<b>Barrell Size</b>	<b>Year</b>	<b>Description of Problem (vehicle damage, leaking, etc.)</b>	<b>Parts Needed</b>
19	West Ridgeway & Spring St.	MH	#445310	?	1974	No water coming out of hydrant	
47	Wilcox & Spring	Clow	Medallion	4 1/2	2013	Inadequate Flow	We have the tool to try to repair this hydrant
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	
33	Across from 514 W Franklin St.	WATEROUS	W-67U	?	?	Hydrant assembly is seized.	
41	320 N. Main Street	Mueller	Centurion	4 1/2	2002	Vehicle Damage	Flange and large pumper nozzle cap.
52	End of Pluto St.	Kennedy	150`	?	1974	Hydrant assembly is seized.	
66	209 Warren St.	USP	855600	5 1/2	1984	Hydrant assembly is seized.	
72	204 Red Hill Loop Rd.	USP	85560	5 1/2	1984	Flange is broken - hydrant leaks.	Flange kit should be here by 4/20/26
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	Cannot be repaired
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant	



# Town of Warrenton Public Works

113 S Bragg St | PO Box 281  
Warrenton, NC 27589  
Office: (252) 257-3315 | Fax: (252) 257-9219  
warrenton.nc.gov

## Sewer Adjustment Request

Name Catherine Hester

Account Number 002-0000110-1

Phone Number 252-820-2033

Service Address 179 Ferguson Dr. Warrenton NC 27589

A sewer adjustment may offset the sewer cost associated with increased water usage from pool filling, outdoor watering, or plumbing leaks. To be eligible for sewer adjustment, consumption for the requested billing cycle must exceed the account's 12-month average by more than 1,000 gallons. All requests should be submitted before the due date. Eligible requests will be forwarded to the Town Administrator for review. If a request for a sewer adjustment is pending as of the due date, the full invoice amount remains payable to prevent late penalties and/or service disconnection. Any approved adjustment will be subsequently credited to the account.

Billing Cycle Jan 15 - Feb 16

Reason for Request:

- Leak – To be eligible, please clearly identify the location of the leak and submit documentation of repair with this request. Ongoing leaks will not be considered for adjustment.

Location of Leak main water line busted going into house

Documentation Included plumber invoice

- Outdoor Watering

- Pool Filling – To be eligible, please provide exact date(s) pool was filled. Additional requests made due to refilling the pool within the same calendar year require photographic documentation confirming the pool was not drained into the sewer system.

Date(s) Pool was Filled \_\_\_\_\_

Signature Catherine Hester

Date 3-11-2020

### For Town of Warrenton Use Only

12-Month Consumption Average 2K

Billing Cycle Usage 15K

Requested Adjustment in Gallons 13K

Sewer Usage Rate \$18.06

Total Requested Adjustment \$234.78

Eligible for Adjustment?  Yes  No

Clerk Initials [Signature] Date 3.12.2020

Adjustment:  Approved  Denied

Entered in FMS By: \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator Signature requires Board approval

Date 4.13.2020



# Town of Warrenton Public Works

## Invoice

113 S Bragg St | PO Box 281  
Warrenton, NC 27589  
Office: (252) 257-3315 | Fax: (252) 257-9219  
warrenton.nc.gov

Date	Invoice #
2/9/2026	26-439

### Sewer Adjustment Request

Name Warren Vance LLC  
Phone Number 252-257-6213

Account Number 005-0001150-2  
Service Address 816 US Hwy 158 Bus West  
Warrenton NC, 27589

A sewer adjustment may offset the sewer cost associated with increased water usage from pool filling, outdoor watering, or plumbing leaks. To be eligible for sewer adjustment, consumption for the requested billing cycle must exceed the account's 12-month average by more than 1,000 gallons. All requests should be submitted before the due date. Eligible requests will be forwarded to the Town Administrator for review. If a request for a sewer adjustment is pending as of the due date, the full invoice amount remains payable to prevent late penalties and/or service disconnection. Any approved adjustment will be subsequently credited to the account.

Billing Cycle Jan 15, 2026 - Feb 16, 2026

Reason for Request:

Leak - To be eligible, please clearly identify the location of the leak and submit documentation of repair with this request. Ongoing leaks will not be considered for adjustment.

Location of Leak Outside, Backflow Pipes  
Documentation Included Invoice from plumber

Outdoor Watering

Pool Filling - To be eligible, please provide exact date(s) pool was filled. Additional requests made due to refilling the pool within the same calendar year require photographic documentation confirming the pool was not drained into the sewer system.

Date(s) Pool was Filled \_\_\_\_\_

Signature [Signature] Francis Aniekwensi Date 3-26-26

#### For Town of Warrenton Use Only

12-Month Consumption Average 2K Billing Cycle Usage 22K

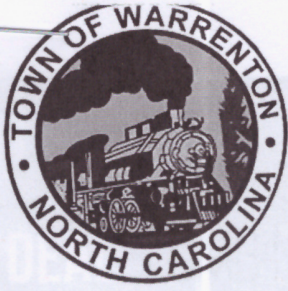
Requested Adjustment in Gallons 20K Sewer Usage Rate \$18.06

Total Requested Adjustment \$361.20

Eligible for Adjustment?  Yes  No Clerk Initials [Signature] Date 3-26-26

Adjustment:  Approved  Denied Entered in FMS By: \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator Signature requires board approval Date 4-13-2026



# Town of Warrenton Public Works

Invoice #1052

113 S Bragg St | PO Box 281  
Warrenton, NC 27589  
Office: (252) 257-3315 | Fax: (252) 257-9219  
warrenton.nc.gov



## Sewer Adjustment Request

Name Edward Wooldrige

Account Number 005-0000590-1

Phone Number (252) 326-2905

Service Address 204 westridgeway st warrenton nc 27589

A sewer adjustment may offset the sewer cost associated with increased water usage from pool filling, outdoor watering, or plumbing leaks. To be eligible for sewer adjustment, consumption for the requested billing cycle must exceed the account's 12-month average by more than 1,000 gallons. All requests should be submitted before the due date. Eligible requests will be forwarded to the Town Administrator for review. If a request for a sewer adjustment is pending as of the due date, the full invoice amount remains payable to prevent late penalties and/or service disconnection. Any approved adjustment will be subsequently credited to the account.

Billing Cycle Feb2026

Reason for Request:

- Leak – To be eligible, please clearly identify the location of the leak and submit documentation of repair with this request. Ongoing leaks will not be considered for adjustment.

Location of Leak upstairs bathroom toilet leaked into the ceiling and outside had to cut ceiling portion to r

Documentation Included plumbers invoice

- Outdoor Watering
- Pool Filling – To be eligible, please provide exact date(s) pool was filled. Additional requests made due to refilling the pool within the same calendar year require photographic documentation confirming the pool was not drained into the sewer system.

Date(s) Pool was Filled \_\_\_\_\_

Signature FOR D. Steeno Date 01 Apr 2026

### For Town of Warrenton Use Only

12-Month Consumption Average 3K

Billing Cycle Usage 2K

Requested Adjustment in Gallons 2K

Sewer Usage Rate \$13.41

Total Requested Adjustment \$281.61

Eligible for Adjustment?  Yes  No

Clerk Initials [Signature] Date 4.1.2026

Adjustment:  Approved  Denied

Entered in FMS By: \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator Signature requires board approval Date 4.13.2026

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(03/01/2026 - 03/31/2026)

---

<No Event Type Specified>	1	911 Hang-up	1
Accident	6	Alarm Activation	5
Animal Complaint	1	Assault-Physical	1
Assault-Sexual	1	Assist Elderly/Lost person	1
Assist Fire Dept	1	Assist NPD	1
Assist WC EMS	2	Assist WCSO	6
Civil Dispute	2	Complaint	3
Disabled Vehicle	1	Dispute	2
Disturbance	1	Escort	2
Follow up Investigation	2	Foot Patrol	8
Fraud	1	Investigation and/or Interview	11
Livestock in roadway	2	Open Door (Business)	1
Other	6	Patrol	11
Property Check – Business	77	Property Check – Residential	19
Suspicious Person / Vehicle	1	Talk with Officer	11
Traffic Control	3	Traffic Stop	6
Trespassing	2	Welfare Check	2

---

**Total Number Of Events: 201**



# Warrenton Police Department



Board of Commissions Meeting - April (reporting period: **March**)

DATE	EVENT TYPE	STATUS
3/6/2026	Assault on a Female	Active
3/9/2026	Obtaining a Thing of Value by Financial Transaction Card Fraud	Active
3/14/2026	Investigation	Active
3/16/2026	Investigation	Active
3/17/2026	Larceny	Active
3/19/2026	Call for Service	Active
3/21/2026	DOA	Closed
3/30/2026	Hit and Run Failure to Stop at Scene of Crash	Active



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

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

---

### **BOC Meeting March 2026 – Action Items Checklist**

1. Make changes to zoning map with Reynolds Tavern change. (cont.)
2. Execute recombination deed with Mayor and submit to Mitch Styers for filing at Register of Deeds.
  - ✓ Awaiting a reply from Mitch Styers
3. Investigate options to opt out of early voting and voting at one location on election day
  - ✓ Contacted Debbie Formyduval. Will follow up when she returns from surgery.
4. Contact owner of tire business at S. Front and W. Franklin Streets about pile of tires being a nuisance.
  - ✓ Emailed Claude O’Hagan before sending nastygram to tenant. Spoke to tenant as well. Tires have been removed.
5. Check on restocking fee with Mosca, if change order to bulbs and bows.
  - ✓ No restocking fee
6. Postpone Budget Amendment 10 until April BOC meeting
  - ✓ Done
7. Send out engineering RFQ
  - ✓ Sent to Wooten and Bolten-Menk. Ad placed in Warren Record on April 1.



# Warrenton Budget Amendments

Date: 4/13/2026  
 Number: 16

Purpose of Amendment: The purpose of this BA is to pay for tires for the garbage truck.

Fund Name:

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Fund Balance App/37-395-396	1,350	-
	-	
<b>Subtotal</b>	<b>1,350</b>	<b>-</b>
<b>Total</b>	<b>1,350</b>	
<b>Grand Total</b>	<b>-</b>	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Vehicle Maint/37-801-352	1,350	-
	-	
<b>Subtotal</b>	<b>1,350</b>	<b>-</b>
<b>Total</b>	<b>1,350</b>	



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

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

---

**Meeting Minutes  
Human Resources Committee of BOC  
March 31, 2026**

Commissioner and Human Resources Committee Chair, Nat White, called to order the meeting of the HR Committee of the Board of Commissioners at 2:00 PM at Town Hall. In attendance were fellow Commissioners and committee members, Mary Hunter and Aaron Ayscue as well as Finance Director Meredith Valentine.

Meredith provided relevant policy excerpts from the Town’s Personnel Manual indicating that the Town Administrator is not covered under Article V Section 21 pertaining to Professional Development. Meredith recommended to the committee a 5% increase in the Town Administrator salary for a certificate received as a Zoning Official through the UNC School of Government.

Meredith also recommended a language addition to the personnel manual:

“Any proposed increase in salary for the Town Administrator shall be governed by the following process: the Human Resources Committee will evaluate the proposed increase. Upon approval or recommendation by the Human Resources Committee, a proposal will be presented to the Board of Commissioners for final consideration and approval.”

Recommendations will be made at the April 2026 Board of Commissioners meeting.

With no further business the meeting was adjourned.

## ARTICLE I. GENERAL PROVISIONS

### *Section 1. Purpose*

The purpose of these policies is to establish a personnel system that will recruit, select, develop and maintain an effective and responsible work force. These policies are established under the authority of Chapter 160A, Article 7 of the General Statutes of North Carolina.

### *Section 2. Application of Policies, Rules and Regulations*

The Personnel Policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Administrator, Town Attorney, members of the Board of Commissioners and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this Policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

The Town Administrator shall be included and covered by the provisions of the following Articles and Sections:

Article 1, Section 4; Article 4, Section 1, 3, 4, 5, 6, 7, 8, 10, 12; Article V, Section 12, 15; Article VI; Article VII, Section 3, 4, 6, 7, 10, 11, 13, 14, 15; Article XI; Article XII.

### *Section 3. Definitions*

Adverse Action. A demotion, dismissal, reduction-in-pay, layoff, suspension, or undesirable transfer.

Completed Year. A period of twelve (12) calendar months in which the employee is in active pay status or is receiving Worker's Compensation payments while on leave without pay.

Full-time Employee. An employee, either regular or temporary, who is regularly scheduled to work the number of hours per workweek designated by the Town Board as full-time.

Grievance. A claim or complaint based upon an event or condition which affects the circumstance under which an employee works, allegedly caused

**Call-Back Pay.** Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours when not on call. Non-exempt employees will be paid at the established hourly rate of pay for hours worked outside their normal schedule if they are actually required to return to work and will receive overtime for eligible overtime hours. The minimum of two hours pay is guaranteed for non-exempt employees who are called back or actual hours worked whichever is greater. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance). If more than one callback occurs within a given shift, total callback time cannot exceed two hours unless the work time exceeds two hours.

### *Section 19. Payroll Deductions*

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Town Administrator as to capability of payroll equipment, associated increase in workload and appropriateness of the deduction.

### *Section 20. Return of Town Property*

An employee who leaves employment with the Town, whether by way of voluntary resignation, suspension or termination shall be required to return all items of equipment and supplies; including uniforms, owned by the Town. Return of such equipment must precede the issuance of such an employee's final paycheck.

### *Section 21. Pay for Professional Development*

Employees hired on or after July 1, 2014, shall be eligible to receive a 5% salary adjustment after the successful completion and upon receipt of certification of approved courses of study determined to be critical to town operations. Employees hired on or before June 30, 2014, shall be eligible to receive a one-dollar per hour salary adjustment after the successful completion and upon receipt of certification of approved courses of study determined to be critical to Town operations.

An employee must demonstrate a strong commitment to the Town, a strong cooperation with co-workers and supervisor, and a personal level of maturity to be eligible for consideration of Professional Development. Approval of Professional Development shall be at the sole discretion of the employee's supervisor with input from the Town Administrator.



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

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

---

**STATUS OF GRANTS (Changes are underlined)**

**NC DEQ Wastewater Asset Inventory & Assessment AIA-W-0349**

Warrenton has been awarded \$150,000 to assess its wastewater infrastructure

**NC DEQ Water Asset Inventory & Assessment AIA-D-0346**

Warrenton has been awarded \$150,000 to assess its water infrastructure

**NC DEQ Waste Water SRP-W-0224**

- Town awarded \$1,000,000 for improvements to the town's sewer lines. (SRP projects limited to \$3MM award every 5 years for both water and sewer.) Engineering plans due to State by December 2025. Possible project bid Spring 2026.

**NC DEQ WWTP SRP-W-0220**

- \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring oxidation ditch #2 online. Engineering plans being developed, due to State by June 2026.

**NC DEQ Water Infrastructure Rehab SRF-D-2057**

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.) Engineering plans have been submitted to the State for review. DEQ has approved engineering design plans.

**NC DEQ Water AIA Stormwater Planning SRP-SW-0007**

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award. A team has inspected all stormwater infrastructure and is in the process of clearing any blockages found in stormwater pipes.

**NCDEQ: WWTP Improvements SRP-W-0044**

- Warrenton has been approved grants to receive \$3,000,000. ER will need to be adjusted for \$3,000,000 to utilize grant funds only and not a loan. This grant may be combined with \$2,000,000 already awarded for WWTP.

### **FEMA Generator Grant:**

- Town on the list to receive funding to establish backup generators at Red Hill Loop and Ridgeway Warrenton pump stations totaling approximately \$170,000. Sent State opt in to State Centric project bidding and management process. A follow up agreement, reviewed already by legal, between state and town is before the BOC for approval. A 5% match is required from the Town, which is lower than usual because this award is part of Helene funding. The Town will also be required to pay for fencing. Once the agreement to manage and bid the project is signed, the state will go out to bid for 30 days. Normally, they seek three bids.

### **USDA Community Facilities:**

- USDA has awarded the Town a grant/loan package for purchase of leaf machine. \$93,000 total, requesting \$50,000 in grant funding and \$43,000 financed over 5 years with annual payment of \$9898. This grant is being closed out.

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

- This grant project has been completed and is closed out. More work was accomplished than planned as pipes were replaced upstream at the request of residents.

### **FEMA Cybersecurity Grant:**

- State and Local Cybersecurity Grant awarded to the town of Warrenton in the amount of \$48,982. Sequentially implementing parts of grant project.

### **NCDEQ:**

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$141,000. This 100% grant has been awarded to the Town of Warrenton. Installation of the EV Charging station is pending. The following is the tentative schedule:
- April 20<sup>th</sup>, start mobilization/demo
- April 21<sup>st</sup>, complete demo, saw cut existing concrete/asphalt
- April 22<sup>nd</sup>, set rack disconnect, CT cabinet, and meter can
- April 23<sup>rd</sup>, extend secondary conduit to DCFC location, rough in inspection (receive unit, pending shipment)
- April 24<sup>th</sup>, receive unit, safe off site, ready for Duke Bore and install
- April 24<sup>th</sup> through May 8<sup>th</sup> Duke Energy installation of underground bore overhead transformers and primary wiring
- May 11<sup>th</sup> Remobilize/Frame Concrete Pad for DCFC
- May 12<sup>th</sup> Pour Concrete Pad for DCFC
- May 13<sup>th</sup> Set new DCFC, and wiring
- May 14<sup>th</sup> Final Inspection
- Meter Set and Start-up Pending Duke Scheduling

### **NCLM Assistance Grant**

- Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town, to:
  - Compliance of zoning code with any updated requirements from state
  - Review of sign ordinances

- Recommendations for driveway sizes
- Estimate items to be presented to Board in Fall 2025

#### **NCDEQ Viable Utility Grant Application**

- Municipal Engineering is applying for a \$4,000,000 grant for funds available in the Spring round for viable utilities. This amount would supplement the \$2,000,000 already received to bring online the second oxidation ditch and update the current oxidation ditch.



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

---

**Historic District Commission Called Meeting  
March 23, 2026  
Minutes**

Chairman Richard Hunter called to order the meeting for the Historic District Commission at 5:30 PM at the Warrenton Town Hall. Also attending were Michael Coffman, Kate Hazen, Bobby Tippett, Cynthia Jenkins, Steve Milligan, Bob Shingler, Robert Davie, and Tracy Murray. A quorum was present.

Michael Coffman made a motion to approve the November 24, 2025, meeting minutes, with a second by Cynthia Jenkins. The motion was approved by unanimous vote.

**307 Halifax Street COA**

Richard Hunter opened the public hearing for 307 Halifax Street and asked if any ex-parte communication had taken place. Commission members Kate Hazen, Richard Hunter, and Cynthia Jenkins stated they had viewed the property several years ago when owned by the prior property owners. Mr. Hunter inquired of conflicts of interest with the COA applicants. There were none.

Applicants David and Evelyn Woodson were in attendance. Mr. Woodson was sworn in and described their request for approval to demolish the existing structure and remove three magnolia trees that have been overrun with vines causing significant damage to the trees and existing driveway of the property. Mr. Woodson stated the poor and unsafe condition of the existing structure. Kate Hazen suggested Legacy Architectural Salvage be contacted to see if any of the existing columns, doors, bricks, mantles, etc. could be salvaged. Mrs. Hazen stated she would locate the contact number for same and forward it to the applicants. Mrs. Hazen further requested that pictures of the existing structures/features be submitted to the Town and maintained with the Certificate of Appropriateness application. Cynthia Jenkins made a motion to approve the application as presented to demolish the structure and remove the three magnolia trees as requested with the stipulation to salvage whatever features remain in the house, with a second by Kate Hazen. The motion was approved by unanimous vote.

**Removal of Penalty Discussion**

Town Administrator, Robert Davie, informed the Commission that the Town Board of Commissioners has requested a recommendation from the Historic District Commission regarding a request from Chris Privette to remove penalties incurred by Mr. Privette's because of a failure to comply with Historic District Guidelines. Richard Hunter asked if any ex-parte communication had taken place. Commission member Michael Coffman stated he had spoken with Mr. Privette about the property, but that penalties were not discussed. Commission member, Cynthia Jenkins stated several people have asked her about the property in question, but not about the penalties, but she told them she could not speak on the

matter. Commission members Cynthia Jenkins, Kate Hazen, and Steve Milligan stated the need for consistency with all Certificate of Appropriateness applications and the adherence to the guidelines. They further questioned if the procedures are not followed and the decisions of the Historic District Commission not enforced then what is the use of having a Commission? There must be some accountability when property owners willfully and knowingly do not follow the guidelines set forth by the Commission. Steve Milligan questioned whether the Town could possibly put liens on property that is not in compliance with the guidelines. Town Administrator, Robert Davie stated that liens were an option, but due to legal costs the Town has never filed any. Chairman Richard Hunter made a motion to recommend a reduction of the existing \$13,000 penalty for Mr. Privette to \$10,000 upon immediate payment, and if no immediate payment is received to reinstate the daily penalty of \$100 per day as of May 1, 2026. Kate Hazen seconded the motion and the motion was approved by unanimous vote.

With no further business, the meeting was adjourned.

**106 W. Macon Street**

<b><i>Initial Non-compliance fine</i></b>	<b>\$100.00</b>
<b><i>Additional non-compliance fines</i></b>	
<b><i>Aug. 2025</i></b>	<b>\$3100.00</b>
<b><i>Sept. 2025</i></b>	<b>\$3000.00</b>
<b><i>Oct. 2025</i></b>	<b>\$3100.00</b>
<b><i>Nov. 2025</i></b>	<b>\$3000.00</b>
<b><i>Dec. 1 thru Dec. 7, 2025</i></b>	<b><u>\$700.00</u></b>
<b><i>Total fines:</i></b>	<b>\$13,000.00</b>



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

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

---

June 30, 2025

Mr. Chris Privett  
PO Box 646  
Warrenton, NC 27589

This letter serves as official notice regarding unauthorized modifications to the property located at **106 W. Macon Street**, as well as the status of Certificate of Appropriateness (COA) applications for all properties under your ownership or control.

**Violation Summary:**

- It has come to the Town's attention that modifications have been made to 106 W. Macon Street **without prior review or approval**, in **willful violation** of the Town of Warrenton Historic District Ordinances.
- These unauthorized changes were undertaken **while an application for a COA was pending for a separate property, 112 W. Macon Street**, raising concerns about intent and compliance.

**Penalties and Required Actions:**

- **A civil fine of \$100** is hereby assessed for this violation.
- You are required to **restore the property at 106 W. Macon Street to its original condition**, prior to the unauthorized modifications, within **thirty (30) calendar days** of the date of this letter.
- Failure to comply within this timeframe will result in **additional fines of \$100 per day** until full compliance is achieved.

**Impact on Future COA Applications:**

- Effective immediately, **no further COA applications will be reviewed or approved** for any property under your ownership or control until the violation at 106 W. Macon Street is fully resolved and the property is brought into compliance.

Please see the relevant ordinance excerpts included at the end of this letter for your reference. If you have any questions or wish to discuss this matter further, feel free to contact me at (252) 257-1122.

Robert Davie  
Town Administrator

## **Historic District Ordinances**

### **§153.91 Other Remedies and penalties of enforcement.**

- (A) Permit denial: An application for a Town permit or renewal thereof hereunder may be denied by the Town manager or his designee if the prospective Town permittee fails to comply with any of the requirements of sections of the Historic District ordinance, above or if a material violation exists of any provision of this article.
  
- (B) Permit revocation: The Town permit shall be revoked by the Town manager or his designee for any material violation of this article or for false representations made in securing a permit hereunder. The Town manager or his designee may revoke the Town permit by notifying the Town permittee holder in writing and stating the reason for revocation. any Town permittee whose permit is denied or revoked may appeal said denial or revocation to the full board of commissioners.
  
- (C) Civil penalty: Violation of this article subjects a violator to a civil penalty in the amount of \$100.00. The Town manager or his designee may impose a civil penalty by giving the violator a written citation either in person or by registered mail, return receipt requested. The citation shall describe the nature of the violation, specify the amount of the civil penalty being imposed, and inform the violator to pay the civil penalty or correct the violation or both within the time limit. Any order to correct a violation shall specify a reasonable time period in which the violation may be brought into compliance (the "compliance period") and no additional penalties shall be assessed until the compliance period has expired. The Town may institute a civil action in the nature of a debt collection in a court of competent jurisdiction to recover any civil penalty assessed hereunder.



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

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

---

### **Other Christmas Decoration Information**

Typical life of bulb – 5 years  
Typical life of bow – 5-7 years

Current wreaths purchased in June 2017 for \$12,770

Cost of bulb replacements: \$1 per LED bulb. 40 bulbs per wreath. 33 wreaths.  $40 \times 33 = \$1,320$

Cost of wreath replacements with alternative: \$24 per bow. 66 bows.  $24 \times 66 = \$1,584$

Cost of wreath replacements with alternative: \$55 per bow. 66 bows.  $55 \times 66 = \$3,630$

Existing variety: velvet, padded, gold trim, 18 inch

Alternative variety: velvet, solid red, 24 inch



355 Park Ave.  
 Youngsville, NC 27596  
 1 (800) 332-6798  
[www.moscadesign.com](http://www.moscadesign.com)

Created Date 11/5/2024  
 Expiration Date 11/15/2024  
 Quote Number 00001220  
 Payment Terms Net 20 Days

Prepared By Sam Hardwick  
 Email sam@moscadesign.com

Contact Name Robert Robert Davie  
 Phone Number 252-257-1122  
 Email townadministrator@warrenton.nc.gov

Bill To Name Town of Warrenton, NC  
 Bill To PO Box 281 133 S Bragg Street  
 Warrenton, NC 27589-0281  
 US

Ship To Name Town of Warrenton, NC  
 Ship To 133 S Bragg Street  
 Warrenton, NC 27589-0281  
 US

Quantity	Product	Product Code	Line Item Description	Product Description	List Price	Discounted Item Price	Total Price
1.00	C7 LED Lamps - Case of 1,000, Sun White	MD-19076			\$830.00	\$740.00	\$740.00
180.00	Frosted Pine Cone - Clusters 3x	FrostedPC-Cluster3x	6 mounted on each wreath (3 per side) at 3/6/9.		\$9.80	\$9.02	\$1,622.88
30.00	Pole Mount Wreath: Size 4.5 ft. - Single, 40 LED Bulbs, No Ornament Package	P-331-S-LED-NOP	Bows Not Included. Garland to be Two Tone Natural	Size 4.5 ft. - Single, 40 LED Bulbs, No Ornament Package // *Bow Sold Separately.	\$722.00	\$664.24	\$19,927.20
60.00	Red Velvet w/ Gold Trim - 4 Loop Bow - 18" Bow w/ 22" Tails	FBGT-4-VGT-4L-18in		Velvet is a timeless classic. With 4mm backing, these bows are more durable than import bows. Constructed using a steel frame and nylon backing to prevent tearing. Our velvet bows tend to have a lifespan of 2 - 5 years.  4 Loops with Gold Trim Bow Multiple Sizes Available: 12", 18", 24", 30", 36"	\$62.00	\$57.04	\$3,422.40

All orders paid with a credit card will include a 3% Bank Service Fee added to the final bill.  
 If freight is not quoted, then it will be billed at cost.

Subtotal \$27,884.00  
 Total Price \$25,712.48

By signing above, purchaser agrees to all terms and conditions, and authorizes Mosca Design, Inc. to place order accordingly  
**THANK YOU FOR YOUR BUSINESS**



355 Park Ave.  
Youngsville, NC 27596  
1 (800) 332-6798  
[www.moscadesign.com](http://www.moscadesign.com)

Tax	6.750%
Tax	\$115.51
Shipping and Handling	\$800.00
Grand Total	\$26,627.99

Accepted By:

---

Accepted Date:

---



Town of  
**Warrenton**  
NORTH CAROLINA

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

**APPLICATION FOR ZONING SPECIAL USE PERMIT**

\* \$300 processing fee is required \*

Date: 03/09/06

Name of Applicant: Rufus Williams

Telephone No. 252-2262496

Address: 6111 Gateway Dr Gibsonville N.C. 27249

Owner: George A. Fleming

Telephone No. (252) 438-0548

Address: P.O. Box 595, Warrenton 27589

Current Zoning: C-1

Tax Number of Parcel: \_\_\_\_\_

Location of Land for which the Special Use is being requested: 202 W. Franklin St. 27589

NOTE: We (George A. & Linda H. Fleming) own the property being the real estate - We rent to Mr. Rufus Williams & he is seeking to put in a car lot (former car dealer) & site was Mr. Powell -

Specific Zoning ordinance for which the variance is being requested:

special use

Special Use Request:

outdoor sales of automobiles We have no obligation for an outdoor car lot to be @ that site -

Use of each adjacent property:

outdoor sales - existing,  
WC Memorial Library

\* Attach additional pages as necessary \*

Explain how all applicable specific conditions pertaining to the proposed use have been or will be satisfied;

The business will be maintained in a ordinance  
will all good business practices and will be positive for the town

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

The building already is in an existing part of the  
town traffic will flow accordingly

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

off street parking will be available minimum return emergency  
access open the only impact will generate a positive for the town

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

the business will maintain the existing arrangement

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

the business will maintain the existing arrangement

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

will maintain regular business hours minimum  
employees and will add value to the area

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

There's a new time business access from us so there  
will be complimentary use which will be good for the area

\* Attach additional pages as necessary \*

Explain how the use will not be a detriment or deterrent to economic development;

The car business and adjacent tire business will  
improve the area and create a economic flow

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

The auto business will go along with the existing  
tire business generating a positive to the area

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

Lies within G-1 district - consistent with  
comprehensive plan

Rob Waller  
Signature of Applicant

~~For Town Staff Use Only~~

Fee Paid: \$ ✓ (\$300.00)

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Robert F. Davie, Jr.  
Town Administrator

Town of  
**Warrenton**  
NORTH CAROLINA

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

**APPLICATION FOR ZONING SPECIAL USE PERMIT**

\* \$300 processing fee is required \*

Date: 11/15/26

Name of Applicant: Ruth Reid (Kangaroo Kids) Telephone No. 252-257-9108

Address: 139 South Main St. Warrenton, N.C.

Owner: Ruth Reid Telephone No. 252-820-9651

Address: 157 Oak Rd. Macon, N.C.

Current Zoning: \_\_\_\_\_ Tax Number of Parcel: \_\_\_\_\_

Location of Land for which the Special Use is being requested:

139 Main St Warrenton

Specific Zoning ordinance for which the variance is being requested:

111.02

Special Use Request: party venue, arcade,

Use of each adjacent property: barbershop, museum

\* Attach additional pages as necessary \*

Explain how all applicable specific conditions pertaining to the proposed use have been or will be satisfied;

daytime hours, parking in rear of building, will not effect  
adjoining businesses.

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

main st. parking along with parking in rear of building

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

same as above

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

building inspected by fire marshal, working with library  
for children to visit, it is more than adequate.

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

outside + inside window are decorated and pleasing  
to the public.

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

Hours Sat. 11-6 Sun 12-5

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

The building will be for youth birthday parties.  
Provides a safe fun place for families to bring  
their children.

\* Attach additional pages as necessary \*

Explain how the use will not be a detriment or deterrent to economic development;

It will enhance the downtown business area.  
It will bring families to downtown Warrenton.

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

The business will in no way interfere with existing businesses.  
and will bring a safe entertainment area for children in the area.

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

The building is part of the buildings along Main St  
Warrenton.

Ruth K. Reid  
Signature of Applicant

**For Town Staff Use Only**

Fee Paid: \$ \_\_\_\_\_ (\$300.00)

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

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

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

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

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

Robert F. Davie, Jr.  
Town Administrator

Town of  
**Warrenton**  
NORTH CAROLINA

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

**APPLICATION FOR GAME ROOM PERMIT**

DATE: 11/14/25

The Town of Warrenton requires an investigative background check pursuant to the Town Ordinances regarding Amusements (Chapter 111). The Applicant acknowledges that the Town may now, or at any time while the gaming operation is in existence, perform a background check, which may include but not limited to: driving record, criminal records from Federal, State or Local criminal justice Agency in North Carolina or any other State. The results of this process will be used to determine eligibility for a Game Room in the Town's zoning district. All results will be kept CONFIDENTIAL.

Applicant Name (First Middle Last): Ruth Kathleen Reid

Other Name(s) Used (like Maiden): Robaly

Social Security Number: 156-46-8790 Sex. Race: Female / white

Driver's License No. and State of Issue: 000003873430 NC

Month, Day and Year of Birth: 10/16/1953

Place of Birth (City, State, Country): Irvington, N.J. USA

Current Address (street address): 157 Oak Rd.

Current City, State, Zip Code: Macon, NC 27551

Former Address (1): \_\_\_\_\_

Former City, State, Zip Code: \_\_\_\_\_

Former Address (2): \_\_\_\_\_

Former City, State, Zip Code: \_\_\_\_\_

How many employees does the business have? 1

What are the operating hours of business? Saturday 12 noon to 7pm

How did the applicant become involved in this business? owner

Background Application Page 2

List any other partners and/or shareholders in the business:

N/A

List any other businesses that the applicant is associated with:

N/A

List five (5) character references including address and telephone numbers:

David Erdmann 336-258-0024 Mt Airy, N.C.  
Sherry Herman 919-691-0116 Whiteville, N.C.  
Kyle Freeman 252-326-5053 Macon, N.C.  
Dana Conn Arcola, NC  
Eric Freeman 252-673-1416 Creedmoor, NC

I have carefully read and understand this disclosure and consent form and by my signature consent for the Town of Warrenton Police Department to conduct and prepare an investigative report in conjunction with my application for a Game Room permit. I further understand that this consent will apply during the period that the Game Room is in operation and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that refusing or revoking consent may be cause for revoking my Game Room permit.

I, the undersigned Applicant, do hereby certify that the information provided by me for the purpose of a Game Room permit is true and complete to the best of my knowledge. I understand that if I am granted a permit any false statements will be considered as a cause for revocation of my license to operate a Game Room in the Town of Warrenton.

I authorize the Town of Warrenton Police Department to conduct a background investigation as required by Warrenton Code of Ordinances Chapter 111 and hereby authorize the release of records that may be required to complete this investigation.

Ruth K. Reid  
Applicant Signature

11/14/25  
Date

Ruth K. Reid  
Typed or Printed Name



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

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

---

### **RESOLUTION BY 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 WWTP Oxidation Ditch Improvements, 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, NC:**

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 13<sup>th</sup> day of April, 2026 at 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 13<sup>th</sup> day of April, 2026; 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 13th day of April, 2026.

---

(Signature of Recording Officer)

---

(Robert Davie, Town Administrator)

**STATE OF NORTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY MANAGEMENT**

AND

**TOWN OF WARRENTON**

**MEMORANDUM OF AGREEMENT (MOA)**

**MOA#: 4827-0018**

**DPS Fund Code: 4465DRN00000185**

**MOA Amount: \$169,767.00**

**County: Warren**

**Tax ID/EIN#: 56-6001362**

**MOA Period of Performance: See Section 22. Period of Performance/Period of Agreement**

This Memorandum of Agreement (“MOA” or “Agreement”) is made by and between the **TOWN OF WARRENTON** (“Town” or SUBRECIPIENT/SUBGRANTEE), and the **NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MANAGEMENT** (“State” or “NCEM” or AGENCY/GRANTEE). For the purposes of this memorandum, the Town of Warrenton will be referred to as “Town” throughout this document and the North Carolina Department of Public Safety, Division of Emergency Management will be referred to as “State.”

WHEREAS, the Town of Warrenton completed the State Centric Election Form for all North Carolina Sub-Applicants (Subrecipients) and selected the Opt-In Section agreeing to participate in the State Centric Model this the 2<sup>nd</sup> day of February 2026;

WHEREAS, the North Carolina Emergency Management Act, N.C.G.S. § 166A-19 et. seq. and N.C.G.S. §§ 143B-1000 and 166A-19.12(10) and (13) authorize the relationship as described herein; and

WHEREAS, the North Carolina Emergency Management Act, N.C.G.S. § 166A-19.12(26) authorizes the Division to contract for services from vendors in (i) repair, replacement, construction, or improvements to infrastructure or equipment on private residential structures or public structures damaged as a result of hazard mitigation and (ii) construction or improvement of infrastructure to support hazard mitigation on private residential structures and public structures for the purpose of implementing hazard mitigation programs on behalf of the State or political subdivisions of the State to implement the federal Hazard Mitigation Grant Program on behalf of the State or political subdivisions; and

WHEREAS, the State and the Town represent that it is fully qualified, possesses the requisite skills, knowledge, qualifications, and experience to provide the services identified herein, and does agree to perform as described herein;

NOW, THEREFORE, the State and the Town do mutually agree as follows:

**(1) SCOPE OF WORK**

The State and Town shall implement the Hazard Mitigation project summarized below and as described in the approved project application (**Project 4827-0018**) and in accordance with the State Centric Plan. The approved project Application and the State Centric Plan are hereby incorporated by reference into this Agreement as if fully set out herein.

**No Sub-Recipient Management Costs (SRMC) were requested in conjunction with this project, so none have been obligated. According to the 2024 Hazard Mitigation Assistance Program and Policy Guide Part 13 B, all recipients and subrecipients must apply for management costs before the HMGP application deadline. If a recipient or subrecipient does not apply for management costs by the application deadline, management costs will no longer be available for the remainder of the project**

<b>Project</b>	<b>5% SRMC Available</b>	<b>SRMC Awarded</b>	<b>SRMC Remaining</b>
<b>4827-0018-F</b>	\$8,488.35	\$0.00	\$8,488.35

*\*The “SRMC Available” amount listed above is the total amount that is available for the lifespan of the project and is based on the current approved Total Project Costs. The SRMC Available amount is subject to change based on cost underruns or cost overruns or property withdrawals. **An application for SRMC must be received prior to the HMGP application deadline for this amount to remain available.** The “SRMC Awarded” amount reflects the SRMC Awarded at the time of the FEMA award for SRMC costs. This number is based on estimates that were provided to FEMA at the application stage. Upon request and justification from the Town, the State can seek the release of additional “SRMC Remaining” funds for the Town beyond the initial SRMC Awarded amount.*

*To receive any reimbursement of SRMC funds, whether designated Awarded, Available, or Remaining, the Town must justify work **actually performed through the submission of the reimbursement forms found in Attachment B to the State.** The Town will submit Requests for Reimbursements (RFRs) through the designated submission platform (e.g. Salesforce, EM Grants) using the forms found below in **Attachment B.***

The State, on behalf of the Town, will purchase and install two (2) 25 KW diesel generators and automatic transfer switches at the sites listed in the table below (one generator per site). Each generator will be installed on a concrete pad. The generators will provide backup power to these critical facilities, ensuring the facilities can provide uninterrupted service during and after severe weather events.

Site Location:

	<b>A</b>	<b>Town</b>	<b>State</b>	<b>ZIP Code</b>	<b>Latitude</b>	<b>Longitude</b>
1.	145 Ridgeway-Warrenton Rd.	Warrenton	NC	27589	36.407088	-78.167343
2.	284 Red Hill Loop Rd.	Warrenton	NC	27589	36.409964	-78.138878

**THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

(2)

**CONDITIONS**

**AGENCY/GRANTEE (State) shall:**

- 1) Provide oversight to all contract work and be the initial point of contact for the Town to obtain answers to questions on behalf of local leadership (See **Attachment A**).
- 2) Process reimbursement requests for all billable time of the Town. The State will provide support for filling out these requests in the form of providing documents and advice regarding the reimbursement process. If a reimbursement is returned for lack of information or documentation, Hazard Mitigation (HM) Section Project Managers (PM) will contact the designated Town POC to discuss what is missing so corrections can be timely made and resubmitted for payment. The Town must submit complete documentation acceptable to the State to receive reimbursement. Attached to this MOA are blank reimbursement forms for the Town to submit their documentation to the State. (**Attachment B**).
- 3) Be available to meet with Town leadership if any questions about the project need to be answered in a public forum. The Town POC should notify the HM Project Manager as far in advance as possible so schedules can be worked out to attend Town meetings. Acknowledgement of request/decision by HM to meet with Town leadership will be communicated within 14 calendar days to Town POC.
- 4) Coordinate contracts related to this project. The coordination of contracts will include the preparation, submission, review, and selection of contractors for each project. As part of these responsibilities, the State will review Cost Reports for invoices incurred and review and approve eligible expenses against project.
- 5) Set up and deliver the **Project Kick-Off Meeting** with the Town and Contractor to review and receive feedback from the Town on the project budget, project scope of work, project timelines/milestones, and associated roles and responsibilities between State, Town, and Contractors. The State will deliver this meeting and Town participation will be required.
- 6) Be available to answer any questions regarding the conditions and responsibilities of the Town that are outlined in this Agreement. The role of the State, in addition to procurement-related and project management activities, is to be a resource for information and subject matter expertise.

**SUBRECIPIENT/SUBGRANTEE (Town) shall:**

1) Serve as point of contact from application intake to project completion. Town responsibilities will include communicating with local leadership and other community stakeholders about project progress and collecting the documents necessary for project success that may be required by the State and Contractor.

Specifically, some of the tasks of the Town may include, but are not limited to:

- Assisting State and Contractor with required documentation collection.
- Periodic phone calls/updates to local leadership and community stakeholders.
- Scheduling appointments for contractor(s) to visit sites when necessary.
- Participating in site visits when requested, especially as it regards to questions on generator sizing and specifications.
- Attending meetings regarding contract work and bidding (**See Attachment A**).

All of these and other related activities and the time spent must be documented on the SRMC forms in order to receive reimbursement. (**See Attachment B**).

In accordance with the provisions of 42 U.S.C. 5155 (Section 312 of the Stafford Act) duplication of benefits is prohibited. As noted above, the Town shall perform a duplication of benefits analysis and notify the State of the existence of any insurance coverage for the costs identified in the approved project application, and of any other entitlement to or recovery of funds from any other source for the project costs, including other Federal, State, and private funding.

*The State will provide a DOB spreadsheet to the Town that will provide assistance in confirming the existence of FEMA, State, and NFIP funding to assist in the DOB analysis.* The Town will be responsible for producing documents from the Town to confirm or deny the proper use of all prior recovery funds.

2) Coordinate with local leaders and community government officials including but not limited to, answering routine questions and updates locally, forwarding questions to the State if needed and coordinating meetings with the State and local leadership.

3) Be available to the State during the contracting phase to answer questions from the State and potential bidders as they arise during the bidding process. More specifically, the Town shall be available to answer questions regarding specifications and needs particular to the generator(s) and site(s).

4) Take part in all pre-construction, pre-project, and project update meetings with the contractor and the State to ensure they are fully briefed on all aspects of the project and can provide estimated timelines to their leadership.

The State may require additional reports as needed in order to complete the project before the end of the Period of Performance (POP) established by FEMA in the FEMA award letter. Such additional reports could include new and additional FEMA requirements. The Town shall, as soon as possible, provide any additional reports or documentation requested by the State. The State contact will be the HM Project Manager for all reports and requests for reimbursement. In addition, the initial POP established in the FEMA Award letter may be extended. The State will notify the Town by letter of any such extensions through communication to the Designated Agent.

5) The Town shall ensure flood insurance requirements for the properties. **If the project is a generator project, the Town will be required to maintain an Operations and Maintenance Plan so that it is available for review if/when requested. The Plan must identify who will maintain the generator and what funds will be used to maintain the asset.**

6) Submit SRMC reimbursement requests of billable hours spent conducting the above tasks to the State. Reimbursement requests will be made through the designated submission platform. The State will be available to assist with any questions about using the designated submission platform or reimbursements. Each reimbursement request at a minimum must include:

- Town Point of Contact's (POC) Name
- Task Being charged for (to include property address)
- Rate for POC
- Number of hours being reimbursed

To receive SRMC funds under this agreement, the Town shall complete the Designated Agent Form and forward it to the HM Project Manager. If the Town designates different representatives or designated agents, the Town shall notify the State within 30 calendar days of this change. If the new agent is not already listed on the current Designated Agent form as a Secondary Agent, the Town will be required to fill out and provide an updated form.

6) A standardized form will be used in the submission for SRMC funds against the Town Management Costs. The State has provided this form in **Attachment B**. The State can provide additional forms if the Town requests.

(3) **BUDGET AND FUNDING**

The State and Town will review Cost Reports for invoices incurred, and review and approve eligible expenses against project **4827-0018**, which is a sub-award in the **Cost Center#: 206659-0-0-6024-19H0000038**

**Budget Information Total/Total Project Costs: \$169,767.00**

*\*\*\* Amount above does not include SRMC. SRMC amount is subject to change based on cost underruns or cost overruns or property withdrawals. An application for SRMC must be received prior to the HMGP application deadline for this amount to remain available.*

(4) **COMPENSATION**

The State will provide the Subrecipient Management Cost funds to the Town as provided and allocated by FEMA in the Award Letter dated **January 14, 2026**. To receive SRMC funds, the Town must justify time spent on the project by the submitting SRMC justification form (**Attachment B**) for the project tasks and awarded properties listed above. The Town may submit this SRMC justification form every 30 days or whenever is most convenient to the Town. The SRMC justification form must be submitted through Designated submission platform. SRMC funds are subject to change based on cost underruns or cost overruns or property withdrawals. (**See Section 1**).

(5) **DEOBLIGATION**

Pursuant to Paragraph 11 herein and the applicable federal regulations, including but may not be limited to, 2 CFR 200.338, 200.339, 200.345, 200.346, the State must disallow or de-obligate all remaining sub-recipient management costs at the end of the project's Period of Performance.

(6) **REIMBURSEMENT**

All costs must be verified through time sheets and other appropriate documentation, which document the employee's name, hours worked in support of this grant, specified in detail in paragraph two (2) "**Conditions**"; the tasks performed on each property, and the employee's pay rate. Payment shall be submitted to the Town after receipt of properly completed Requests for Reimbursement through the designated submission platform, within thirty (30) days after receipt of completed time sheets. (**See Attachment B**)

(7) **INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES**

The Town and the State shall be governed by applicable State and Federal laws, rules, regulations, guidance, and policies.

(8) **MODIFICATION OF AGREEMENT**

Either party may request modification of the provisions of this Agreement upon written mutual agreement of the Parties. Examples of such modifications may include but are not limited to changes in the Scope of Work, Cost, Period of Performance extensions or extensions of this Agreement itself. These changes, which are mutually agreed upon, shall be valid only when agreed upon in writing by both parties.

(9) **RECORD KEEPING AND AUDITS**

All financial and programmatic records, supporting documents statistical records and other records of the State and Town shall be retained pursuant to 2 C.F.R. Part 200, 09 NCAC Part 3M, and the applicable Records Retention Schedule. All original records pertinent to this Agreement shall be retained by the State and Town for **5 years** following the date of termination of this Agreement or of submission of the final closeout report or the applicable Records Retention Schedule, whichever is later, with the following exceptions:

If any litigation, claim or audit is started before the expiration of the five-year period and extends beyond the five-year period, the records will be maintained until all litigation, claims, or audit findings involving the records have been resolved.

The Town, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the State, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the State.

The Town shall also provide the State with the records, reports, or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(10)

**LIABILITY**

- (a) Nothing in this Agreement, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this Agreement. This Agreement does not give any person or entity other than the parties hereto any legal or equitable claim, right, or remedy. This Agreement is intended for the sole and exclusive benefit of the parties hereto. This Agreement is not made for the benefit of any third person or persons. No third party may enforce any part of this Agreement or shall have any rights hereunder. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement.
- (b) Except as otherwise provided in subparagraph (c) below, the Town shall be solely responsible to parties with whom it shall deal in carrying out the terms of this Agreement and shall save the State harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, the Town agrees that it is not an employee or agent of the State, but is an independent contractor.
- (c) The Town agrees to be fully responsible for its own negligent acts or omissions or tortious acts. Nothing herein is intended to serve as a waiver of sovereign immunity by the State or any other recipient or subgrantee to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of North Carolina to be sued by third parties in any matter arising out of any contract.

(11)

**DEFAULT: REMEDIES: TERMINATION/OPT OUT**

- (a) If any of the following events occur ("Events of Default"), all obligations on the part of the State to make any further payment of funds hereunder shall, if the State so elects, terminate, and the State may at its option exercise any of its remedies set forth herein, but the State may make any payments or parts of payments after the happening of any Events of Default without thereby waiving the right to exercise such remedies, and without becoming liable to make any further payment:
  - 1. If any warranty or representation made by the Town in this Agreement or any previous Agreement with the State shall at any time be false or misleading in any respect, or if the Town shall fail to keep, observe or perform any of the terms or covenants contained in this Agreement or any previous agreement with the State and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;

2. If any reports required by this Agreement have not been submitted to the State or have been submitted with incorrect, incomplete, or insufficient information.

*Note: If any reports required by this Agreement were not submitted or were submitted with incorrect, incomplete, or insufficient information and this failure was based on a reasonable reliance on information or guidance from the State that itself turned out to be incorrect and such reliance can be demonstrated, then this reliance and the resulting reports or lack thereof will not constitute an Event of Default under this Agreement.*

3. If the Town elects not to perform any of the work/conditions called for under this Agreement or perform in a timely manner;
4. If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, DHS, FEMA, the N.C. General Assembly, or the Office of State Budget and Management;
5. Additional conditions of default include misuse of funds; fraud; lack of compliance with applicable rules, laws and regulations, and refusal by the Town to permit public access to any document, paper, letter, or other material subject to disclosure under N.C. General Statutes.

- (b) Upon the happening of an Event of Default, the State shall give written notice of the conditions of default, setting for the ground or grounds upon which such default is declared (“Notice to Cure”). The Town shall have ten (10) days from receipt of the Notice to Cure or unless a shorter time is determined by the State to be necessary. Upon written notice to the Town and upon the Town’s failure to timely cure, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of the following remedies shall not preclude the State from pursuing any other remedies contained herein or otherwise provided at law or in equity:

1. Terminate this Agreement for Cause, provided that the Town is given at least thirty (30) days prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail return receipt requested, to the Designated Agent and address listed below:

**Robert Davie  
Town Administrator  
113 Bragg Street  
Warrenton, NC 27589**

2. Commence an appropriate legal or equitable action to enforce performance of this Agreement;
3. Withhold or suspend payment of all or any part of a request for payment;
4. Exercise any other rights or remedies which may otherwise be available under law.

- (c) **Termination For Convenience.** In addition to Termination for Cause, the State may terminate this Agreement at any time by providing thirty (30) days' notice in writing from the State to the Town. If the Agreement is terminated by the State as provided in this section, the State shall reimburse the Town for those eligible items for which such option is exercised, less any payment or compensation previously made. The Town will not be able to receive reimbursement for any eligible activities performed after the date of the notice in writing.
- (d) Suspension or termination constitutes final State action. Notification of suspension or termination shall include notice of administrative hearing rights and time frames.
- (e) The Town shall return funds to the State if found in non-compliance with laws, rules, regulations governing the use of the funds or this Agreement.
- (f) Notwithstanding the above, the Town shall not be relieved of liability to the State by virtue of any breach of Agreement by the Town. The State may, to the extent authorized by law, withhold any payments to the Town for purpose of set-off until such time as the exact amount of damages due the State from the Town is determined.

(12) **OTHER PROVISIONS**

- (a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Town, in the Application, in any subsequent submission or response to the State request, or any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference into this Agreement as if fully set out herein. The lack of accuracy thereof or any material changes shall, at the option of the State and with thirty (30) days written notice to the Town, cause the termination of this Agreement and the release of the State from all its obligations to the Town. As noted above in Section 11(2), if any inaccurate information provided by the Town is the result of a reliance on incorrect information provided by the State and such reliance can be demonstrated, then termination under this provision shall not apply.

- (b) This Agreement shall be construed under the laws of the State of North Carolina and venue for any actions arising out of this Agreement shall be filed in State Court in Wake County, North Carolina. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.
- (c) No waiver by the State of any right or remedy granted hereunder or failure to insist on strict performance by the Town shall affect or extend or act as a waiver of any other right or remedy of the State hereunder or affect the subsequent exercise of the same right or remedy by the State for any further or subsequent default by the Town. Any power of approval or disapproval granted to the State under the terms of this Agreement shall survive the terms and life of this agreement as a whole.

**(13) SUBCONTRACTS**

- (a) If the Town subcontracts any or all of the tasks or work required under this Agreement, the Town agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this Agreement with the State.
- (b) The Town agrees to include in the subcontract that the subcontractor shall hold the State and Town harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.
- (c) If the Town subcontracts, a copy of the executed subcontract must be forwarded to the State within ten (10) days of execution of said subcontract.
- (d) Contractual arrangement shall in no way relieve the Town of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements.

**(14) TERMS AND CONDITIONS**

This Agreement and any exhibits and amendments annexed hereto and any documents incorporated specifically by reference represents the entire Agreement between the parties and supersedes all prior oral and written statements or agreements.

(15) **STANDARD CONDITIONS**

The State and the Town agree to be bound by the following standard conditions:

- (a) The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the North Carolina General Assembly and is contingent upon Congress providing Hazard Mitigation Grant Program funds for projects.
- (b) If otherwise allowed under this Agreement, extension of an agreement for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial agreement.
- (c) The State reserves the right to unilaterally cancel this Agreement for refusal by the Town to allow public access to all documents, papers, letters, or other material subject to the provisions of the N.C. General Statutes and made or received by the Town in conjunction with the Agreement.

(16) **LOBBYING PROHIBITION**

No funds or other resources received from the State in connection with this Agreement may be used directly or indirectly to influence legislation or any other official action by the N.C. General Assembly or any state department. The Town shall comply with the Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 (as amended). The Town must sign and submit to the State the Certification Regarding Lobbying, attached as **Attachment C**, and incorporated by reference herein.

In addition, if the Town elects to contract out some or all the Sub-recipient Management services contemplated in this Agreement, the Town must have that Vendor must sign and submit these same certifications found in the Attachment C to the Town as part of any Agreement for these services.

(17) **DEBARMENT AND SUSPENSION**

SUBRECIPIENT/SUBGRANTEE certifies that it:

- (1) Is not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from participating in Federal or State grants or awards by any Federal or State department or agency; and
- (2) Has not within a three-year period preceding this contract been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) above;
- (4) Has not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(18) **LEGAL AUTHORIZATION**

The Town certifies with respect to this Agreement that it possesses the legal authority to receive the funds to be provided under this Agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Agreement with all covenants and assurances contained herein. The Town also certifies that the undersigned possesses the authority to legally execute and bind the Town to the terms of this Agreement.

(19) **ASSURANCES**

The Town shall comply with the requirements in the applicable Assurances form, incorporated by reference into this Agreement as if fully set out herein.

(20) **FEMA REQUIRED CONTRACT PROVISIONS**

The Town shall comply with the applicable FEMA Required Contract Provisions, attached as **Attachment D** and incorporated by reference into this Agreement as if fully set out herein.

(21) **HAZARD MITIGATION PLAN**

If the Town is a local governmental entity, the Town shall complete, adopt, and, update -- if the Town has not already -- an all-hazards mitigation plan in a manner satisfactory to the State Hazard Mitigation Officer and in accordance with FEMA and State requirements including but may not be limited to, 44 C.F.R. 201.6, 44 CFR 201.3, and N.C.G.S. 166A-19.41. The all-hazards mitigation plan shall be developed in accordance with the minimum criteria for local hazard mitigation plans as determined by the State. The minimum criteria are incorporated by reference into this Agreement as if fully set out herein.

(22) **PERIOD OF PERFORMANCE/PERIOD OF AGREEMENT**

This Agreement becomes effective upon execution of the signatures of all parties. The date of execution shall be the date of the last signature. This Agreement shall terminate 120 days after the expiration of the Period of Performance (POP) or unless terminated earlier in accordance with the provisions of paragraphs (6), (8), (11), (13) or (17) of this Agreement. The POP expires on **April 27, 2030**. The POP may be extended beyond the original date by extensions that the State may request, and FEMA may grant. If the Town believes it will require a POP extension, the Town is required to submit a POP-extension request to the State at least 120 days before the expiration of the POP.

**All work must be completed by the POP date. Project costs and management costs incurred after the Period of Performance are not eligible for reimbursement.** If the initial POP is extended, the State will notify the Town of such an extension prior to the expiration of the POP and will seek a Modification per Section 8 of this Agreement. If the original POP is not extended, the State will notify the Town of the expiration of the POP. In the event the POP is not extended, the Town will be required to submit all documents necessary for closeout contemplated under this Agreement within 30 days of the expiration of the POP.

IN WITNESS WHEREOF, the AGENCY/GRANTEE and the SUBRECIPIENT/SUBGRANTEE have each executed this Agreement, on this day of \_\_\_\_\_.

CONTRACTING AGENCY  
DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF PUBLIC SAFETY

WITNESS:

\_\_\_\_\_

BY: \_\_\_\_\_  
WILLIAM C. RAY, DIRECTOR  
DIVISION OF EMERGENCY MANAGEMENT  
DATE \_\_\_\_\_

WITNESS:

\_\_\_\_\_

BY: \_\_\_\_\_  
CAROLINE VALAND  
CHIEF DEPUTY SECRETARY ADMINISTRATION  
DEPARTMENT OF PUBLIC SAFETY  
DATE \_\_\_\_\_

WITNESS:

\_\_\_\_\_

BY: \_\_\_\_\_  
ROBERT DAVIE  
TOWN ADMINISTRATOR  
TOWN OF WARRENTON  
FEDERAL EMPLOYER I.D. # 56-6001362  
DATE \_\_\_\_\_

APPROVED AS TO PROCEDURES:

BY: \_\_\_\_\_  
SHARON MARSALIS Ph.D., BUDGET DIRECTOR  
DEPARTMENT OF PUBLIC SAFETY  
DATE \_\_\_\_\_

APPROVED AS TO FORM SUBJECT TO EXECUTION BY CAROLINE VALAND, CHIEF DEPUTY SECRETARY OF THE DEPARTMENT OF PUBLIC SAFETY.

DEPARTMENT OF PUBLIC SAFETY

BY: \_\_\_\_\_  
DEPUTY GENERAL COUNSEL

## **ATTACHMENT A: AGENCY AND SUBRECIPIENT CONDITIONS**

<b>State Centric Model Agency &amp; Subrecipient Obligations (Opt-In)</b>			
<b>Project Phase</b>	<b>Agency / State</b>	<b>Subrecipient / Town</b>	<b>Contractor / Vendor</b>
<b>Project Development Phase</b>	<ul style="list-style-type: none"> <li>Application is built and submitted to FEMA as Applicant and Town as Subrecipient.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct intake/nominate properties.</li> <li>Provide/assist in providing project specifications for generators in application development phase.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>FEMA Award Letter Received /Contracting</b>	<ul style="list-style-type: none"> <li>Contract prepared for bid.</li> <li>MOA prepared and submitted to Town for signature.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with Town to answer questions and continue to provide/assist in providing project specifications for generators during contracting phase.</li> </ul>	<ul style="list-style-type: none"> <li>Responds to bid requests.</li> <li>Contracts directly with State.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>Project Managers conduct kick-off meeting and additional meetings to support the project.</li> <li>Provide oversight to all contract work and be the initial point of contact for the Town to obtain answers to questions on behalf of local leadership.</li> <li>Perform periodic QA/QC inspections.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with Contractors to administer required permits and necessary for project success.</li> <li>Participate in all scheduled meetings with State and Contractor.</li> <li>Coordinate with Town to provide information on Contractor visits and answer other project-related questions.</li> <li>Submit SRMC reimbursement request as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Requests needed permits for project completion from Town.</li> <li>Begin work and meet timeline quotas.</li> </ul>
<b>Project Completion</b>	<ul style="list-style-type: none"> <li>Work completion verified.</li> <li>Additional QA/QC inspections performed if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain operations and maintenance plan for generator.</li> </ul>	<ul style="list-style-type: none"> <li>Notify State of work completion.</li> </ul>
<b>Request for Reimbursement / Request for Subrecipient Management Costs (SRMC)</b>	<ul style="list-style-type: none"> <li>Requests for Reimbursement are received and processed.</li> <li>Requests for SRMC are received and processed.</li> </ul>	<ul style="list-style-type: none"> <li>Submit any remaining requests for reimbursement to the State for charges incurred during project. Town will produce (by deadline) reports, receipts, and other documents requested by State.</li> </ul>	<ul style="list-style-type: none"> <li>Submit request for payment to the State.</li> </ul>
<b>Closeout Phase</b>	<ul style="list-style-type: none"> <li>Verify work/receipts and reimburses Town.</li> <li>Contractors are paid directly by the State.</li> <li>State closes out project.</li> </ul>	<ul style="list-style-type: none"> <li>Payment received for Subrecipient Management Costs.</li> </ul>	<ul style="list-style-type: none"> <li>Payment received.</li> </ul>

## ATTACHMENT B: SUBRECIPIENT MANAGEMENT COST FORM

Project #: \_\_\_\_\_ COUNTY: \_\_\_\_\_ Modification #: N/A

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

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

**Point of Contact**

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

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Federal Share Amount: \$ \_\_\_\_\_ - \_\_\_\_\_ Cost Share Percentage: \_\_\_\_\_

Total Project Costs	
Total Estimated SRMC Ceiling <span style="color: red; font-size: small;">*up to 5% of total project costs (**adjusted based on cost share)</span>	

**Subrecipient Management Costs Details**

**A. Personnel (In-House Labor)** \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %				Other	Total Rate	Hours	Costs
		FICA	Health Insurance	Life Insurance	Retirement				
							\$-		\$-
							\$-		\$-
							\$-		\$-
							\$-		\$-
							\$-		\$-
<b>Estimated Subtotal:</b>									\$-

Narrative:

--

B. Contractual Services		
Company Name(s) or Consultant(s)	Purpose	Costs
Pre-award		
Estimated Subtotal:		\$ -
Narrative:		

C. Indirect Costs * Must have a federally approved indirect cost rate. Must attach letter from Cognizant Agency.			
Description	Base	Rate	Costs
	\$ -		\$ -
Estimated Subtotal:			\$ -
Narrative:			

**Total Estimated Subrecipient Management Cost Request:** \$ -

Maximum amount that can be claimed (5%)    
 If negative, adjust budget above by amount shown  

**Pre-award Subrecipient Management Cost is requested in the amount of:**    
**Pre-award activities were performed by (Position(s) or Company):**  

Estimated Start Date:  

Please select an option below:

Solicitation, review, and processing of subapplications and subawards

Subapplication development regarding feasibility and effectiveness, and BCA

Pre-award SRMC can only be requested in Year 1. Supporting documentation is required with this request.

Strategic Funds Management (SFM) - Subrecipient Management Costs (SRMC) need to be obligated in increments sufficient to cover Subrecipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated.

Annual Breakdown of Estimated SRMC			
Year 1	Year 2	Year 3	Total Estimated SRMC
			\$ -

Subrecipient Acknowledgement: \*Authorized Agent or Point of Contact (POC) can sign

Our organization is declining the use of SRMC funding for the referenced project.

**\*\*Authorized Agent must sign for declining funds**

This request is related to eligible indirect costs, direct administrative costs, or other administrative expenses associated with this specific project.

The administrative requirements of the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 C.F.R. 200) have been met.

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

Authorization: \_\_\_\_\_

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

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

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

**ATTACHMENT C : CERTIFICATION REGARDING LOBBYING (Appendix A, 44 C.F.R. Part 18)**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The SUBRECIPIENT/SUBGRANTEE's authorized official, **Robert Davie**, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the SUBRECIPIENT/SUBGRANTEE understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of SUBRECIPIENT/SUBGRANTEE's Authorized Official

Robert Davie, Town Administrator  
Name and Title of SUBRECIPIENT/SUBGRANTEE's Authorized Official

\_\_\_\_\_  
Date

## **ATTACHMENT D: FEMA REQUIRED CONTRACT PROVISIONS, FEMA RULES AND REGULATIONS (2 C.F.R. Part 200, Appendix II)**

To the extent applicable, the following are the requirements that SUBSUBRECIPIENT/SUBGRANTEE must agree to in order to be awarded any contract under this Agreement.

1. **No Governmental Non-Competes.** SUBRECIPIENT/SUBGRANTEE shall not impose or enforce any non-competition agreement upon the employees included in SUBRECIPIENT/SUBGRANTEE's Agreement that would prevent those employees from accepting any offer of employment from the State of North Carolina outside of the first Term of the Agreement. By executing this Agreement, the SUBRECIPIENT/SUBGRANTEE affirms this condition. This affirmation is a material condition for the State's award of any work under this Agreement.
2. **Program Monitoring.** SUBRECIPIENT/SUBGRANTEE agrees to assist and cooperate with the Federal grantor agency and State or their duly designated representatives in the monitoring of the project or projects to which this agreement relates, and to provide in form and manner approved by the AGENCY/GRANTEE such monitoring reports, progress reports, and the like as may be required and to provide such reports at the times specified.
3. **Termination for Cause.** Upon the happening of an Event of Default, AGENCY/GRANTEE shall give written notice of the conditions of default, setting forth the ground or grounds upon which such default is declared ("Notice to Cure"). The SUBRECIPIENT/SUBGRANTEE shall have ten (10) days from receipt of the Notice to Cure or unless a shorter time is determined by the AGENCY/GRANTEE to be necessary. The AGENCY/GRANTEE shall effect termination according to the following procedure: any longer period that is set forth in the Notice to Cure to cure the default. Upon written notice to the County and upon the County's failure to timely cure, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of the following remedies shall not preclude the State from pursuing any other remedies contained herein or otherwise provided at law or in equity:
  - a. Terminate this Agreement for Cause, provided that the County is given at least thirty (30) days prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail return receipt requested, to the Designated Agent.
  - b. Commence an appropriate legal or equitable action to enforce performance of this Agreement
  - c. Withhold or suspend payment of all or any part of a request for payment
  - d. Exercise any other rights or remedies which may otherwise be available under law
4. **Termination For Convenience.** The AGENCY/GRANTEE may terminate this Agreement at any time by providing thirty (30) days' notice in writing from the AGENCY/GRANTEE to the SUBRECIPIENT/SUBGRANTEE. If the Agreement is terminated by the AGENCY/GRANTEE as provided in this section, the AGENCY/GRANTEE shall reimburse for those eligible items for which such option is exercised, less any payment or compensation previously made. SUBRECIPIENT/SUBGRANTEE will not be able to receive reimbursement for any eligible activities performed after the date of the notice in writing.
5. **Funding Contingency.** The Agreement may be suspended and/or terminated without liability to the State if any grant is suspended or terminated, and unless and until the State receives funds in an amount that is deemed sufficient to enable it to fund the Agreement awarded, the State is under no obligation to make any payments to the SUBRECIPIENT/SUBGRANTEE.

6. **Equal Employment Opportunity.** During the performance of this Agreement, the SUBRECIPIENT/SUBGRANTEE agrees as follows:
- a. The SUBRECIPIENT/SUBGRANTEE will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The SUBRECIPIENT/SUBGRANTEE will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The SUBRECIPIENT/SUBGRANTEE agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
  - b. The SUBRECIPIENT/SUBGRANTEE will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT/SUBGRANTEE, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
  - c. The SUBRECIPIENT/SUBGRANTEE will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the SUBRECIPIENT/SUBGRANTEE's legal duty to furnish information.
  - d. The SUBRECIPIENT/SUBGRANTEE will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the SUBRECIPIENT/SUBGRANTEE's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - e. The SUBRECIPIENT/SUBGRANTEE will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - f. The SUBRECIPIENT/SUBGRANTEE will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - g. In the event of the SUBRECIPIENT/SUBGRANTEE's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the SUBRECIPIENT/SUBGRANTEE may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may

be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- h. The SUBRECIPIENT/SUBGRANTEE will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or SUBRECIPIENT/SUBGRANTEE. The SUBRECIPIENT/SUBGRANTEE will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a SUBRECIPIENT/SUBGRANTEE becomes involved in, or is threatened with, litigation with a subcontractor or SUBRECIPIENT/SUBGRANTEE as a result of such direction by the administering agency, the SUBRECIPIENT/SUBGRANTEE may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the Agreement. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of SUBRECIPIENT/SUBGRANTEE and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a SUBRECIPIENT/SUBGRANTEE debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon SUBRECIPIENT/SUBGRANTEE and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

7. **Anti-Discrimination.** SUBRECIPIENT/SUBGRANTEE will comply with the following clauses: Titles VI and VII of the Civil Rights Act of 1964 (PL 88-352), and the regulations issued pursuant thereto (prohibiting discrimination on the basis race, color, national origin and ensuring that individuals are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age); Title IX of the Education

Amendments of 1972 (codified as amended at 20 U.S.C. § 1681 et seq.) (prohibiting discrimination on the basis of sex); Titles I, II, III, IV, and V of the Americans with Disability Act of 1990 (prohibiting discrimination on the basis of disability); Section 504 of the Rehabilitation Act of 1973 (codified as amended at 29 U.S.C. § 794) (prohibiting discrimination on the basis of handicap); the Age Discrimination Act of 1975 (codified as amended at 42 U.S.C. § 6101 et seq.) (prohibiting age discrimination); Executive Order 11063 as amended by Executive Order 2259; and Section 109 of the Housing and Community Development Act of 1974, as amended.

**8. Debarment and Suspension.**

- a. This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the SUBRECIPIENT/SUBGRANTEE is required to verify that none of the SUBRECIPIENT/SUBGRANTEE's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The SUBRECIPIENT/SUBGRANTEE must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by State. If it is later determined that the SUBRECIPIENT/SUBGRANTEE did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The SUBRECIPIENT/SUBGRANTEE agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The SUBRECIPIENT/SUBGRANTEE further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (as Amended).**

SUBRECIPIENT/SUBGRANTEE's who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

**Required Certification. If applicable, RECIPIENTS/SUBGRANTEE must sign and submit to the SUBRECIPIENT/SUBGRANTEE the certification in Attachment C.**

**10. Access to Records.** The following access to records requirements apply to this Agreement:

- a. The SUBRECIPIENT/SUBGRANTEE agrees to provide the State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the SUBRECIPIENT/SUBGRANTEE which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
- b. The SUBRECIPIENT/SUBGRANTEE agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The SUBRECIPIENT/SUBGRANTEE agrees to provide the FEMA Administrator or his

authorized representative access to construction or other work sites pertaining to the work being completed under the Agreement.

- d. In compliance with the Disaster Recovery Act of 2018, State and the SUBRECIPIENT/SUBGRANTEE acknowledge and agree that no language in this Agreement is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
  - e. SUBRECIPIENT/SUBGRANTEE agrees to allow the departments and agencies of the State of North Carolina, FEMA, the Comptroller General of the United States, and any of their duly authorized representatives access to any books, documents, papers, and records of SUBRECIPIENT/SUBGRANTEE which are directly pertinent to the NCEM Program for the purpose of making audits, examinations, excerpts, and transcriptions.
11. **Records Retention.** All records required to be kept on the project shall be maintained for at least five (5) years after final payments and until all other pending matters under the grant for this project have been closed. However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the five (5) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the five (5) year period, whichever is later.
  12. **Energy Efficiency.** All participants in the projects funded hereby shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163).
  13. **Personnel.** SUBRECIPIENT/SUBGRANTEE represents that it has, or will secure at its own expense, all personnel required in performing the work under this Agreement. Such personnel shall not be employees of NCEM or have any direct contractual relationship with NCEM that provides direct support to HMGP programs providing comparable services. All of the work contemplated in this Agreement will be performed by SUBRECIPIENT/SUBGRANTEE or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and State law to perform such work. No person who is serving a sentence in penal or correctional institution shall be employed to work under this Agreement.
  14. **Debarment, Suspension and Ineligibility (2 C.F.R. 200, Appendix II(I)).** SUBRECIPIENT/SUBGRANTEE represents and warrants that it and its Subcontractors are not debarred, suspended, or placed in ineligibility status under the provisions of 2 C.F.R. 180 and 24 C.F.R. 24.1 (government debarment and suspension regulations).
  15. **Program Fraud and False or Fraudulent Statements or Related Acts.** SUBRECIPIENT/SUBGRANTEE acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the Agreement.
  16. **No Obligation by Federal Government.** The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, SUBRECIPIENT/SUBGRANTEE, or any other party pertaining to any matter resulting from the Agreement.
  17. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the Agreement. The SUBRECIPIENT/SUBGRANTEE will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.
  18. **DHS Seal, Logo, and Flags.** The SUBRECIPIENT/SUBGRANTEE shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

**19. Prohibition on Contracting for Covered Telecommunications Equipment or Services.**

- a. *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—
- b. *Prohibitions.*
  - i. Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
  - ii. Unless an exception in paragraph (c) of this clause applies, the SUBRECIPIENT/SUBGRANTEE and its sub-contractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
    - 1. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
    - 2. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
    - 3. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
    - 4. Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
- c. *Exceptions.*
  - i. This clause does not prohibit RECIPIENT/SUBGRANTEE and its sub-contractors from providing—
    - 1. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
    - 2. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
  - ii. By necessary implication and regulation, the prohibitions also do not apply to;
    - 1. Covered telecommunications equipment or services that:
      - a. Are not used as a substantial or essential component of any system; and

- b. Are not used as critical technology of any system
    - 2. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.
  - d. *Reporting Requirement.*
    - i. In the event the RECIPIENT/SUBGRNATEE or its sub-contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the RECIPIENT/SUBGRATEE or subcontractor is notified of such by a subcontractor at any tier or by any other source, the subcontractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
    - ii. The SUBRECIPIENT/SUBGRANTEE shall report the following information pursuant to paragraph (d)(1) of this clause:
      - 1. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
      - 2. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services
  - e. *Subcontracts.* The SUBRECIPIENT/SUBGRANTEE shall insert the substance of this clause, including this paragraph (e), in all contracts, subcontracts, and other contractual instruments.

**20. System For Awards Management.** SUBRECIPIENT/SUBGRANTEE shall be responsible to ensure that it has checked the federal System for Awards Management (SAM) <https://www.sam.gov/SAM/> and the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors> to verify that subcontractors have not been suspended or debarred from doing business with federal or State government.

**21. DHS Standard Terms and Conditions.** In addition to the FEMA Rules and Regulations above, DHS Standard Terms and Conditions apply to the Agreement as pertinent to the program as FEMA is a subdivision of DHS. The applicable DHS Standard Terms and Conditions for grants, cooperative agreements, fixed amount awards, and other types of federal financial assistance are based on the fiscal year in which the financial assistance award was funded. For access to the conditions, please see [www.dhs.gov/publications/dhs-standard-terms-and-conditions](http://www.dhs.gov/publications/dhs-standard-terms-and-conditions).

- 22. Termination for Unavailable Funding.** The continuation of this Agreement is contingent upon the appropriation and release of sufficient funds to AGENCY/GRANTEE to fulfill the requirements of this Agreement. Failure of the appropriate authorities to approve and provide an adequate budget to AGENCY/GRANTEE for fulfillment of the Agreement terms shall constitute reason for termination of the Agreement by either Party.
- 23. Iran Divestment Act Certification.** SUBRECIPIENT/SUBGRANTEE certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 143-6A-4. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 143C-6A-5(b), SUBRECIPIENT/SUBGRANTEE shall not utilize in the performance of the Agreement any contractor or subcontractor that is identified on the Final Divestment List.
- 24. Client Data and Other Sensitive Information.** SUBRECIPIENT/SUBGRANTEE must comply with 2 C.F.R. §200.303 and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information NCEM designates as sensitive or consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- 25. Funding Contingency.** The Agreement may be suspended and/or terminated without liability to the State if any grant is suspended or terminated, and unless and until the State receives funds in an amount that is deemed sufficient to enable it to fund the Agreement awarded, the State is under no obligation to make any payments to the SUBRECIPIENT/SUBGRANTEE.



# RECONSTRUCTION WORK AUTHORIZATION AND PAYMENT AGREEMENT

The person(s) named below (collectively, "Owner") hereby authorize, "**JBRR, LLC dba Servpro of Roanoke Rapids & Servpro of Emporia/South Boston**" ("Company" or "Service Provider"), to make repairs to Owner's property. The attached "Terms and Conditions" are a part of this authorization and are agreed to by both parties.

**WORK:** The parties agree that the total cost of the work will be in accordance with the estimate and any supplemental estimates prepared by the Company, plus any change orders approved by Owner and Company. Owner agrees that the job is limited to the work set forth in Company's summary of the work provided with Company's estimate (the "scope of work"), except that the scope of work shall also include any additional work requested by Owner and agreed to as described under "Addition/Deletion of Work" in the Terms and Conditions below.

This Work Authorization, along with all attachments, agreed estimates, supplemental estimates and change orders shall constitute the contractual obligations of Owner and Company.

Owner understands and acknowledges that Company is a separate legal entity that has no connection with Owner's insurance company or its adjuster, and that Owner alone has the authority to authorize Company to make the repairs set forth in this agreement.

Owner agrees that any portion of work, including without limitation deductibles, betterment, depreciation, or additional work requested by Owner, not covered by insurance, must be paid by Owner in accordance with this agreement, including the attached Terms and Conditions. **Although Company will assist Owner in seeking reimbursement of the costs of the work from Owner's insurer, Owner is responsible for payment to Company of the full costs included in the scope of work.**

**PAYMENT:** Owner's insurance company is **Travelers** and Owner irrevocably directs such insurer to pay all proceeds due Company as payment under any applicable policy or policies directly to Company and any mortgage company named. **Owner will instruct Owner's insurer to make checks payable to SERVPRO® of Roanoke Rapids, SERVPRO® of Emporia/South Boston** Owner shall, upon request of Company, promptly (within 24 hours unless another time is agreed to by the parties) forward Company's estimate to Owner's insurer or otherwise make demand for payment of Owner's claim. Owner will provide all reasonable cooperation to Company upon Company's request to facilitate processing and payment of Owner's claim by Owner's insurer. Owner agrees to promptly (within 24 hours unless another time is agreed to by the parties) endorse and provide to Company any payment or check relating to the work hereunder that is made payable to Owner or Owner and Company jointly. Any insurance payment may, if reasonably directed by Company, be made to a mortgage company or into an escrow account in a bank acceptable to Company, for disbursement by a series of draws.

**Owner agrees that **Travelers** may pay any insurance proceeds to Company's Franchisor, Servpro Industries, Inc., for payment to Company.**

A down payment of **\$ 2,671.78** is required. **In the event the Owner's insurance company sends the insurance proceeds to the Owner, the Owner agrees to, upon receipt of the insurance funds, immediately pay to the Company any outstanding balance for mitigation services already rendered. Further, Owner agrees to pay 50% of the total repair contract to Company immediately upon receipt of insurance funds. The remaining balance, less retainage, is due upon substantial completion of the work.** Work not covered by insurance requires full payment of mitigation services and 50% of the total prior to work beginning. The balance is due upon substantial completion, less retainage

**RETAINAGE:** Notwithstanding the foregoing, if at the time of substantial completion Company and Owner agree to a "punch list" of items that remain to be completed, an amount (the retainage) may be withheld from final payment that is equal to two times the value of the uncompleted work (as reasonably determined by Company) or \$250, whichever is greater. The retainage is due upon completion of punch list items. No amounts other than retainage may be withheld or deducted from amounts due Company hereunder.

**Initials of Insured** \_\_\_\_\_

**NON-PAYMENT OF FUNDS WILL IMPACT WORK SCHEDULE**

**REMARKS:** Work to be performed as per agreed Reconstruction\_estimate for the Repairs in the amount of \$ 5,343.57.

Servpro requires a down payment in the amount of \$ 2,671.78 before any work can begin. A second draw of 40% payment in the amount of \$ 2,137.42 is due after paint other than touch ups has been completed. The final balance of 10% in the amount of \$ 534.37 will be due at the time of substantial completion.

**PERFORMANCE:** If Company has not received payment for work, or other reasonable assurance satisfactory to Company that the full amounts of any estimate or supplemental estimate will be paid by Owner's insurer, Company may suspend or cease performance of the work hereunder until such time as payment or assurances satisfactory to Company is received by Company. Notwithstanding any other provision of this Work Authorization, Company shall have no responsibility or liability to Owner or any third party for any losses, damages, or claims that may arise due to suspension or cessation of work under this paragraph.

**MORTGAGE:** It is Owner's responsibility to promptly secure the endorsement of any loss drafts, checks, and/or progress payments, if appropriate. Owner must cooperate and provide all reasonable assistance in obtaining prompt payment or consents from the owner of any mortgage on the subject property, including execution of an appropriate release of information or a payment authorization in a form reasonably selected by Company.

Owner's mortgage payments are paid to: Servpro of Roanoke Rapids, Servpro Emporia/South Boston

Owner represents and warrants that all mortgage and related payments are current.

**ENVIRONMENTAL CONDITIONS:** Company's scope of work hereunder shall not include the identification, detection, abatement, encapsulation, or removal of any hazardous substances. If Company discovers any hazardous substances during the course of its work hereunder, it shall have the right to discontinue its work until such hazardous conditions are removed or otherwise remediated, and the time allotted by the Company for completion of its work shall be extended for the period of time such hazardous conditions continue to exist. Company shall have no obligation to remove or otherwise remediate such hazardous substances.

By signing this authorization, I state that I have the legal authority to enter into this agreement for repairs to this property.

THIS AGREEMENT is made, entered into and effective this \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

By and Between:

Customer Signature: \_\_\_\_\_

Company Signature: \_\_\_\_\_

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

Company Name: **SERVPRO**

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

Franchise Legal Name: **JBRR,LLC**

Property Address: \_\_\_\_\_

d/b/a **SERVPRO®** of Roanoke Rapids

**801 Jullian Allsbrook Hwy, Roanoke Rapids NC 27870**

**Office: (252) 537-3473**

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

E-mail Address: \_\_\_\_\_

Contractor's License #: **NC-102101 VA-2705189717**

**Initials of Insured** \_\_\_\_\_

## TERMS AND CONDITIONS

1. **Preexisting Deficiencies:** The work agreed to consists of the scope defined in this contract and does not cover preexisting deficiencies or required codes upgrades unless specifically stated.
2. **Materials:** Materials will be standard stock materials unless otherwise specified and will match existing materials within reasonable tolerances, as determined by Company in its sole discretion, as to color, texture, design, etc. Any changes in color or type of material will be at Owner's sole expense, at Company's standard rates.
3. **Access:** The contract price is based on completion during normal working hours unless otherwise agreed, and Owner agrees to provide all necessary access to the jobsite as required until work is completed. Owner's key, electricity, water, toilet, and other necessary facilities is to be made available to the Company's personnel during the course of work, as necessary, and a lock box may be used. Company may place a sign on the work site or Owner's property.
4. **Addition/Deletion of Work:** Any work deleted from the scope of work must be agreed to by both Owner and Company in writing on a change order. In the event of deletion of work, upon payment to Company, Owner will be reimbursed only for Company's (or any subcontractors, if applicable) budgeted cost on said work. If deletion of work from the contract results in a net credit to Owner, the amount of the credit will be used to offset extra work or paid upon Company's receipt of final payment. Any additional work will be at prices agreed to by the parties. If Owner requests additional work that is not covered by the insurance company, and Company agrees to perform such work, a down payment of 50% of the cost of the additional work is required before starting the additional work. The balance will be due on completion of the additional work.
5. **Security:** Company is not responsible for security of the jobsite when it is occupied or others parties will be onsite during the work. Owner agrees to remove, store, or protect jewelry, art objects, silver, gold, antiques, guns, personal items, or other valuables. The Owner agrees to ensure that pets or persons (including children) access to the jobsite is limited or restricted.
6. **Payments:** Payments not made in accordance with any agreed-upon schedule or no later than 10 days after date of Company's invoice (whether provided after substantial completion or otherwise), shall accrue interest thereon at the lower of (i) 1.5% per month (18% per annum), or (ii) the highest rate allowed by law, until paid.
7. **Forms of Payment:** Insurance Claims - Payments for the down payment equal to the Owners policy deductible may be paid by check, money order or Visa/Mastercard. All payments that reflect monies received from an insurance policy disbursement must be paid by check or money order. Self-pay – Owners may pay with a check or Visa/Mastercard
8. **Limited Warranty:** Company guarantees its workmanship will be in accordance with restoration/remodeling industry standards for one year from date of substantial completion, normal wear and tear and causes beyond the reasonable control of Company excepted. Owner shall notify Company as soon as practical of all alleged defects in the work; failure to provide timely notice will void any warranty. Owner's exclusive remedy, and Company's sole liability, for any breach of this limited warranty is for Company to re-perform the work within a reasonable time after proper notice of the defect. This limited warranty is void if Owner is not in compliance with any term of this agreement, including without limitation any payment terms. Company will not pay for warranty work performed by others unless agreed to in advance. Company is not responsible for additional work performed under any agreement between Owner and other tradesmen or subcontractors.

Materials are covered for one year or by guaranties or warranties, if any, provided by manufacturers. Company will pass through to Owner, to the extent allowed, any such guaranties or warranties provided to Company. If Owner purchases any materials for use or installation by Company, or directs Company to purchase particular materials against the recommendation of Company, Company shall have no responsibility whatsoever with regard to any claims arising from any incompatibility or defect regarding such materials, or any breach of manufacturer's warranty with regard to such materials.

EXCEPT AS SPECIFICALLY SET FORTH HEREIN, COMPANY MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, REGARDING ANY WORK OR MATERIALS PROVIDED HEREUNDER INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

9. **Termination:** If a party shall fail to comply with any material term or condition of this agreement, then the other party may provide written notice of such default. Upon receipt of such notice, the party in default shall have 10 business days in which to cure such default. If such default is not cured within 10 business days after such notice, the other party may terminate this Agreement upon prompt written notice. If Company terminates this agreement based upon Owner's default, Company shall be paid all labor and material costs and expenses incurred as of the date of termination of the agreement, plus Company's fee of 20 percent of the total entire scope of work price (i.e., as if the project had been completed), for overhead and profit.

10. Dumpsters: Owner acknowledges that damage may occur from placing a dumpster on lawns, soil, asphalt, or concrete during placement or pickup.

11. No Verbal Agreements: Any alleged or asserted verbal agreements are not binding by Company.

12. Insurance: Owner shall maintain the Owner's usual liability insurance and Company shall maintain comprehensive general liability insurance. Company shall maintain workers' compensation insurance as required by law. Owner waives all claims, including, but not limited to, subrogation claims, against Company to the extent the claims are covered by insurance. If the Owner purchases loss of use insurance, Owner waives all claims for loss of use against Company.

13. No Waiver: Any waiver of a breach or default under this agreement shall not constitute a waiver for any subsequent breach or default. No single or partial exercise of any right, power, or privilege under this agreement shall preclude further exercise of the right, power, or privilege.

14. Force Majeure: Neither party shall be responsible for any delay in or failure of performance under this agreement due to any occurrence beyond its reasonable control, including without limitation work stoppages, natural disasters, fires, civil disobedience, riots, rebellions, acts of God, failure of a supplier or third party, or any other similar occurrences.

15. Dispute Resolution: All claims, disputes, and other matters in question arising out of, or relating to, this agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in force, or by legal action, at the option of Company. All legal fees and expenses shall be awarded to the prevailing party in any arbitration proceeding; any arbitration will be conducted by a single arbitrator selected in accordance with applicable rules then in force.

16. Roles and Responsibilities: As a professional restorer, it is our job is to help determine the proper methods and materials to return your property to its pre-loss condition, to prepare an estimate of a fair price to perform that work, and to properly manage the restoration process.

Your insurance adjuster is responsible to determine what is covered and what isn't under the policy, to make you an offer of settlement according to the terms of your insurance policy, and to promptly reimburse you for your loss according to the policy terms.

Your insurance contract is with you, and all their duties and responsibilities under that contract (your policy), and under state law, are due to you. The settlement of your claim is with you and payment for your loss is due to you, although many insurers will honor your request to include our name on your insurance draft.

Our contract is with you and is based on an estimate prepared for your insurance company and further described in our agreement. As the Owner, it is your responsibility to understand and agree with the proposed scope of work and the terms of our agreement with you. We ARE agreeing to perform all the work in our scope for the lump sum amount described in the contract. We ARE NOT agreeing to the individual unit prices provided in the line-item estimate to the insurance company. As the contract explains, those prices are a convenience in the industry and in many cases do not reflect our actual prices and costs.

We will provide you with estimated replacement costs for a variety of owner-selected materials such as floor covering and light fixtures, based on insurance company guidelines. If you do not believe the estimated amount fairly reflects the replacement cost of that item, it is your responsibility to address that concern with your insurance adjuster.

Our repairs will be provided with a scope of work based on the written estimate. Production methods employed to achieve the desired result may differ from the methods outlined in the line items of our estimate or the insurance company's estimate. All associated costs outlined in either estimate for completion of specific tasks will still need to be paid, regardless of the actual method utilized. For any changes, please, speak to your Servpro Representative.

If there is required work that you believe we have overlooked in our scope, it is your responsibility to bring that to our attention. If your adjuster agrees that it is loss-related, we will present the additional cost to your insurer as a supplement to your claim and add it to your contract by change order. If the adjuster does not agree the additional work is loss-related, it will be your responsibility to pursue that additional claim. If we are in agreement with you, we will provide a report to that effect if requested, which you can provide to your insurer.



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

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

---

### **Surplus of Old Leaf Machine**

Having taken ownership of a new leaf machine, staff is requesting Board approval to surplus the old leaf machine, by auctioning it on Govdeals, or by other means if unsuccessful on Govdeals.



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

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

---

### **Request by Robert Alston for Waiver of Water/Sewer Late Fees**

Robert Alston had 4 active accounts as follows:

215 N Main Street (active)  
315 Crockett Street (active)  
337 N Main Street (inactive)  
212 N Front Street (inactive)

In January 2026, the accounts for 337 N Main and 212 N Front were closed at Mr. Alston's request. In February 2026, Mr. Alston made the final bill payments for the closed accounts but stated he did not receive bills for the active accounts, which resulted in applied late fees of \$25 on the accounts for 215 N Main and 315 Crockett and totaling \$50. Mr. Alston requested those fees be waived due to not receiving the bill in the mail. His request was denied in accordance with current policy (see highlighted portion below). Mr. Alston wished to contest this decision and was directed to reach out to the Town Administrator to escalate the request.

Granting this waiver of \$50 penalty fees would be an exception that all other customers are required to pay.

## User Information

### Billing

Meter and consumption data for billing is collected on the 15<sup>th</sup> day of each month. Bills are calculated and processed monthly. The due date is the 15<sup>th</sup> day of the month, with a grace period extending until the 20<sup>th</sup> day of the month. In the event the 15<sup>th</sup> or the 20<sup>th</sup> falls on a weekend or holiday, the deadline will be adjusted to the next business day. The Town reserves the right to vary the dates or length of time, temporarily or permanently.

Any inquiries regarding bills must be made prior to the due date to avoid a late penalty. Failure to receive a bill in the mail does not excuse responsibility for payment nor prevent late penalties and/or service disconnection.

### Rates, Fees, and Penalty Schedule

Rates and fees charged by the Town of Warrenton are listed in the yearly Budget Ordinance and are approved by the Board of Commissioners. Bills are calculated in accordance with the rate schedule then in effect, and usage charges are determined based on the consumption recorded during the billing period. Rates and fees are subject to change without notice if deemed necessary and approved by the Board.

### Payments

Payments received after 4:30pm will be posted the following business day. Payment is considered delinquent if not received by 4:30pm on the 15<sup>th</sup> day of the month. Accounts are not considered paid until payment has been received in our office. Our office does not accept the postmark date as sufficient proof of payment. Town of Warrenton cannot be held responsible for the timely delivery of the mail nor for payments lost in transit.

### Late Payments and Disconnections Due to Non-Payment

A late penalty will be applied to the account if payment is not received by 4:30pm on the 20<sup>th</sup> day of the month. Accounts will be flagged for disconnection of service if payment has not been received by 4:30pm on the 25<sup>th</sup> day of the month with disconnections due to non-payment beginning the 26<sup>th</sup> day of the month. Any account where service is disconnected will be charged a dis/reconnect fee. Once assessed, fees for late payments or disconnects will not be waived. No notice will be sent prior to disconnection, and all outstanding charges must be paid before service is resumed.



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

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

---

## **Franklin County Requests Water Allocation Out of Kerr Lake Reservoir from the U.S. Army Corps of Engineers (USACE)**

The U.S. Army Corps of Engineers, Wilmington District (USACE), is preparing an Integrated Feasibility Report with Environmental Assessment (IFR/EA) to evaluate the feasibility of a water supply storage reallocation from John H. Kerr Dam and Reservoir, located in Mecklenburg, Charlotte, and Halifax Counties in Virginia, and Granville, Vance, and Warren Counties in North Carolina (Figure 1). Franklin County in North Carolina anticipates a shortage of available water supply for its existing and future customers within the next 50 years. Franklin County has requested a water supply storage reallocation of 15.7mgd from John H. Kerr Reservoir to meet this demand.

The USACE has existing water storage agreements at the reservoir with the Kerr Lake Regional Water System (KLRWS), the Dominion-Mecklenburg Power Station, the City of Virginia Beach, and the Virginia Department of Corrections with grandfathered water rights from the town of Clarksville, VA and Burlington Industries. The USACE intends to honor its existing water storage agreements notwithstanding the request of Franklin County for a reallocation study.

- Current allocation to KLRWS is 20mgd
- Franklin County currently is the largest user of water from KLRWS, purchasing their water through the City of Henderson.
- Partners and percentages of the 20mgd KLRWS allocation are:
  - City of Henderson 60%
  - City of Oxford 20%
  - Warren County 20%
- Water from the Warren County allotment is sold to the Town of Warrenton. There is no longer a reserve allotment that the Town pays for. Instead the Town pays only for usage.

USACE will consider the Franklin County allocation request and impacts to the initial purposes of the reservoir, which are:

- Flood control
- Power generation
- Recreation
- Historic sites and smaller purposes

USACE described the water in the reservoir as comprising three columns and water allocation is taken from only one of the three water columns. Current allocation represents **3% of one of the water columns**. An allotment approval for Franklin County would remove approximately **2% more from one of the three water columns**.

USACE will conduct their own studies with regard to the above as well as the claims made by Franklin County in their application.

### **Robert's Thoughts, Based on Involvement with KLRWS Expansion**

Many local citizens are avidly hoping to stop Franklin County allotment from the Kerr Lake reservoir. A viable alternative and solution could be Franklin County purchasing water from the City of Rocky Mount, located in Nash County which abuts Franklin County instead of Kerr Lake reservoir. Rocky Mount currently has an 80mgd allotment from the Tar River and uses only 20mgd, leaving 60mgd already approved and available to Franklin County. The 15.7mgd requested by Franklin County would be only 25% of Rocky Mount's excess allotment.

Several win-win reasons support purchasing water from Rocky Mount:

- Excess water availability
- Proximity to Franklin County
- Rocky Mount need for increased revenues, based on its current financial situation.
- Most importantly is the availability of water within the same river basin. The purchase of water from Kerr Lake reservoir would be an inter-basin transfer from the Roanoke river basin to the Tar river basin. An inter-basin transfer requires lengthy state approval and is typically avoided as much as possible, because it removes water from one basin and transfers to another and changes the natural water levels in each basin.

Detriments to Warrenton:

- With a large number of annual visitors to Kerr Lake, Warrenton experiences a degree of economic benefit from those visitors.
- If Franklin County were to pull out of water purchases from the Town of Henderson (KLRWS partner), which currently purchases 5mgd, then the costs currently offset by Franklin County would be borne by Henderson, Oxford and Warren County and Warrenton as a buyer of water from Warren County.

### **RFQ Scope and Purpose – Franklin County Water Project**

Franklin County, NC is requesting qualifications (RFQ) from private developers to participate with Franklin County through engineers and contractors in the design, permitting, construction, management, ownership and operation of a raw water intake, raw water pump station and raw water distribution line, and operation of a finished water plant, from Kerr Lake to a new water plant site in the County (the "Project"). County may require a right or option to purchase any infrastructure installed by the private developer outside Franklin County. All of this water infrastructure will be exclusively used to provide water supply to Franklin County. The funding for this Project will be furnished by the County and the selected private developer. It is

currently expected that the private developer will be required to fund at least 50% of the Project cost. The anticipated Project cost is approximately **\$200 million**.

## **BACKGROUND**

Franklin County provides residential, commercial, and industrial water supply to approximately 10,250 customers. County purchases water from three wholesale suppliers and has a 1.0-mgd water treatment plant with an annual daily flow of 0.60-mgd, for a total water supply of **5.10-mgd**. County has been growing at the rate of approximately 1,000 new taps per year. County has seen annual requested capacity at 120,000 gpd. County has only been able to commit to 75,000 gpd because of an allocation ordinance.



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

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

---

**Warrenton Board of Commissioners Meeting  
Resolution to US Army Corps of Engineers  
April 13, 2026**

**WHEREAS**, the Town of Warrenton purchases all of its potable water supply from Warren County, which is a participating partner in the Kerr Lake Regional Water System (KLRWS); and

**WHEREAS**, the Kerr Lake Regional Water System represents a significant regional investment intended to promote efficiency, cooperation, and long-term sustainability of public water resources; and

**WHEREAS**, any proposed rerouting or diversion of water infrastructure or service from the KLRWS to Franklin County has the potential to create financial and operational hardship for existing member communities, including the Town of Warrenton; and

**WHEREAS**, more than thirty-five percent (35%) of the Town of Warrenton’s water customers are classified as Low-to-Moderate Income (LMI) households, and any increase in water costs would disproportionately impact these residents; and

**WHEREAS**, the Town of Warrenton opposes the unnecessary duplication of existing water infrastructure, particularly where such duplication undermines regional collaboration and contradicts the State of North Carolina’s policy emphasis on regionalization of public utilities; and

**WHEREAS**, the City of Rocky Mount maintains an available excess water supply capacity of approximately sixty million gallons per day (60 MGD), and Franklin County directly borders Nash County, where existing water infrastructure from Rocky Mount is accessible; and

**WHEREAS**, sourcing water from Rocky Mount would not require an interbasin transfer, thereby avoiding additional regulatory complexity and potential environmental impacts; and

**WHEREAS**, the Town of Warrenton supports the general positions adopted by Granville County, including the following specific finding: “Removal of the demand for treated water from Franklin County, whether as a customer of the City of Henderson or as an integrated member of a regional system, would materially impact the financial stability of the Regional System”; and

**WHEREAS**, the Town of Warrenton further supports the position adopted by the Kerr Lake Regional Water System Board, recognizing the importance of maintaining system integrity, financial viability, and equitable cost distribution among its members;

---

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Town of Warrenton hereby respectfully urges the U.S. Army Corps of Engineers to carefully consider the adverse financial, social, and regional impacts associated with any action that would diminish participation in or demand upon the Kerr Lake Regional Water System; and

**BE IT FURTHER RESOLVED**, that the Town of Warrenton formally expresses its opposition to any project or approval that would result in the duplication of existing water infrastructure or the weakening of established regional partnerships; and

**BE IT FURTHER RESOLVED**, that the Town of Warrenton respectfully encourages the consideration of existing available water supply capacity from the City of Rocky Mount as a viable and practical alternative to the development of new or duplicative infrastructure, given its substantial unused treatment capacity and proximity to Franklin County; and

**BE IT FURTHER RESOLVED**, that utilizing existing infrastructure in adjacent Nash County would eliminate the need for interbasin transfer approvals and promote a more efficient, cost-effective, and regionally consistent alternative to meeting future water demands;

**BE IT FURTHER RESOLVED**, that this Resolution shall be transmitted to the U.S. Army Corps of Engineers, Granville County, Warren County, Franklin County, the Kerr Lake Regional Water System, and other relevant stakeholders for their consideration.

Motion made by:

Second made by:

Vote in favor:

---

Walter M. Gardner, Jr.  
Mayor



**COUNTY OF GRANVILLE, NORTH CAROLINA**  
104 BELLE STREET | POST OFFICE BOX 906 | OXFORD, NORTH CAROLINA 27565

April 7, 2026

U.S. Army Corps of Engineers  
Wilmington District  
ATTN: Section 408 Coordinator  
69 Darlington Avenue  
Wilmington, NC 28403-1343  
[CESAW-408-Submittals@usace.army.mil]

Re: Comments in Opposition to Proposed Water Supply Storage Reallocation Request by Franklin County – Integrated Feasibility Report with Environmental Assessment

Dear Sir or Madam:

I am writing to provide comments on behalf of Granville County in opposition to the proposed water supply storage reallocation request submitted by Franklin County, currently a customer of the City of Henderson. These comments are submitted for consideration in the preparation of the Integrated Feasibility Report and Environmental Assessment (IFR/EA), consistent with the planning and evaluation requirements set forth in ER 1105-2-103 §§ 2-2 and 9-6(b), ER 1105-2-100 Appendix E, and other applicable federal authorities governing water resources development and municipal water supply.

**1. Inconsistency with Regional Planning Objectives and Ongoing Regionalization Efforts**

Under ER 1105-2-103 § 2-2, the Corps must ensure that proposed actions are consistent with sound water resources planning, including coordination with state, regional, and local water management strategies. The Kerr Lake Regional Water System (“KLRWS”) has commissioned two regionalization studies, one addressing water and the other wastewater. Franklin County has repeatedly been encouraged to pursue regionalization discussions with the KLRWS. Approval of an independent storage reallocation request at this time would undermine regionalization efforts, which are designed to improve long-term system efficiency, governance, and resilience. This approach comports with stated federal and state policies that encourage regionalization.

The Water Supply Act of 1958 explicitly states that it is Congressional policy to recognize that it is the primary responsibility of the States and local interests to develop water supplies for municipal and other purposes. Federal planning guidance also strongly favors regional approaches where feasible, as they reduce fragmentation and promote integrated resource management. Premature approval of this request would be inconsistent with those principles and could foreclose a more efficient regional solution.

**2. Failure to Fully Evaluate Existing and Planned Regional Capacity**

The IFR/EA must rigorously evaluate whether existing infrastructure and planned improvements can meet projected needs before authorizing new withdrawals (ER 1105-2-103 § 9-6(b)). The Regional

System currently operates within its original 1970s-era allocation of 10 million gallons per day (mgd) and is actively constructing improvements to increase its available production capacity by an additional 10 mgd.

This expansion represents a significant, already-funded investment intended to meet regional demand more efficiently than duplicative infrastructure. The proposed reallocation request fails to adequately consider this imminent capacity increase and instead promotes construction of a separate raw water intake and treatment facility, contrary to principles of cost-effectiveness and resource optimization required under Corps planning guidance.

### **3. Avoidance of Duplicative Infrastructure and Unnecessary Environmental Impacts**

Appendix E of ER 1105-2-100 requires that environmental analyses consider practicable alternatives that avoid or minimize adverse impacts. Granting additional raw water allocation to an individual jurisdiction—rather than to the Regional System—would result in duplicative infrastructure, including a new intake and treatment plant.

Such duplication:

- Increases capital and operational costs to the public,
- Expands the physical footprint of water supply infrastructure, and
- Introduces avoidable environmental disturbances.

By contrast, allocating additional supply through the Regional System would maximize use of existing and planned facilities, thereby minimizing environmental impacts and aligning with the National Environmental Policy Act (NEPA) requirement to select the least environmentally damaging practicable alternative.

### **4. Superior Environmental Outcomes from Regional Wastewater Planning**

The Regional System is exploring the possibility of regionalization of an existing wastewater treatment facility that would significantly increase the return of treated effluent to the same reservoir from which withdrawals occur. This closed-loop approach would support watershed sustainability, maintain basin hydrology, and align with best practices in integrated water resources management.

In contrast, the requesting jurisdiction proposes an interbasin transfer with discharge into a different basin. Interbasin transfers are subject to heightened scrutiny under both federal and state regulatory frameworks due to their potential to disrupt ecological balance, alter stream flows, and impact downstream users.

The Corps must carefully evaluate whether the proposed discharge plan is consistent the USACE's obligation to take into account the protection of water quality, balancing the competing authorized uses of the lake, and other basin management policies. The Regional System's approach is clearly more consistent with these requirements and should be preferred.

### **5. Adverse Financial and Operational Impacts on the Regional System**

Removal of the demand for treated water from Franklin County, whether as a customer of the City of Henderson or as an integrated member of a regional system, would materially impact the financial

stability of the Regional System. At a time when the KLRWS and its members are undertaking major capital improvements, working to remediate deferred maintenance, and preparing to accommodate anticipated regional growth, the loss of a dependable revenue stream would significantly impair the ability of the KLRWS and its members to sustain these necessary investments, provide essential services, and meet existing commitments.

Corps guidance under ER 1105-2-103 requires consideration of economic efficiency and system sustainability. Weakening an existing regional provider in favor of duplicative infrastructure is inconsistent with these principles and could ultimately increase costs for remaining customers and taxpayers.

## **6. Public Interest Determination**

Ultimately, the Corps must determine whether the proposed reallocation is in the public interest. For the reasons outlined above, the request:

- Conflicts with ongoing regionalization efforts,
- Ignores available and planned regional capacity,
- Promotes duplicative and inefficient infrastructure,
- Introduces avoidable environmental risks, and
- Undermines the financial stability of an existing regional system.

A more prudent and policy-consistent approach would be to support the allocation of additional raw water supply to the Regional System, thereby advancing regional solutions that are more cost-effective, environmentally responsible, and sustainable.

## **Conclusion**

For these reasons, Granville County respectfully urges the U.S. Army Corps of Engineers to deny the requested water supply storage reallocation or, at a minimum, defer action until regionalization efforts and planned capacity expansions are fully evaluated as practicable alternatives in accordance with ER 1105-2-103 and ER 1105-2-100.

Thank you for the opportunity to provide comments on this important matter.

Sincerely,

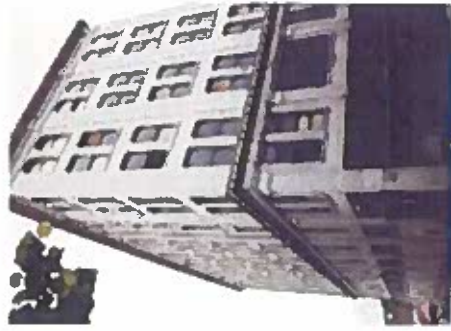
James C. Wrenn, Jr.  
County Attorney, Granville County



Today the building is valued at over  
**\$11,000,000**

An increase > **3500%**  
in **15 years**

The lot is less than **1/5 acre**



For 40 years this  
building remained  
vacant..... its tax value  
in 1991 was just over  
**\$300,000**

# Asheville Walmart

Total Tax Value:  
**\$20M**



# Downtown Building

Total Tax Value:  
**\$11M**

Land Consumed (Acres)

34

0.2

Total Property Taxes Per Acre

\$7K

\$634K

City Sales Taxes Per Acre

\$48K

\$84K

Residents Per Acre

0

90

Jobs Per Acre

6

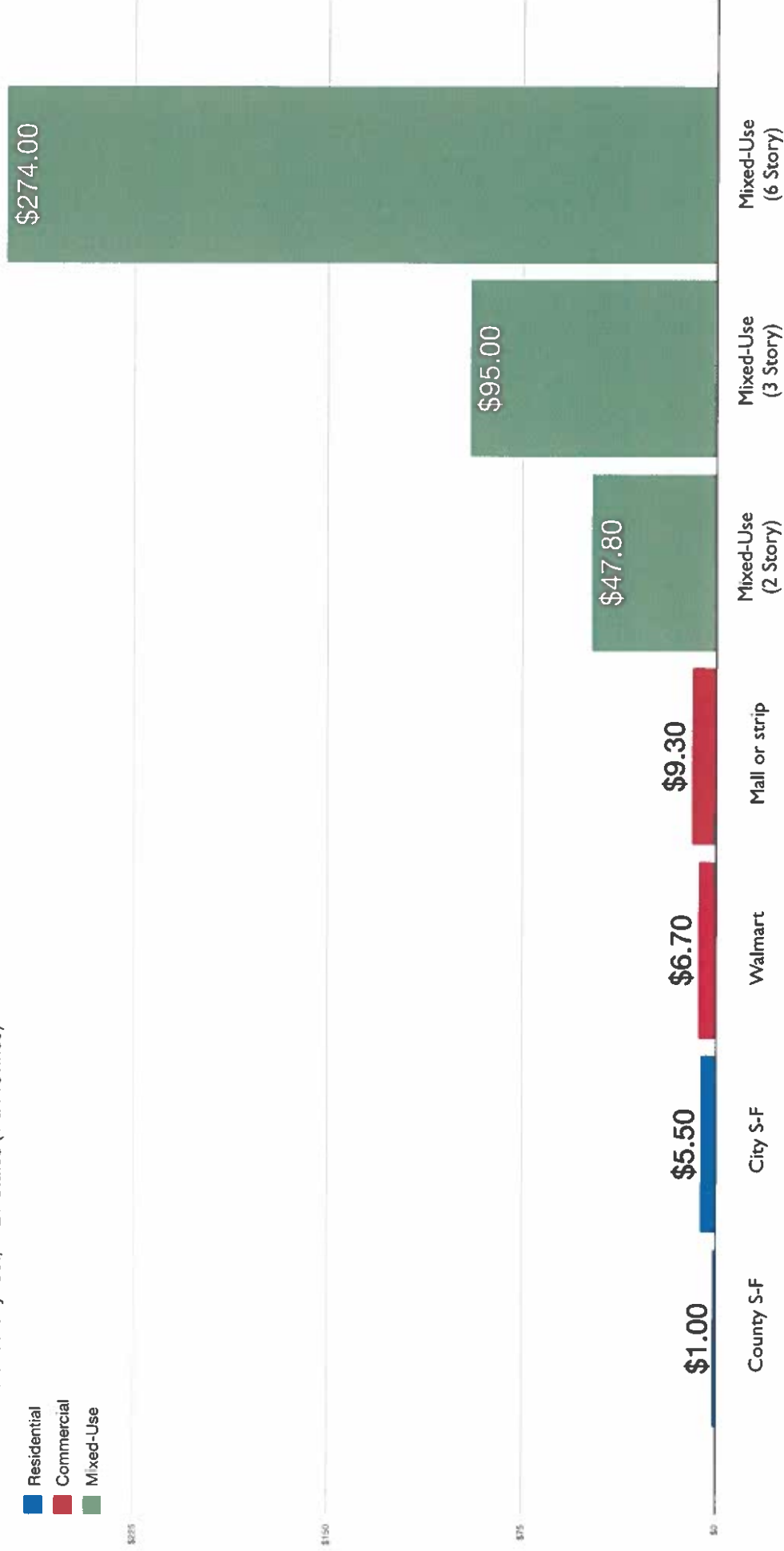
74

URBAN3

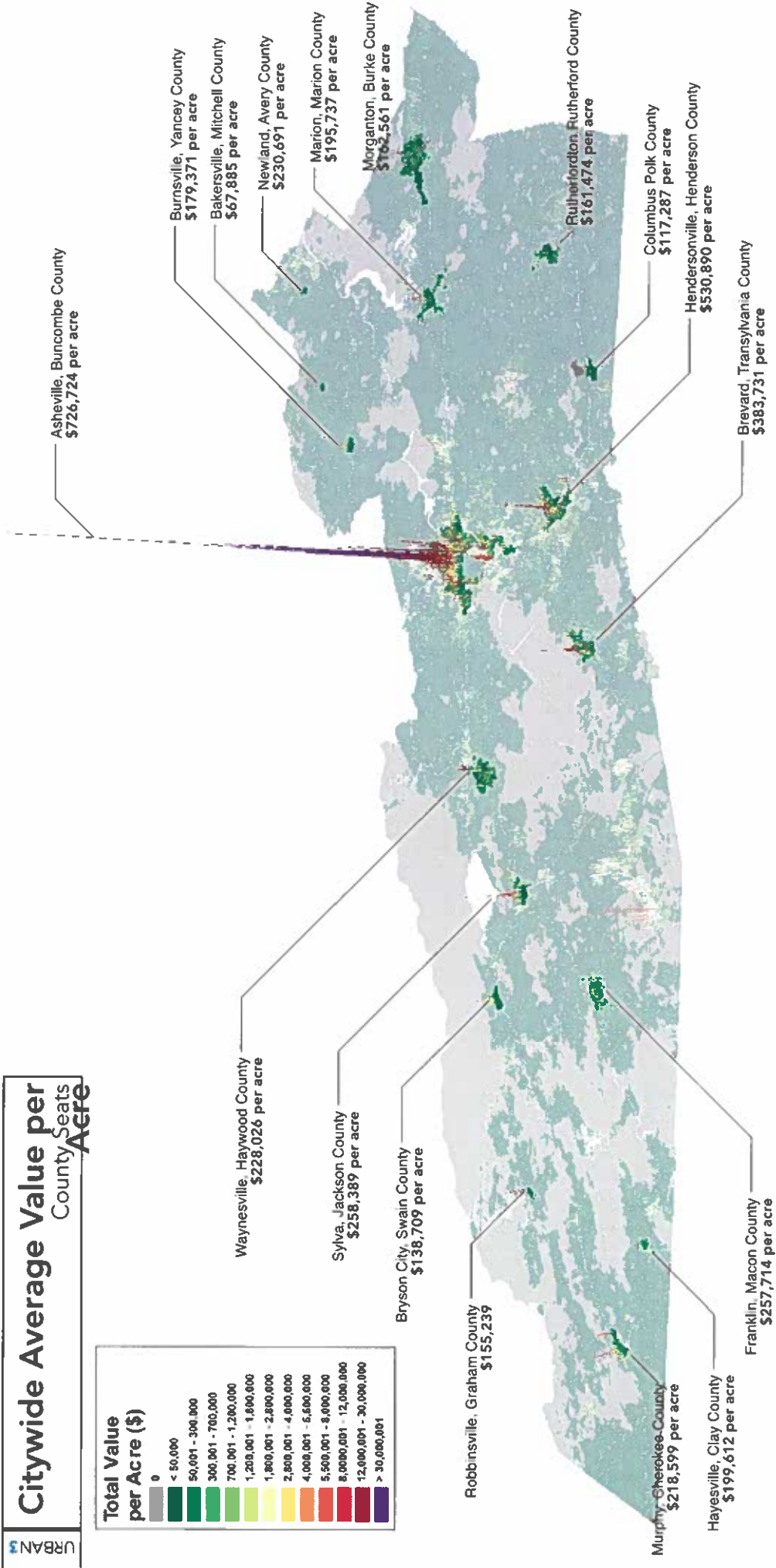
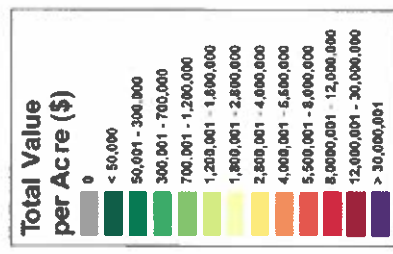
# County Property Taxes/Acre

Ratio Difference of 60 City Set, in 21 States (+ a Province)

- Residential
- Commercial
- Mixed-Use

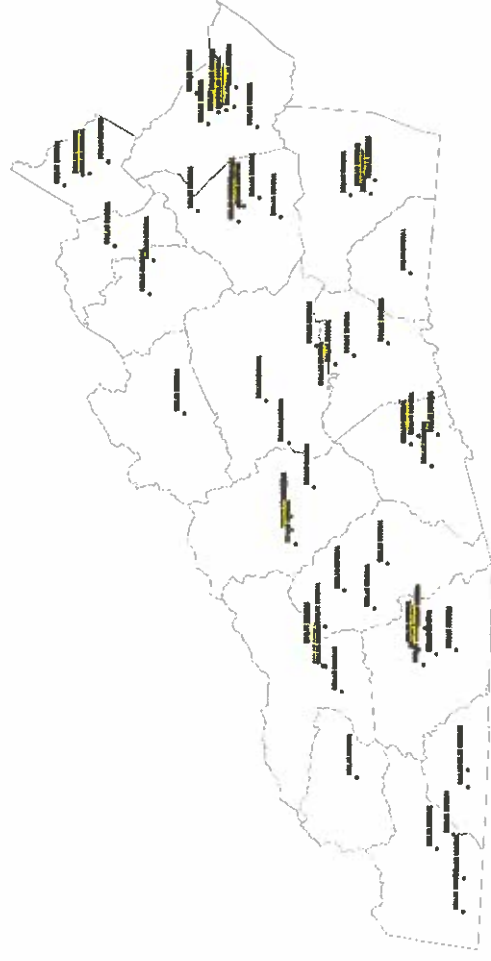
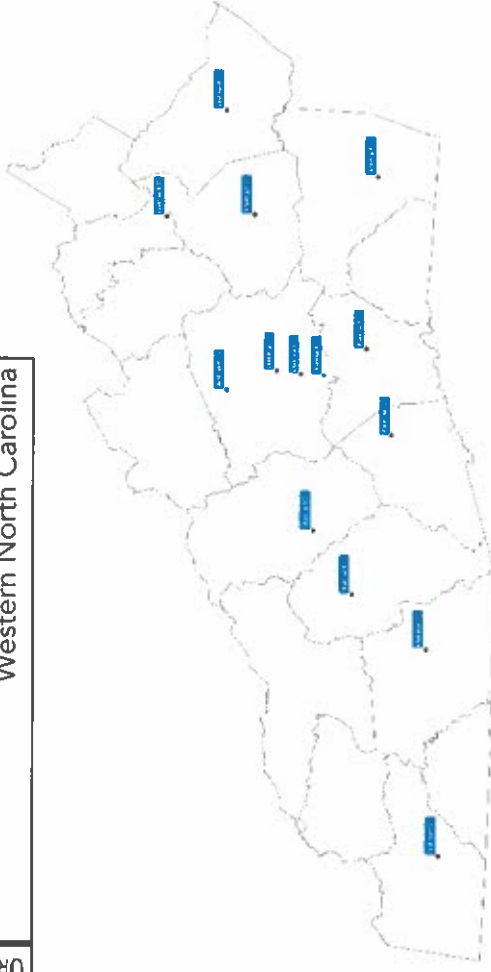


# Citywide Average Value per County Seats Acre



# Land Use Comparisons

Western North Carolina



**Walmart**

**\$592,649**

Average Value per Acre



**DOLLAR GENERAL**

**\$603,647**

Average Value per Acre



# Value per Acre Comparisons

Downtown Sylva, Jackson County NC

\$13.7M

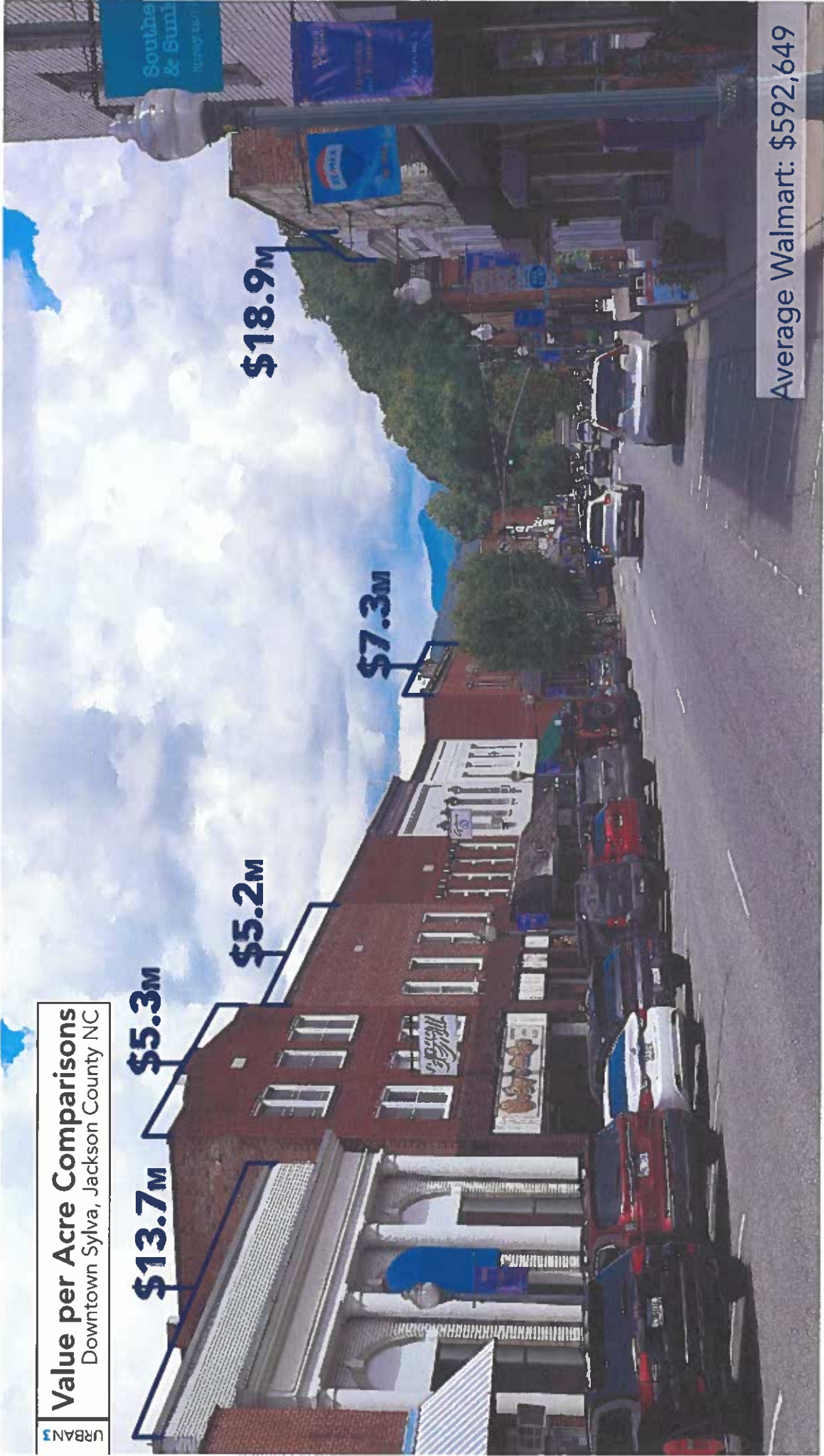
\$5.3M

\$5.2M

\$7.3M

\$18.9M

Average Walmart: \$592,649



**\$2.9M**

**Value per Acre Comparisons**  
Downtown Burnsville, Yancey County NC

URBAN3



Average Walmart: \$592,649

**Infrastructure System Costs**  
Annapolis, MD



\*Also known as Lifecycle Cost

## **NCLM ON-DEMAND COURSES**

### **Best Practices for Elected Officials**

Ethics for Municipal Officials	\$60 + tax
Independence, Professionalism, & Public Engagement	\$40+tax

### **Foundations of Municipal Governance**

Real Estate & Condemnation	\$40 + tax
Open Meetings Law	\$40 + tax
Public Records	\$40 + tax

### **Municipal Finance Series**

Gov Accting for Non-Governmental Acnts	\$40 + tax
Cash Receipts	\$40 + tax
Completing Required Forms	\$40 + tax
Internal Controls	\$40 + tax
Pre-Audit	\$40 + tax
Roles & Responsibilities	\$40 + tax

### **Risk Management**

Foundations of HR Management	Free
------------------------------	------

### **Municipal Operations**

Managing Road Closures	Free
Utility Management Best Practices	\$72 + tax