



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

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

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**BOARD OF COMMISSIONERS REGULAR MEETING**

**6:45 Public Hearing**

**7:00 PM Board Meeting**

**October 13, 2025**

**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting September 8, 2025
5. Consent Agenda
  - a. Mission and Goals
  - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - c. Monthly Checks Report
  - d. Public Works Monthly Reports
  - e. WWTP Monthly Report
  - f. Police Activity Reports
  - g. Action Items from Prior BOC Meeting
  - h. Status of Grants
  - i. Budget Amendments #4, #5
6. Closed Session per NC GS 143-318.11 (a)(6)
7. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
8. Old Business
  - a. Grant Project Ordinance – USDA Leaf Machine – for consideration
  - b. Evidentiary Hearing: Special Use Permits – for consideration
9. New Business
  - a. Social District – Request from Revitalization Committee – for discussion and consideration
10. Announcements
11. Adjournment

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ORDER CONFIRMATION

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TOWN OF WARRENTON  
PO BOX 281  
WARRENTON NC 27589

Start: 10/08/2025 Stop: 10/08/2025  
Times Ord: 1 Times Run: \*\*\*  
STD 3.00 X 1.93 Words: 99  
Total STD 5.79  
Class: 380 Public Notice  
Rate: LEG Cost: 117.80  
# Affidavits: 1

Contact: ROBERT DAVIE-TOWN ADMINISTRA  
Phone: (252)257-1122  
Fax#:  
Email: townadministrator@warrenton.  
Agency:

Ad Descrpt: PUBLIC HEARING NOTICE NOT  
Given by: \*  
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PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
WR	A	99	W	Wed 10/08/25	1	Wed 10/08/25	W

AUTHORIZATION

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

Name (print or type)

Name (signature)

**PUBLIC HEARING NOTICE**

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, October 13, 2025, in the meeting room of Town Hall located at 113 S. Bragg Street, Warrenton, NC. At 6:45PM comments will be received on various Special Use applications. All interested citizens are urged to attend.

A copy of the Special Use applications will be available for public review at the Warrenton Town Hall, by calling 252-257-1122 and making an appointment.

Following the public hearing, the regularly scheduled Board of Commissioner's meeting will also be held at 7:00 PM.

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**September 8, 2025**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner Nat White	Commissioner Dian Sourelis
Commissioner Michael Coffman	Commissioner John Blalock
Commissioner Jason Young	Commissioner Aaron Ayscue
Robert Davie, Town Administrator	Meredith Valentine, Finance Director
Bill Perkinson, Public Works Director	
Sgt. E. Tharrington	
Tracy Stevenson, Minute Taker	

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

Mayor Walter Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, September 8, 2025, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Ayscue.

**Conflict of Interest Statement and Proposed Agenda**

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

**New Business**

**(h) Special Use Permit Applications – for discussion and referral to Planning Board. Two additional applications for referral.**

Commissioner Coffman made a motion to approve the proposed agenda as amended, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

**Public Comments**

There were none.

## **Minutes**

The minutes of the August 11, 2025, Board of Commissioners meeting and Public Hearings were presented. Commissioner White made a motion to approve the minutes, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

## **Consent Agenda**

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

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

## **Committee Reports**

- a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items.
- b) Public Works – Commissioner Blalock had no additional report other than agenda items. Monica Thornton, USDA Area Specialist, presented the Letter of Conditions for a Community Facilities Program Loan/Grant to Leaf Loader Machine for Public Works. Ms. Thornton informed the Board that the total cost would be \$93,913.00 and the funding sources will be \$43,000 USDA Loan and \$50,000 USDA Grant, with an applicant contribution of \$913.00. The loan would extend over five years at 4.875% interest with an annual payment of \$9,898.00. She further stated that an annual reserve of \$990.00 is required. Commissioner Blalock made a motion to approve the resolution, loan and authorized signer documentation presented by Ms. Thornton, with a second by Commissioner Young. The motion was approved by unanimous vote.
- c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Sgt. Tharrington presented the incident summary for the month of August 2025.
- d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- e) Revitalization/Historic District Commission – Commissioner Coffman informed the Board that planning continues for the Harvest Moon Festival on October 11, 2025. He stated that the Historic District Commission did not receive any Certificate of Appropriateness applications for August 2025.
- f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items. Ms. Sourelis asked the Board to consider options for the wreaths to be discussed at a later date.
- g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

## **Old Business**

- (a) **Update on OSG Water Bill Mailings – for information** – Town Administrator, Robert Davie informed the Board that utility billing has been successfully integrated with a new provider.

## **New Business**

- a) **Project Presentation – Heather, Christine** - Heather Sargent and Christine Dickinson presented details on the Storefront Beautification project, “Awnings, Blades, and Blooms” for Main Street. The project will include donations from citizens for awnings, blade sign holders, and planters. Business owners will be given the option to choose different designs and will have the opportunity to discuss design ideas with Lane and Brenda Elrod, Commercial Designers. Business owners will complete applications and will be accepted on a first come first serve basis until the funding is exhausted.
- b) **Budget Amendment – Heather, Christine Project – for consideration** – Town Administrator, Robert Davie presented Budget Amendment #3 to establish a budget line to accept and disburse funds donated to the Storefront Beautification budget. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote. Town Administrator, Robert Davie requested that the Town demonstrate its commitment to this project by transferring \$1070 into the Awning and Blade Sign line from the contingency line, which would cover the purchase and installation of three to five blade sign arms totaling \$1570. All remaining project efforts for potted plants and awnings would be privately funded. Commissioner White made a motion to approve the transfer as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- c) **Parade Resolutions - Christmas, Firemen, Homecoming – for consideration** – Town Administrator, Robert Davie presented the Resolution declaring that Saturday, December 13, 2025, at 5:00 P.M. the Town will host its Christmas Parade along South and North Main Streets, beginning at Cousin Lucy’s Lane and ending at Ridgeway Street. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote. Mr. Davie presented the Firemen’s Parade Resolution to declare that Saturday, September 20, 2025, from 10:00 AM till 12:00 noon, the Town will host its Firemen’s Parade along South and North Main Streets, beginning at Plummer Street and ending at Ridgeway Street. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote. Mr. Davie presented the Homecoming Parade Resolution to declare Friday, October 3, 2025, at 5:00 P.M. The Town will host its Homecoming Parade along South and North Main Streets, beginning at Plummer Street and ending at Ridgeway Street. The Resolution states that parts of Main Street will be closed from 4:00 PM to 8:00 PM. The Board questioned the length of time that Main Street would be closed. Sgt. Tharrington stated that he believed this was incorrect and that the streets would be closed from 4:00 PM to 6:00 PM. Commissioner Sourelis made a motion to approve the resolution with the amended time, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- d) **Policy Details for Water/Sewer Accounts – for consideration** – Town Administrator, Robert Davie presented the updated Town of Warrenton Public Works Utility Policies for

consideration. Mr. Davie stated that the updated policies were developed after several employees attended online classes held by the UNC School of Government. Staff meetings were held and the final policy was provided to attorney, Mitch Styers. After several questions and clarifications Commissioner Blalock made a motion to approve the updated Water/Sewer Policies as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- e) **Flood Prevention Ordinance – for discussion and consideration** – Town Administrator, Robert Davie presented the updated Flood Damage Prevention Ordinance for consideration. Mr. Davie stated that this update is a requirement from the State of North Carolina and FEMA, so that Warrenton can continue to receive funding from FEMA. This ordinance must be adopted prior to September 19, 2025. The ordinance was last updated on December 10, 2000 and has been reviewed by attorney, Mitch Styers, with no changes. Horse Creek has been designated as a specific flood area. Mr. Davie stated that the Board needed to decide on the Substantial Damage percentage, with twenty-five percent recommended. Commissioner Ayscue made a motion to approve the ordinance with option three as recommended, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- f) **Update of Angled Parking along College Street – for discussion and consideration** – Town Administrator, Robert Davie requested the update of angled parking along College Street as well as prior angled parking along East and West Market Streets. Commissioner Blalock made a motion to approve the update as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- g) **Special Use Permit Applications – for discussion and referral to Planning Board** – Town Administrator, Robert Davie presented the following Special Use Permit applications for referral to the Planning Board: 114 W. Franklin Street – car dealership, 414 Church Street – short-term rental, 669 US Highway 401 South – mobile home, 719 N. Main Street - short-term rental. Commissioner Coffman made a motion to approve referral of all four Special Use Permit Applications to the Planning Board, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- h) **Resolution for Fall Funding 2025 – Water/Sewer AIA – for consideration** – Town Administrator, Robert Davie presented a resolution authorizing application for the 2025 Water and Wastewater Asset and Inventory Assessment (AIA) grant. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

**Announcements** – Mayor Gardner announced that All Saint’s Episcopal Church and the Warren Community Center have been listed on the National Register of Historic Places.

Commissioner Blalock made a motion to go into closed session pursuant to ***NC GS 143-318.11 (a)(5)***, with a second by Commissioner White. The motion was approved by unanimous vote.

Commissioner Blalock motioned to return to open session with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

With no further action taken and no further business, the meeting was adjourned.

## Mission

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

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

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

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

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

Work on the \$15 million of improvements already identified

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

Ongoing

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

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

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term;

Seek compliance on existing violations.

Ongoing

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

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

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

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

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

Short term

CORE

Ongoing

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

Ongoing

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

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

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

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

Short term

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

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

Short term and  
Ongoing



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

**Key Strategic Actions**

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

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

**Key Strategic Actions**

**Plan for Key Staff Retirements**

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

## Budget vs Actual

Town of Warrenton  
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Period Ending 9/30/2025

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	2,860.00	6,390.00	6,390.00	(35,460.00)	15%	
34-381-037 Transfer in from GF	1,988	0.00	0.00	0.00	0.00	(1,988.00)		
<b>Revenues Totals:</b>	<b>57,171</b>	<b>0.00</b>	<b>2,860.00</b>	<b>6,390.00</b>	<b>6,390.00</b>	<b>(50,781.00)</b>	<b>11%</b>	
<b>Expenses</b>								
34-405-203 Supplies	300	0.00	0.00	34.26	34.26	265.74	11%	
34-405-250 Lights/Heat/Security	3,000	1,421.44	229.07	753.56	753.56	825.00	73%	
34-405-251 Telephone/Internet	2,900	1,921.60	198.40	882.80	882.80	95.60	97%	
34-405-255 Bldg Maint/Clean Srvs	2,800	150.00	0.00	287.00	287.00	2,363.00	16%	
34-405-400 Liability Insurance	38	0.00	0.00	0.00	0.00	38.00		
34-405-422 Rent Paid by Town	34,500	21,000.00	3,000.00	12,000.00	12,000.00	1,500.00	96%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
<b>Non-Departmental Totals:</b>	<b>43,838</b>	<b>24,493.04</b>	<b>3,427.47</b>	<b>13,957.62</b>	<b>13,957.62</b>	<b>5,387.34</b>	<b>88%</b>	
34-432-701 State Econ & Infra Dev Grant FW Exp	13,333	0.00	0.00	13,333.33	13,333.33	(0.33)	100%	
<b>Totals:</b>	<b>13,333</b>	<b>0.00</b>	<b>0.00</b>	<b>13,333.33</b>	<b>13,333.33</b>	<b>(0.33)</b>	<b>100%</b>	
<b>Expenses Totals:</b>	<b>57,171</b>	<b>24,493.04</b>	<b>3,427.47</b>	<b>27,290.95</b>	<b>27,290.95</b>	<b>5,387.01</b>	<b>91%</b>	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>(567.47)</b>	<b>(20,900.95)</b>	<b>(20,900.95)</b>			

## Budget vs Actual

Town of Warrenton  
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Period Ending 9/30/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	620,784	0.00	7,369.50	(18,065.40)	(18,065.40)	(638,849.40)	-3%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	542.38	908.56	908.56	(4,091.44)	18%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	19.43	(310.57)	(310.57)	(2,310.57)	-16%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	45.27	690.92	690.92	(1,509.08)	31%
37-307-310 Motor Vehicles - Current	41,054	0.00	5,286.55	11,610.46	11,610.46	(29,443.54)	28%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	33,232.65	4,048.61	4,048.61	(372,951.39)	1%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	37,665.00	37,665.00	37,665.00	37,665.00	
37-325-325 Utility Franchise Tax Quarterly	88,600	0.00	19,745.53	345.53	345.53	(88,254.47)	0%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	142.26	112.01	112.01	(887.99)	11%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	150.56	150.56	(449.44)	25%
37-335-335 Powell Bill	33,916	0.00	16,785.32	16,785.32	16,785.32	(17,130.68)	49%
37-345-344 Historic District Comm Fees	200	0.00	25.00	25.00	25.00	(175.00)	13%
37-345-345 Zone Board of Adj	1,800	0.00	400.00	1,550.00	1,550.00	(250.00)	86%
37-345-346 Code Enforcement	3,500	0.00	300.00	600.00	600.00	(2,900.00)	17%
37-351-353 Landfill Fees Residential	208,926	0.00	17,470.70	53,398.26	53,398.26	(155,527.74)	26%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	0.00	(700.00)	
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	0.00	9.00	9.00	(191.00)	5%
37-351-360 Cell Tower Rent	64,680	0.00	2,964.50	2,156.00	2,156.00	(62,524.00)	3%
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	13.62	17.04	17.04	(42.96)	28%
37-365-002 NCCMT Debt Setoff Disbursement	500	0.00	0.00	0.00	0.00	(500.00)	
37-365-034 Storefront Beautification Rev	15,000	0.00	1,260.00	2,260.00	2,260.00	(12,740.00)	15%

## Budget vs Actual

Town of Warrenton  
10/9/2025 4:04:20 PM

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Period Ending 9/30/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-351 Revitalization Comm	25,000	0.00	3,280.00	4,780.00	4,780.00	(20,220.00)	19%
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	5,103.40	16,184.56	16,184.56	(47,872.44)	25%
37-365-371 WS 25% of GF Exp	122,255	0.00	11,249.28	33,635.05	33,635.05	(88,619.95)	28%
37-365-374 Insurance Proceeds GF	0	0.00	2,117.35	6,261.55	6,261.55	6,261.55	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	0.00	(100.00)	
37-365-410 Interest Investment NCCMT	24,000	0.00	2,050.34	6,322.64	6,322.64	(17,677.36)	26%
Revenues Totals:	1,705,132	0.00	167,068.08	181,140.10	181,140.10	(1,523,991.90)	11%
Expenses							
37-401-010 Salary - Full Time	181,117	0.00	14,522.36	46,443.88	46,443.88	134,673.12	26%
37-401-012 Salary - Adm Assistant	56,039	0.00	4,268.80	14,940.80	14,940.80	41,098.20	27%
37-401-020 ER-FICA Taxes	13,856	0.00	1,110.48	3,551.28	3,551.28	10,304.72	26%
37-401-021 ER-FICA Taxes - Adm Assistant	4,287	0.00	326.08	1,141.28	1,141.28	3,145.72	27%
37-401-030 ER-Retirement - Orbit	49,257	0.00	3,983.72	13,013.53	13,013.53	36,243.47	26%
37-401-040 ER-Health Insurance	35,000	3,151.36	2,886.43	7,351.71	7,351.71	24,496.93	30%
37-401-050 ER-Life Insurance	570	372.00	93.00	186.00	186.00	12.00	98%
37-401-060 ER-Workman's Comp	400	137.68	0.00	262.32	262.32	0.00	100%
37-401-200 Travel Expense	2,000	400.00	0.00	0.00	0.00	1,600.00	20%
37-401-203 Supplies	5,000	174.18	158.85	426.74	426.74	4,399.08	12%
37-401-250 Light, Heat & Security	8,500	4,131.83	967.60	1,606.17	1,606.17	2,762.00	68%
37-401-251 Telephone & Postage	4,000	2,180.11	185.80	684.99	684.99	1,134.90	72%
37-401-255 Bldg. Maint/ Clean SVS	16,918	3,079.54	7,460.37	9,267.65	9,267.65	4,570.81	73%
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	900.00	900.00	2,850.00	24%
37-401-295 Training	5,000	0.00	0.00	340.00	340.00	4,660.00	7%
37-401-301 Computer Maint	9,000	6,428.85	818.43	2,463.26	2,463.26	107.89	99%
37-401-302 Software Support	1,000	359.80	(104.02)	366.65	366.65	273.55	73%
37-401-304 Website	800	0.00	412.50	412.50	412.50	387.50	52%
37-401-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00	

## Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-306 Awning 25% Fund	500	0.00	500.00	500.00	500.00	0.00	100%
37-401-307 Special Events	2,500	300.00	85.00	110.00	110.00	2,090.00	16%
37-401-309 Advertising	2,270	0.00	0.00	0.00	0.00	2,270.00	
37-401-310 Dues & Subscriptions	4,000	426.00	(234.85)	2,068.15	2,068.15	1,505.85	62%
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,000	0.00	0.00	1,170.11	1,170.11	829.89	59%
37-401-400 Liability Insurance	7,800	72.45	0.00	0.00	0.00	7,727.55	1%
37-401-401 County Tax Collection Svs	8,000	0.00	119.65	273.56	273.56	7,726.44	3%
37-401-405 Audit Expense	13,117	3,637.50	3,863.40	9,062.50	9,062.50	417.00	97%
37-401-410 Election Cost	8,500	0.00	0.00	0.00	0.00	8,500.00	
37-401-415 Economic Development	268	0.00	268.08	268.08	268.08	0.00	100%
37-401-420 Attorney Fees	3,500	1,200.00	0.00	1,200.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	2,870.86	7,955.36	7,955.36	(7,955.36)	
37-401-499 Miscellaneous Expense	1,732	0.00	0.00	30.00	30.00	1,701.92	2%
37-401-802 Truist Parking Lot Loan Principal	10,576	0.00	0.00	5,218.99	5,218.99	5,357.01	49%
37-401-832 Truist Parking Lot Loan Interest	5,667	0.00	0.00	2,902.01	2,902.01	2,764.99	51%
37-401-998 Contingency	5,000	0.00	0.00	0.00	0.00	5,000.00	
General Government Totals:	472,924	26,051.30	44,862.54	134,117.52	134,117.52	312,755.18	34%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	375.00	1,125.00	25%
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	28.68	86.32	25%
37-402-060 Workers Comp Mayor & Council	70	21.71	0.00	48.29	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	0.00	0.00	0.00	1,500.00	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00	
Governing Body Totals:	3,685	21.71	134.56	451.97	451.97	3,211.32	13%
37-405-345 Zoning/Ordinances	7,500	0.00	0.00	6,878.00	6,878.00	622.00	92%
37-405-407 Branded Clothing Sales	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-405-423 Quilters Lane	1,250	0.00	0.00	1,090.00	1,090.00	160.00	87%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	
37-405-434 Storefront Beautification Exp	15,000	0.00	(500.00)	(500.00)	(500.00)	15,500.00	-3%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-450 Revitalization Comm	25,000	320.00	283.28	347.12	347.12	24,332.88	3%
37-405-470 Small Town Maint St	1,500	0.00	0.00	0.00	0.00	1,500.00	
Non-Departmental Totals:	51,470	320.00	(216.72)	7,815.12	7,815.12	43,334.88	16%
37-501-010 SALARY FULL TIME	301,716	0.00	20,959.62	69,077.54	69,077.54	232,638.00	23%
37-501-014 Salary - Part Time	5,000	0.00	3,240.00	5,400.00	5,400.00	(400.00)	108%
37-501-015 Salary-LEO Separation Allowance	15,000	0.00	1,085.94	3,257.82	3,257.82	11,742.18	22%
37-501-016 Salary - Admin Assistant	43,827	0.00	3,329.60	11,653.60	11,653.60	32,173.40	27%
37-501-019 Salary - Over-Time	10,000	0.00	908.76	1,816.14	1,816.14	8,183.86	18%
37-501-020 ER-FICA Taxes	26,431	0.00	2,238.58	6,912.58	6,912.58	19,518.42	26%
37-501-030 ER - Retirement Orbit	78,982	0.00	5,720.30	18,726.52	18,726.52	60,255.48	24%
37-501-031 ER - 401K 5%	15,084	11,524.13	1,093.42	3,544.69	3,544.69	15.18	100%
37-501-040 ER - Health Insurance	55,982	1,806.00	3,544.62	8,654.84	8,654.84	45,521.16	19%
37-501-050 ER - Life Insurance	1,152	620.00	155.00	310.00	310.00	222.00	81%
37-501-060 ER - Workman's Comp	6,525	0.00	0.00	6,525.46	6,525.46	0.00	100%
37-501-200 Travel Expense	1,500	800.00	0.00	0.00	0.00	700.00	53%
37-501-203 Supplies	5,000	1,353.18	1,011.53	1,145.13	1,145.13	2,501.69	50%
37-501-204 Uniforms	5,000	500.00	0.00	63.26	63.26	4,436.74	11%
37-501-205 Equipment & Material	4,000	34.48	39.75	455.27	455.27	3,510.25	12%
37-501-206 Ammunition	420	0.00	0.00	0.00	0.00	420.00	
37-501-250 Light, Heat & Security	9,000	4,131.83	967.60	1,606.17	1,606.17	3,262.00	64%
37-501-251 Telephone & Postage	8,106	5,683.68	600.97	1,955.92	1,955.92	466.44	94%
37-501-252 Fuel	15,000	12,181.37	1,322.44	2,818.63	2,818.63	0.00	100%
37-501-255 Bldg Maint/Clean Svs	7,146	2,385.88	2,945.49	4,752.77	4,752.77	7.35	100%
37-501-295 Training	2,000	229.96	964.52	1,646.38	1,646.38	123.66	94%
37-501-301 Computer Maint	9,532	6,543.76	828.93	2,671.35	2,671.35	316.89	97%
37-501-302 Software Support	9,337	2,224.20	6,415.50	7,112.80	7,112.80	0.00	100%
37-501-318 Freight Charges	250	0.00	0.00	0.00	0.00	250.00	
37-501-351 Maint & Repair Equip	4,000	0.00	0.00	1,196.00	1,196.00	2,804.00	30%
37-501-370 2019 Dodge Car 100	1,500	422.94	77.06	77.06	77.06	1,000.00	33%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-371 2017 Dodge Car 200	1,500	500.00	0.00	117.02	117.02	882.98	41%	
37-501-372 2016 Dodge Car 300	1,500	704.77	0.00	545.23	545.23	250.00	83%	
37-501-373 2017 Dodge Car 400	1,300	500.00	0.00	0.00	0.00	800.00	38%	
37-501-376 2019 Dodge Car 700	1,500	500.00	0.00	0.00	0.00	1,000.00	33%	
37-501-377 2023 Dodge Car 125	1,500	500.00	0.00	0.00	0.00	1,000.00	33%	
37-501-378 2023 Dodge Car 225	1,500	500.00	0.00	0.00	0.00	1,000.00	33%	
37-501-400 Liability Insurance	23,797	72.45	0.00	0.00	0.00	23,724.55	0%	
37-501-415 Medical	3,000	0.00	0.00	0.00	0.00	3,000.00		
37-501-420 Attorney Fees	12,500	0.00	0.00	0.00	0.00	12,500.00		
37-501-433 COP Program	3,000	186.12	(417.84)	(417.84)	(417.84)	3,231.72	-8%	
37-501-499 Miscellaneous	862	350.00	0.00	0.00	0.00	511.96	41%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	5,268	0.00	0.00	0.00	0.00	5,268.00		
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,651	0.00	0.00	0.00	0.00	7,651.00		
37-501-834 Police 2019 Cars Loan Interest (USDA)	158	0.00	0.00	0.00	0.00	158.00		
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,327	0.00	0.00	0.00	0.00	1,327.00		
Police Department Totals:	707,853	54,254.75	57,031.79	161,624.34	161,624.34	491,973.91	30%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	252.16	882.56	882.56	1,799.44	33%	
37-601-020 ER-FICA Taxes	230	0.00	19.30	67.54	67.54	162.46	29%	
37-601-060 Workers Comp	660	66.59	0.00	593.41	593.41	0.00	100%	
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	0.00	456.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	87,600	0.00	7,300.00	21,900.00	21,900.00	65,700.00	25%	
37-601-475 Donation to Town Fire	1,550	0.00	0.00	0.00	0.00	1,550.00		
37-601-476 Code Enforcement Exp	550	90.00	0.00	0.00	0.00	460.00	16%	
Fire Totals:	93,928	156.59	7,571.46	23,443.51	23,443.51	70,327.90	25%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-651-330 Christmas Lights/Santa House	1,750	0.00	0.00	0.00	0.00	1,750.00	
37-651-331 Haley Haywood Park	785	0.00	0.00	0.00	0.00	785.00	
37-651-332 Signs below \$5,000	2,000	0.00	182.48	182.48	182.48	1,817.52	9%
37-651-333 Street Beautification - Below \$5,000	4,000	917.70	599.45	628.39	628.39	2,453.91	39%
37-651-335 Street Lighting Electric Bill	32,000	23,256.08	2,574.97	7,743.92	7,743.92	1,000.00	97%
Signs and Lights Totals:	40,535	24,173.78	3,356.90	8,554.79	8,554.79	7,806.43	81%
37-701-010 Salary - Full Time	86,007	0.00	4,086.46	19,398.50	19,398.50	66,608.50	23%
37-701-019 Over-Time	1,026	0.00	0.00	0.00	0.00	1,026.00	
37-701-020 ER-FICA Taxes	6,693	0.00	311.10	1,482.46	1,482.46	5,210.54	22%
37-701-030 ER - Retirement - Orbit	18,171	0.00	850.01	4,096.19	4,096.19	14,074.81	23%
37-701-040 ER-Health Insurance	24,036	697.50	509.18	2,710.72	2,710.72	20,627.78	14%
37-701-050 ER-Life Insurance	391	226.88	41.22	94.84	94.84	69.28	82%
37-701-060 ER-Workman's Comp	1,856	0.00	0.00	1,855.50	1,855.50	0.50	100%
37-701-203 Supplies	5,500	1,548.78	231.92	2,037.78	2,037.78	1,913.44	65%
37-701-204 Uniforms	3,400	2,863.84	250.09	536.16	536.16	0.00	100%
37-701-251 Telephone & Postage	540	365.95	54.73	165.05	165.05	9.00	98%
37-701-252 Fuel	10,000	7,472.73	486.61	1,448.47	1,448.47	1,078.80	89%
37-701-312 Tree Removal	3,300	3,300.00	0.00	0.00	0.00	0.00	100%
37-701-351 Maint & Repair Equip	9,830	0.00	0.00	2,164.82	2,164.82	7,665.18	22%
37-701-352 Vehicle Maintenance	5,000	2,176.60	9.11	2,259.00	2,259.00	564.40	89%
37-701-400 Liability Insurance	9,795	0.00	0.00	0.00	0.00	9,795.00	
37-701-431 Street Debris Disposal	4,500	0.00	0.00	0.00	0.00	4,500.00	
37-701-500 Capital Outlay over \$5000	2,070	0.00	0.00	2,069.50	2,069.50	0.50	100%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(3,999.00)	(12,001.00)	25%
Streets Totals:	176,115	18,652.28	5,497.43	36,319.99	36,319.99	121,142.73	31%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	1,100.00	1,100.00	1,100.00	13,900.00	7%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	100.00	100.00	0.00	100%
Powell Bill Totals:	15,100	0.00	1,100.00	1,200.00	1,200.00	13,900.00	8%



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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-801-010 Salary - Full Time Sanitation	58,089	0.00	4,597.70	13,074.59	13,074.59	45,014.41	23%
37-801-019 Salary - Over Time Sanitation	620	0.00	0.00	0.00	0.00	620.00	
37-801-020 ER - FICA Sanitation	4,503	0.00	348.16	993.91	993.91	3,509.09	22%
37-801-030 ER - Retirement - Orbit Sanitation	12,225	0.00	974.72	1,748.15	1,748.15	10,476.85	14%
37-801-040 ER - Health Insurance	15,273	70.32	292.17	794.96	794.96	14,407.72	6%
37-801-050 ER - Life Insurance	251	39.68	9.92	19.84	19.84	191.48	24%
37-801-060 Workman's Compensation	3,665	1,363.12	0.00	2,301.88	2,301.88	0.00	100%
37-801-203 Supplies	350	135.10	150.00	214.90	214.90	0.00	100%
37-801-204 Uniforms	1,976	1,630.75	100.45	345.25	345.25	0.00	100%
37-801-251 Telephone & Postage	500	402.77	32.34	94.93	94.93	2.30	100%
37-801-252 Fuel	4,000	2,437.61	236.18	662.39	662.39	900.00	78%
37-801-350 Landfull Fees	23,112	19,518.28	1,695.75	3,481.72	3,481.72	112.00	100%
37-801-352 Vehicle Maintenance	1,800	1,098.73	4.49	1,112.64	1,112.64	(411.37)	123%
37-801-400 Liability Insurance	5,720	0.00	0.00	0.00	0.00	5,720.00	
Sanitation Totals:	132,084	26,696.36	8,441.88	24,845.16	24,845.16	80,542.48	39%
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	0.00	7,281.00	
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:	11,438	0.00	0.00	0.00	0.00	11,438.00	
Expenses Totals:	1,705,132	150,326.77	127,779.84	398,372.40	398,372.40	1,156,432.83	32%
37 GENERAL FUND Revenues Over/(Under) Expenses:			39,288.24	(217,232.30)	(217,232.30)		

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	911,133	0.00	73,502.67	192,835.33	192,835.33	(718,297.67)	21%
38-351-402 Debt Setoff WATER	53	0.00	0.00	0.00	0.00	(53.00)	
38-351-404 Sewer Services	717,364	0.00	58,765.97	149,789.26	149,789.26	(567,574.74)	21%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	0.00	0.00	(42.00)	
38-351-408 Town Taps/Connection Fee	22,000	0.00	0.00	3,774.29	3,774.29	(18,225.71)	17%
38-351-416 Dis/Reconnection Fee	9,960	0.00	566.00	2,272.72	2,272.72	(7,687.28)	23%
38-351-417 Fire Sprinkler	2,620	0.00	306.00	912.60	912.60	(1,707.40)	35%
38-351-418 Late Fees/Penalty/Cut Off	20,972	0.00	1,019.34	4,462.12	4,462.12	(16,509.88)	21%
38-351-419 Returned Check Fee	987	0.00	30.00	240.00	240.00	(747.00)	24%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	25	0.00	0.00	0.00	0.00	(25.00)	
38-365-410 Interest/investment Income NCCMT	13,628	0.00	1,024.53	3,159.33	3,159.33	(10,468.67)	23%
38-365-421 Account Activation Fee	2,925	0.00	225.00	950.00	950.00	(1,975.00)	32%
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	0.00	(7,281.00)	
38-395-396 Apropriated Fund Balance (Budget Only)	60,310	0.00	0.00	0.00	0.00	(60,310.00)	
<b>Revenues Totals:</b>	<b>1,769,300</b>	<b>0.00</b>	<b>135,439.51</b>	<b>358,395.65</b>	<b>358,395.65</b>	<b>(1,410,904.35)</b>	<b>20%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	124,185	0.00	7,874.80	27,412.36	27,412.36	96,772.64	22%
38-851-014 Salary - Part Time	12,876	0.00	1,079.40	3,524.44	3,524.44	9,351.56	27%
38-851-019 Salary Over-Time	7,987	0.00	379.89	657.96	657.96	7,329.04	8%
38-851-020 ER-FICA Taxes	11,096	0.00	711.41	2,406.77	2,406.77	8,689.23	22%
38-851-030 ER - Retirement Orbit	25,633	0.00	1,429.58	4,899.33	4,899.33	20,733.67	19%
38-851-040 ER - Health Insurance WATER	24,997	545.69	1,689.34	4,204.72	4,204.72	20,246.59	19%
38-851-050 ER - Life Insurance	382	243.58	69.62	132.26	132.26	6.16	98%
38-851-060 ER - Workman's Comp	1,112	304.64	0.00	807.36	807.36	0.00	100%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-203 Supplies	35,000	20,097.11	1,513.46	5,798.88	5,798.88	9,104.01	74%
38-851-204 Uniforms	3,120	2,635.41	222.07	484.59	484.59	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,824.04	513.02	894.98	894.98	2,370.98	61%
38-851-251 Telephone & Postage	10,896	8,590.76	940.26	2,223.51	2,223.51	81.73	99%
38-851-252 Fuel	10,000	6,838.08	425.65	1,261.92	1,261.92	1,900.00	81%
38-851-255 Bldg. Maint/Clean Svs	5,113	1,316.36	1,693.09	2,596.74	2,596.74	1,199.90	77%
38-851-260 Electric Tank/Pumps	3,401	1,736.44	171.32	413.56	413.56	1,251.00	63%
38-851-296 Continuing Education	1,300	0.00	0.00	0.00	0.00	1,300.00	
38-851-301 Computer Maintenance	5,319	3,771.01	529.15	1,401.11	1,401.11	146.88	97%
38-851-302 Software Support	9,300	216.71	8,097.71	8,556.55	8,556.55	526.74	94%
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	0.00	2,250.00	
38-851-309 Advertising	265	102.03	0.00	0.00	0.00	162.97	39%
38-851-310 Dues & Subscriptions	880	112.50	169.17	194.17	194.17	573.33	35%
38-851-313 State Permits	1,270	0.00	1,151.00	1,151.00	1,151.00	119.00	91%
38-851-345 Water Tank Contract	21,061	15,795.12	0.00	5,265.04	5,265.04	0.84	100%
38-851-347 Lab Analysis	1,200	860.00	70.00	140.00	140.00	200.00	83%
38-851-351 Maint. & Repair Equip	2,165	0.00	0.00	2,164.83	2,164.83	0.17	100%
38-851-352 Vehicle Maintenance	3,750	0.00	1,107.91	1,436.25	1,436.25	2,313.75	38%
38-851-400 Town Liability Insurance	13,253	36.22	0.00	0.00	0.00	13,216.78	0%
38-851-405 Audit Expense	6,559	1,818.75	1,931.70	4,531.25	4,531.25	209.00	97%
38-851-434 WS grant expense	31,292	0.00	0.00	19.00	19.00	31,273.00	0%
38-851-448 External Contract	15,000	575.00	2,372.26	13,422.26	13,422.26	1,002.74	93%
38-851-451 Water Purchase	250,000	224,508.11	13,642.53	25,491.89	25,491.89	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	2,069.50	2,069.50	0.50	100%
38-851-802 USDA Public Works Trucks - Princ Water	6,109	0.00	0.00	0.00	0.00	6,109.00	
38-851-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	0.00	0.00	29,858.00	
38-851-833 USDA Town Hall/WS Loan	14,502	0.00	0.00	0.00	0.00	14,502.00	

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Interest							
38-851-836 USDA Public Works Trucks - Int Water	856	0.00	0.00	0.00	0.00	856.00	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	3,999.00	12,001.00	25%
38-851-896 WS 25% of GF Expense	59,399	0.00	5,624.64	16,817.52	16,817.52	42,581.48	28%
38-851-998 Contingency	9,009	0.00	0.00	0.00	0.00	9,009.00	
Water Totals:	784,770	292,927.56	54,741.98	144,378.75	144,378.75	347,463.69	56%
38-852-010 Salary - Full Time	124,185	0.00	7,874.80	27,304.52	27,304.52	96,880.48	22%
38-852-014 Salary - Part Time	12,876	0.00	1,079.23	3,524.27	3,524.27	9,351.73	27%
38-852-019 Salary - Over Time Sewer	7,987	0.00	314.20	960.85	960.85	7,026.15	12%
38-852-020 ER - FICA Sewer	11,096	0.00	708.50	2,428.56	2,428.56	8,667.44	22%
38-852-030 ER-Retirement Orbit	25,633	0.00	1,451.32	4,935.53	4,935.53	20,697.47	19%
38-852-040 ER-Health Insurance SEWER	24,997	545.45	1,689.27	4,204.58	4,204.58	20,246.97	19%
38-852-050 ER-Life Insurance	382	243.59	69.61	132.25	132.25	6.16	98%
38-852-060 ER-Workman's Comp	1,112	304.65	0.00	807.35	807.35	0.00	100%
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-852-203 Supplies	28,000	16,512.20	2,475.67	10,511.44	10,511.44	976.36	97%
38-852-204 Uniforms	3,120	2,635.43	222.05	484.57	484.57	0.00	100%
38-852-250 Light & Heat & Security	7,000	2,824.07	513.00	894.91	894.91	3,281.02	53%
38-852-251 Telephone & Postage	11,312	8,641.55	954.04	2,267.12	2,267.12	403.33	96%
38-852-252 Fuel	10,000	6,838.07	425.65	1,261.93	1,261.93	1,900.00	81%
38-852-255 Bldg. Maint/Clean Svs	5,113	1,316.37	1,287.75	2,191.40	2,191.40	1,605.23	69%
38-852-260 Electric Tank/Pumps	12,000	9,014.98	829.21	2,585.02	2,585.02	400.00	97%
38-852-296 Continuing Education	1,300	0.00	0.00	85.00	85.00	1,215.00	7%
38-852-301 Computer Maint.	5,319	3,770.93	529.12	1,401.07	1,401.07	147.00	97%
38-852-302 Software Support	9,300	216.71	8,097.71	8,556.54	8,556.54	526.75	94%
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	0.00	2,250.00	
38-852-309 Advertising	500	388.45	0.00	0.00	0.00	111.55	78%
38-852-310 Dues & Subscriptions	880	112.50	169.17	194.17	194.17	573.33	35%

## Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-313 State Permits	1,500	0.00	0.00	0.00	0.00	1,500.00	
38-852-351 Maint & Repair Equip	2,165	0.00	0.00	2,164.82	2,164.82	0.18	100%
38-852-352 Vehicle Maintenance	3,750	0.00	1,107.91	1,436.23	1,436.23	2,313.77	38%
38-852-400 Liability Insurance	7,228	36.23	0.00	0.00	0.00	7,191.77	1%
38-852-405 Audit Expense	6,559	1,818.75	1,931.70	4,531.25	4,531.25	209.00	97%
38-852-434 WS Grant Expense	15,000	0.00	0.00	19.00	19.00	14,981.00	0%
38-852-435 Purchase of Sewer Services	434,416	0.00	0.00	67,011.63	67,011.63	367,404.37	15%
38-852-448 External Contract	22,000	7,885.61	960.00	960.00	960.00	13,154.39	40%
38-852-473 WWTP Rehab Annual Payment	22,073	0.00	0.00	0.00	0.00	22,073.00	
38-852-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	2,069.50	2,069.50	0.50	100%
38-852-802 USDA Public Works Trucks - Princ Sewer	6,109	0.00	0.00	0.00	0.00	6,109.00	
38-852-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	0.00	0.00	29,858.00	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	0.00	1,000.00	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00	
38-852-833 USDA Town Hall/WS Loan Interest	14,502	0.00	0.00	0.00	0.00	14,502.00	
38-852-836 USDA Public Works Trucks - Int Sewer	856	0.00	0.00	0.00	0.00	856.00	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,200	0.00	0.00	0.00	0.00	2,200.00	
38-852-896 WS 25% of GF Expense	59,399	0.00	5,624.64	16,817.53	16,817.53	42,581.47	28%
38-852-998 Contingency	11,570	0.00	0.00	0.00	0.00	11,570.00	
Sewer Expenses Totals:	974,970	63,105.54	38,314.55	169,741.04	169,741.04	742,123.42	24%
38-901-889 Transfer Out to USDA Loan Reserve	9,560	0.00	0.00	0.00	0.00	9,560.00	

Budget vs Actual

Period Ending 9/30/2025							
Transfers Out Totals:	9,560	0.00	0.00	0.00	0.00	9,560.00	
Expenses Totals:	1,769,300	356,033.10	93,056.53	314,119.79	314,119.79	1,099,147.11	38%
38 WATER / SEWER Revenues Over/(Under) Expenses:			42,382.98	44,275.86	44,275.86		

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	49,980	0.00	1,750.00	10,700.00	10,700.00	(39,280.00)	21%
39-351-470 Town Sewer Revenues	434,416	0.00	0.00	67,011.63	67,011.63	(367,404.37)	15%
39-351-471 Sewer Revenues - County	316,092	0.00	0.00	48,759.37	48,759.37	(267,332.63)	15%
39-351-472 Sewer Rev Norlina	241,310	0.00	0.00	37,223.58	37,223.58	(204,086.42)	15%
39-365-861 Misc Revenue WWTP	0	0.00	0.00	20.00	20.00	20.00	
Revenues Totals:	1,041,798	0.00	1,750.00	163,714.58	163,714.58	(878,083.42)	16%
Expenses							
39-861-010 Salary - Full Time	250,406	0.00	17,089.50	59,061.41	59,061.41	191,344.59	24%
39-861-014 Salary - Part Time	9,455	0.00	717.50	2,537.50	2,537.50	6,917.50	27%
39-861-019 Over-Time	17,343	0.00	925.15	3,893.02	3,893.02	13,449.98	22%
39-861-020 ER-FICA Taxes	21,206	0.00	1,289.92	4,540.55	4,540.55	16,665.45	21%
39-861-030 ER - Retirement Orbit	53,582	0.00	3,473.00	11,990.29	11,990.29	41,591.71	22%
39-861-040 ER- Health Insurance	46,714	1,096.94	3,536.91	8,505.09	8,505.09	37,111.97	21%
39-861-050 ER-Life Insurance	802	470.77	135.13	256.31	256.31	74.92	91%
39-861-060 ER-Workman's Comp	1,584	36.71	0.00	1,547.29	1,547.29	0.00	100%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	77,930	32,578.56	2,947.70	23,613.40	23,613.40	21,738.04	72%
39-861-204 Uniforms	5,460	4,479.15	448.15	980.85	980.85	0.00	100%
39-861-250 Light, Heat & Security	90,000	59,896.35	5,349.97	17,545.65	17,545.65	12,558.00	86%
39-861-251 Telephone & Postage	6,778	5,202.61	577.16	1,583.59	1,583.59	(8.20)	100%
39-861-252 Fuel	10,250	7,889.02	489.84	1,310.98	1,310.98	1,050.00	90%
39-861-296 Continuing Education	1,500	0.00	0.00	0.00	0.00	1,500.00	
39-861-301 Computer Maint.	9,289	5,955.13	777.56	2,327.58	2,327.58	1,006.29	89%
39-861-302 Software Support	2,781	566.71	319.16	771.62	771.62	1,442.67	48%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	0.00	2,000.00	
39-861-309 Advertising	1,000	527.63	0.00	0.00	0.00	472.37	53%
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	
39-861-318 Freight Charges	2,250	0.00	398.15	920.22	920.22	1,329.78	41%

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-342 Maint & Repair Plant	120,000	5,753.04	21,941.23	34,882.49	34,882.49	79,364.47	34%
39-861-344 Sludge Removal	72,000	54,118.50	9,170.00	17,881.50	17,881.50	0.00	100%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	11,526	221.44	7.40	5,479.22	5,479.22	5,825.34	49%
39-861-347 Lab Analysis	27,225	20,133.00	1,875.00	7,092.00	7,092.00	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	150.00	150.00	1,350.00	10%
39-861-352 Vehicle Maintenance	4,750	0.00	881.60	1,134.50	1,134.50	3,615.50	24%
39-861-400 Liability Insurance	25,068	72.45	0.00	0.00	0.00	24,995.55	0%
39-861-405 Audit Expense	13,117	3,637.50	3,863.40	9,062.50	9,062.50	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	172.00	172.00	172.00	828.00	17%
39-861-444 Permits & Fees	15,462	7,425.84	1,252.08	8,036.08	8,036.08	0.08	100%
39-861-446 Influent Debris Removal	7,044	5,272.34	595.85	1,771.66	1,771.66	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	2,070	0.00	0.00	2,069.49	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	5,103.40	16,184.56	16,184.56	47,818.44	25%
39-861-998 Contingency	8,692	0.00	0.00	0.00	0.00	8,692.00	
WWTP - Expenses Totals:	1,041,798	215,333.69	83,336.76	245,301.35	245,301.35	581,162.96	44%
Expenses Totals:	1,041,798	215,333.69	83,336.76	245,301.35	245,301.35	581,162.96	44%
39 WWTP Revenues Over/(Under) Expenses:			(81,586.76)	(81,586.77)	(81,586.77)		



## Check Listing

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69143	30	ASPHALT SEALCOATING AND STRIPING SPECIALIST	09/02/2025	<u>\$1,100.00</u>
69144	30	COLUMBIAN MUTUAL LIFE INS CO	09/02/2025	<u>\$36.89</u>
69145	30	PEAC SOLUTIONS	09/02/2025	<u>\$161.85</u>
69146	30	WARREN COUNTY PUBLIC UTILITIES	09/02/2025	<u>\$13,642.53</u>
69147	30	DUKE ENERGY PROGRESS	09/03/2025	<u>\$101.86</u>
69148	30	MUTUAL OF OMAHA	09/03/2025	<u>\$1,603.82</u>
69149	30	VERIZON WIRELESS	09/03/2025	<u>\$320.08</u>
69150	30	WILLIAMS FIRE SPRINKLER	09/03/2025	<u>\$660.00</u>
69151	30	WILSON'S WATER SERVICES	09/03/2025	<u>\$825.00</u>
69152	30	COMBINED SYSTEMS, INC.	09/04/2025	<u>\$895.00</u>
69153	30	GALLS QUARTERMASTER	09/04/2025	<u>\$42.43</u>
69154	30	KENNY WAYNE CHAMPION, JR	09/04/2025	<u>\$150.00</u>
69155	30	LAKE BALANCE CALIBRATION SOLUTIONS	09/04/2025	<u>\$172.00</u>
69156	30	Leads Online	09/04/2025	<u>\$2,304.00</u>
69157	30	PETE SMITH TIRE & QUICK LUBE, INC	09/04/2025	<u>\$82.26</u>
69158	30	QUILL CORPORATION	09/04/2025	<u>\$78.98</u>
69159	30	WRIGHT EXPRESS FSC	09/04/2025	<u>\$1,322.44</u>
69160	30	AMAZON CAPTIAL SERVICES, INC.	09/10/2025	<u>\$373.57</u>
69161	30	CAROLINA DIGITAL PHONE INC	09/10/2025	<u>\$316.00</u>
69162	30	COMMONWEALTH ENGINEERING & SALES, INC.	09/10/2025	<u>\$936.79</u>
69163	30	Core & Main	09/10/2025	<u>\$16,898.10</u>
69164	30	DOCUMENT SYSTEMS, INC	09/10/2025	<u>\$417.41</u>
69165	30	DUKE ENERGY PROGRESS	09/10/2025	<u>\$2,339.20</u>
69166	30	DUKE ENERGY PROGRESS	09/10/2025	<u>\$216.65</u>
69167	30	GREGORY POOLE EQUIPMENT CO.	09/10/2025	<u>\$4,335.84</u>
69168	30	INVOICE CLOUD, INC.	09/10/2025	<u>\$150.05</u>
69169	30	MERITECH INC	09/10/2025	<u>\$1,945.00</u>
69170	30	NORTH CAROLINA 811, INC	09/10/2025	<u>\$25.00</u>
69171	30	PETE SMITH TIRE & QUICK LUBE, INC	09/10/2025	<u>\$2,937.29</u>
69172	30	Purchase Power (Pitney Bowes)	09/10/2025	<u>\$100.00</u>
69173	30	SONITROL INTEGRATED SECURITY	09/10/2025	<u>\$1,464.75</u>

## Check Listing

Date From: 9/1/2025 Date To: 9/30/2025

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Check Number	Bank	Vendor	Date	Amount
69174	30	SOUTHERN SOFTWARE, INC.	09/10/2025	<b>\$3,839.00</b>
69175	30	Spectrum Business	09/10/2025	<b>\$169.99</b>
69176	30	TAR HEEL TIRE SALES/SERVICE	09/10/2025	<b>\$21.35</b>
69177	30	WALKER AUTO STORES	09/10/2025	<b>\$10.93</b>
69178	30	AMAZON CAPTIAL SERVICES, INC.	09/10/2025	<b>\$1,584.89</b>
69179	30	DUKE ENERGY PROGRESS	09/10/2025	<b>\$80.89</b>
69180	30	GFL ENVIRONMENTAL	09/10/2025	<b>\$595.85</b>
69181	30	GUPTON SERVICES, INC	09/10/2025	<b>\$130.00</b>
69182	30	KATALYST NETWORK GROUP LLC	09/10/2025	<b>\$2,378.00</b>
69183	30	PETE SMITH TIRE & QUICK LUBE, INC	09/10/2025	<b>\$263.38</b>
69184	30	SouthData, Inc	09/10/2025	<b>\$681.26</b>
69185	30	JOYCE AND COMPANY, CPA	09/12/2025	<b>\$11,590.20</b>
69186	30	KERR-TAR REG COUNCIL OF GOV	09/12/2025	<b>\$60.00</b>
69187	30	WARREN AUTO PARTS, INC.	09/12/2025	<b>\$11.91</b>
69188	30	DUKE ENERGY PROGRESS	09/16/2025	<b>\$6,880.34</b>
69189	30	FRONTIER NATURAL GAS	09/16/2025	<b>\$12.42</b>
69190	30	NC DEPT. OF ENVIRONMENTAL QUALITY	09/16/2025	<b>\$1,151.00</b>
69191	30	NC RURAL WATER ASSOCIATION	09/16/2025	<b>\$470.00</b>
69192	30	PETE SMITH TIRE & QUICK LUBE, INC	09/16/2025	<b>\$798.04</b>
69193	30	QUILL CORPORATION	09/16/2025	<b>\$130.22</b>
69194	30	TAR HEEL TIRE SALES/SERVICE	09/16/2025	<b>\$26.69</b>
69195	30	UNIFIRST CORPORATION	09/16/2025	<b>\$1,552.43</b>
69196	30	WARREN COUNTY PUBLIC WORKS	09/16/2025	<b>\$1,695.75</b>
69197	30	WHITCO TERMITE & PEST CONTROL	09/16/2025	<b>\$192.00</b>
69198	30	FIRST CITIZENS BANK	09/18/2025	<b>\$3,766.27</b>
69199	30	AMAZON CAPTIAL SERVICES, INC.	09/18/2025	<b>\$554.02</b>
69200	30	BLUE RIDGE SPRINGS, INC	09/18/2025	<b>\$12.50</b>
69201	30	CAST STONE SYSTEMS, INC.	09/18/2025	<b>\$283.28</b>
69202	30	DUKE ENERGY PROGRESS	09/18/2025	<b>\$221.37</b>
69203	30	FRONTIER NATURAL GAS	09/18/2025	<b>\$8.28</b>
69204	30	INFORMATION TECHNOLOGY SERVICE	09/18/2025	<b>\$30.62</b>
69205	30	KORMAN SIGNS INC	09/18/2025	<b>\$877.49</b>

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Check Number	Bank	Vendor	Date	Amount
69206	30	QUILL CORPORATION	09/18/2025	<b>\$69.79</b>
69207	30	AMAZON CAPTIAL SERVICES, INC.	09/19/2025	<b>\$168.46</b>
69208	30	AT&T MOBILITY II LLC	09/19/2025	<b>\$785.60</b>
69209	30	AT&T MOBILITY II LLC	09/19/2025	<b>\$434.18</b>
69210	30	BLUE RIDGE SPRINGS, INC	09/19/2025	<b>\$12.50</b>
69211	30	KING'S FITNESS & NUTRITION CENTER	09/19/2025	<b>\$300.00</b>
69212	30	TAR HEEL TIRE SALES/SERVICE	09/19/2025	<b>\$5.34</b>
69213	30	TIME WARNER CABLE	09/19/2025	<b>\$190.00</b>
69214	30	TRI-COUNTY POWER EQUIPMENT INC	09/19/2025	<b>\$447.32</b>
69215	30	ZIMA CORPORATION	09/19/2025	<b>\$1,318.87</b>
69216	30	FLEMING INVESTMENT COMPANY	09/23/2025	<b>\$3,000.00</b>
69217	30	GRANVILLE FARMS, INC.	09/23/2025	<b>\$9,170.00</b>
69218	30	HUMANA SPECIALTY BENEFITS	09/23/2025	<b>\$29.38</b>
69219	30	RONNIE F PARHAM	09/23/2025	<b>\$77.24</b>
69220	30	SHEILA ROOKER	09/23/2025	<b>\$125.38</b>
69221	30	THE ROGERS GROUP, INC.	09/23/2025	<b>\$78.02</b>
69222	30	PICTURESQUE HOMES LLC	09/25/2025	<b>\$1,216.00</b>
69223	30	PICTURESQUE HOMES LLC	09/25/2025	<b>\$4,144.20</b>
69224	30	PICTURESQUE HOMES LLC	09/25/2025	<b>\$259.50</b>
69225	30	PICTURESQUE HOMES LLC	09/25/2025	<b>\$7,275.00</b>
69226	30	PICTURESQUE HOMES LLC	09/25/2025	<b>\$300.00</b>
69227	30	BREEDLOVE ELECTRIC, INC	09/29/2025	<b>\$11,100.35</b>
69228	30	Brimar Industries	09/29/2025	<b>\$194.80</b>
69229	30	ENVIRONMENTAL TESTING SOLUTIONS, INC.	09/29/2025	<b>\$305.59</b>
69230	30	PEAC SOLUTIONS	09/29/2025	<b>\$161.85</b>
69231	30	PETE SMITH TIRE & QUICK LUBE, INC	09/29/2025	<b>\$232.24</b>
69232	30	PRUDENTIAL RETIREMENT	09/29/2025	<b>\$1,696.04</b>
69233	30	SANFORD ELECTRICAL CONTRACTORS, LLC	09/29/2025	<b>\$3,557.19</b>
69234	30	SCOTT ERIC LILES	09/29/2025	<b>\$7,200.00</b>
69235	30	VC3, Inc.	09/29/2025	<b>\$390.48</b>
69236	30	VERIZON WIRELESS	09/29/2025	<b>\$320.08</b>
69237	30	WRIGHT EXPRESS FSC	09/29/2025	<b>\$1,239.02</b>

# Check Listing

Date From: 9/1/2025 Date To: 9/30/2025  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
10/09/2025 04:05 PM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
69238	30	COLUMBIAN MUTUAL LIFE INS CO	09/29/2025	<b>\$36.89</b>
69239	30	MUTUAL OF OMAHA	09/29/2025	<b>\$1,700.59</b>
69240	30	SOUTHERN SOFTWARE, INC.	09/30/2025	<b>\$1,090.00</b>
98	Checks Totaling -			<b>\$154,667.06</b>

## Totals By Fund

	Checks	Voids	Total
34	\$3,427.47		\$3,427.47
36	\$2,870.86		\$2,870.86
37	\$41,288.81		\$41,288.81
38	\$54,862.85		\$54,862.85
39	\$52,217.07		\$52,217.07
Totals:	\$154,667.06		\$154,667.06

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** October 9, 2025  
**Re:** September 2025 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). (7) Red Hill Loop Road Sewer Lift Station. Replace two 2 HP grinder pumps. (Estimated Cost – \$5,500.00).
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – N. Main Street Elevated Water Tank Booster Station. Replaced controls for automatic operation. Contractor: Sanford Electrical Contractors...(Labor and Materials - \$2,372.26). (2) Repair – Red Hill Loop Road Sewer Lift Station. Replaced 2 grinder pumps. Contractor: Sanford Electrical Contractors...(Labor - \$960.00, Pumps provided from Town parts inventory).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$00.00**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$2,372.26**

- **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 (July – September, 2025) Unaccounted for water is 28%. September 2025 unaccounted for water was 26%.** (4,568,000 gallons purchased and 3,401,000 gallons sold). Please see attached summary for full historical information.

## Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting. Water and sewer line right of ways trimming and cutting. Brick sidewalk power washing. Town welcome signs (3) power washing.

# Memo

**To:** Town Commissioners

**From:** Bill Perkinson

**CC:** Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works

**Date:** October 9, 2025

**Re:** September 2025 Monthly Activity Report for WWTP

- 
- **Pending Equipment Maintenance and Repairs:** (1) Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. (2) Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** (3) Replace Influent Pump 3 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$4,000)** (4) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$12,500)** (5) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)** (6) Replace Influent Pump 3 Impeller. **(Estimated Parts and Labor Cost – Gathering Information)** (7) Oxidation Ditch No. 2 - (4) mixers have been pulled and vegetation removed. Shafts and impellers must be replaced. **(Estimated Cost – \$25,000)**
  - **Completed Plant Maintenance/Repair Related Information:** (1) Emergency Repair – Sludge Recirculation Pump No. 1. Drive motor repair. Contractor: Breedlove Electric...(Labor - \$1,388.47, Parts - \$1,008.00). (2) Repair – Influent Pump No. 3. Shop overhaul of pump assembly. Contractor: Scott Liles...(Labor - \$6,500.00, Parts - \$700.00). (3) Emergency Repair – Digester No. 2. Repaired mixer drive motor. Contractor: Breedlove Electric...(Labor - \$1,565.00, Parts - \$2,272.50). (4) Repair – Oxidation Ditch No. 2. Pulled 4 mixers to remove vegetation...determined all 4 have broken impeller shafts and will have to be repaired. Contractor: Breedlove Electric...(Labor and Crane Service - \$4,445.59). (5) Preventative Maintenance – Generator 1. Performed Level 3 service. Contractor: Gregory Pool Equipment Company...(Labor and Materials - \$4,061.67).

**Total cost for Repairs (Account No. 39-861-342) - \$21,941.23**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 9.83 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	
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	
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	
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	
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	
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	
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	13,890,000

### 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	
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	
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	
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	
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	
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	
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	9,992,000

### 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	13	32	61	56	
November	22	23	29	24	10	17	22		20	29	26	33	66	43	
December	42	18	28	9	29	55	58	54	10	51	10	51	30	40	
January	33	35	28	38	30	45	41	31	33	34	12	27	32	42	
February	17	18	34	31	28	25	19	43	19	23	9	30	15	5	
March	53	29	28	24	34	36	40	40	43	34	8	42	39	38	
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	28



### Hydrants Out of Service as of 10-9-25

Hydrant #	Location	Hydrant Brand	Model	Bury Depth	Year	Description of Problem (vehicle damage, leaking, etc.)	Parts Needed
19	West Ridgeway & Spring St.	MH	#445310	?	1974	No water coming out of hydrant.	
47	Wilcox & Spring	Clow	Medallion	4 1/2	2013	Inadequate Flow	
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	
33	Across from 514 W Franklin St.	WATEROUS	W-67U	?	?	Hydrant assembly is seized.	
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	855600	5 1/2	1984	Flange is broken - hydrant leaks.	Orded flange repair kit from Consolidated Pipe 3-5-25 - 5/7/25 - Supplier has not received repair kit.
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	Valve seat received.
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant.	Valve seat received.
139	Hall Street	MH	#445310	4 1/2	1974	Hydrant will not cut off	
91	S Main St & College St	Mueller	Centurion	4 1/2	1986	Hydrant or hydrant leg is leaking.	Valve seat received.

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(09/01/2025 - 09/30/2025)

911 Hang-up	4	Abandoned Vehicle	3
Accident	3	Alarm Activation	14
Animal Complaint	1	Arrest	1
Assault-Physical	1	Assist Elderly/Lost person	1
Assist Fire Dept	3	Assist Motorist	1
Assist WC EMS	6	Assist WCSO	8
C.O.P.S. - Main St	2	Civil Dispute	1
Dispute	2	Disturbance	1
Domestic	1	Escort	4
Follow up Investigation	4	Foot Patrol	6
Found Property/Item	2	Fraud	1
Harrassment	1	Investigation and/or Interview	6
Larceny	2	Littering	1
Livestock in roadway	1	Lost property	1
Mental Patient	1	Other	8
Patrol	8	Property Check – Business	99
Property Check – Residential	63	Suspicious Person / Vehicle	4
Talk with Officer	11	Traffic Control	1
Traffic Stop	5	Trespassing	4
Welfare Check	2		

**Total Number Of Events: 288**



# Warrenton Police Department



Board of Commissions Meeting - **October 2025** (reporting period: September)

DATE	EVENT TYPE	STATUS
9/8/2025	Warrant Service	Closed
9/19/2025	Failed to Stop at Scene of Crash	Active
9/22/2025	Obtaining Property by False Pretense/Uttering Forged Checks and Secutities	Closed
9/25/2025	Assault on a Female	Inactive
9/25/2025	Uttering Forged Check and Securities	Active
9/27/2025	Unattended Death	Closed
9/29/2025	Larceny-Misdemeanor	Active
9/30/2025	Identity Theft	Active



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

P.O. Box 281  
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[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

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### **BOC Meeting September 2025 – 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. Coordinate with Aaron Ayscue and Jason Young the removal of the siren
  - ✓ Ongoing
4. Execute Budget Amendment; transfer \$1070 from Contingency into Awning Grant line
  - ✓ Done
5. Execute resolutions for parades
  - ✓ Done
6. Send Flood Ordinance adoption to NC Dept. of Public Safety; update Town's ordinances
  - ✓ Done
7. Add 2-hour parking signage to parking spots in front of Warren Auto Parts
  - ✓ Done
8. Update ordinances with angled parking additions
9. Execute resolution for AIA grants
  - ✓ Done



Walter M. Gardner, Jr. – Mayor  
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## **STATUS OF GRANTS**

### **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. Possible project bid in Winter 2025.

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

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award. Awaiting further direction/meetings from Municipal Engineering.

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

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Construction began on 5/5/2025. Recently approved is a request to spend remaining funds by Golden Leaf Foundation on 220 feet stormwater piping connecting to the project area, which will repair piping that has separated and caused sinkholes.

### **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.

**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. During power outages this will keep user sewage flowing and reduce costs of pumping out sewage.

**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. Mayor is executing grant agreement.

**NCDEQ:**

- Spring round of funding from NCDEQ has been preliminarily announced. Warrenton is in the list of approved grants to receive \$3,000,000 for WWTP renovations.

**USDA Community Facilities:**

- Application made to USDA for 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. Approved by state USDA office, awaiting federal approval.

**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 sizesEstimate items to be presented to Board in Fall 2025

# Warrenton Budget Amendments

Date:10/13/2025

Number:#4

Purpose of Amendment:

The purpose of this BA is to move funds from the street department to the USDA Leaf Machine Grant for the town's contribution

Fund Name:

Admin/Street

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
	-	

Subtotal- -

Total- -

Grand Total- -

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Maint & Repair/37-701-351		2,813
Transfer Out to Grant/37-901-079	2,813	

2,8132,813

-

# Warrenton Budget Amendments

10/13/2025

#5

The purpose of this BA is to recognize proceeds from 3 insurance claims. Two for the wall outside of Town Hall and one for a public works truck.

**Admin/Street**

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Insurance Proceeds/37-365-374	\$ 7,477.55	-
<b>Subtotal</b>	<b>\$ 7,477.55</b>	<b>-</b>
<b>Total</b>	<b>\$ 7,477.55</b>	
<b>Grand Total</b>	<b>\$ -</b>	

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
TH Maint/Repair/37-401-255	\$ 5,360.20	-
Veh Maint Street/37-701-352	\$ 1,418.62	
Veh Maint Sanit/37-801-352	\$ 698.73	
	\$ 7,477.55	-
	\$ 7,477.55	





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

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## GRANT PROJECT ORDINANCE

### USDA Leaf Machine

**BE IT ORDAINED** by the Town of Warrenton Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** The project authorized is the Leaf Machine Project to be funded by the USDA.

**Section 2:** The officers of this unit are hereby directed to proceed with the grant project within the terms of the budget contained herein. This is a project length budget wherein the Grant Project Fund will remain operational for the term of this project

**Section 3:** The following expenditure amounts are appropriated for the project:

Legal Expense	\$ 1,500.00
<u>Equipment</u>	<u>\$ 94,313.00</u>
<b>Total Project Costs</b>	<b>\$ 95,813.00</b>

**Section 4:** The following financing source is anticipated to be available to complete this project:

Town Contribution	\$ 2,813.00
<u>USDA Grant/Loan</u>	<u>\$ 93,000.00</u>
<b>Total</b>	<b>\$ 95,813.00</b>

**Section 5:** The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and the federal regulations. The terms of any bond resolution also shall be met.

**Section 6:** Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the funding agency in an orderly and timely manner.

**Section 7:** The Finance Officer is directed to report, on a quarterly basis, on the financial status of each Project element in Section 3 and on the total grant/loan revenues received or claimed.

**Section 8:** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this grant project in every budget submission made to this Board.

Duly adopted this 13th day of October 2025

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Hon. Walter M. Gardner, Jr., Mayor

Attest:

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Robert Davie, Town Clerk



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

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### **Summary of Recommendations from Planning Board for Special Use Permits**

1. Special Use Permit request for 719 N. Main Street to allow for short term rental (AirBnB).
  - a. Planning Board recommends approval.
2. Special Use Permit request for 414 Church Street to allow for short term rental (AirBnB).
  - a. Planning Board recommends approval.
3. Special Use Permit request for 114 Franklin Street to allow for outdoor sales of automobiles.
  - a. Planning Board recommends approval.
4. Special Use Permit request for 669 US Highway 401 South, to allow for construction and placement of a manufactured home in area designated R-20.
  - a. Planning Board recommends approval.

There were no citizen objections for the above requests.

1. Special Use Permit request for Greer Road to allow for construction and placement of a manufactured home in area designated R-20.
  - a. The property owners were not present at the meeting and there was opposition from neighbors. In order to gather more information and to hear from the property owners, consideration of the request was tabled until the next regularly scheduled meeting of the Planning Board.



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**Town of Warrenton -- Planning Board Minutes  
October 1, 2025  
Minutes**

Chairperson, Cynthia Jenkins, called to order a meeting of the Planning Board at 5:30 PM at the Warrenton Town Hall. Attending were board members Dian Sourelis, George Humphries, Kristye Steed, Steve White, Town Administrator, Robert Davie and Commissioner, Jason Young. A quorum was present.

Dian Sourelis made a motion to approve minutes of the February 5, 2025, meeting with a second by Kristye Steed. The minutes were approved by unanimous vote.

Cynthia Jenkins called on Robert Davie to summarize the Special Use application for 719 N. Main Street. He indicated that the request was for a short-term rental of the property. Property owners Vielka Gabriel-Alston and Paul Alston were present and described the recent renovations and improvements to the property and clearing, cleaning and cutting of adjacent properties. Dian Sourelis motioned to approve the Special Use permit and recommend approval by the Town Board. George Humphries seconded the motion, and the motion was approved by unanimous vote.

Cynthia Jenkins called on Robert Davie to summarize the Special Use application for 414 Church Street. Robert indicated that it was a short-term rental request. After limited discussion, George Humphries motioned to approve the Special Use permit and recommend approval by the Town Board. Dian Sourelis seconded the motion, and the motion was approved by unanimous vote.

Cynthia Jenkins called on Robert Davie to summarize the Special Use application for Greer Road. Robert stated that a mobile home was desired on the property which is zoned R-20, residential, which required a Special Use permit. The property owners were not present at the meeting. Neighboring property owners, Arlene and Douglas Adams, however, were present to object to the application. They indicated that crime had dramatically increased in the neighborhood in recent months. While unable to pinpoint the responsible parties, they felt that residents at the end of Greer Road may be responsible for the crime. Kristye Steed and the Adams stated that grass was extremely high, and junk littered the yard at the current residence of the property owners. Because the property owners were not present, consideration of the application was tabled until the next regularly scheduled meeting.

Cynthia Jenkins called on Robert Davie to summarize the Special Use application for 114 W. Franklin Street. Robert stated that outdoor sales of automobiles require a Special Use permit. After limited discussion, George Humpries motioned to approve the Special Use permit and recommend approval by the Town Board. Kristye Steed seconded the motion and the motion was approved by unanimous vote.

Cynthia Jenkins called on Robert Davie to summarize the Special Use application for 669 US Highway 401 South. Robert stated that a mobile home was desired on the property which is zoned R-20, residential, which required a Special Use permit. Mr. Chris Wilkins of Clayton Homes was present to represent the property owner. He confirmed that a manufactured home, not a modular home, was planned. It was noted that concrete footings had already been put in. Dian Sourelis motioned to approve the Special Use permit and recommend approval by the Town Board. George Humpries seconded the motion and the motion was approved by unanimous vote.

There was additional discussion about the Greer Road application and the grass and junk at the owners' current residence adjacent to the proposed site for Special Use.

With no further business, the meeting was adjourned.



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### **Request from Revitalization Committee to Review Social District**

The Revitalization Committee has requested that the Town Board consider a Social District for special events hosted by the Town, such as Harvest Moon and Bluebird Festivals. The request is only for Town-sponsored special events and nothing more.

A Social District draft ordinance was created in 2022 and provided in the Board Packet with details of requirements in section 116.04.

If the Board desires to allow for a Social District for the Town-sponsored specific events, it should establish a beginning and ending time during those days.

Also, paragraph 116.06 would already define and allow the designated area for the Social District to be the total area of the special event.

## PROPOSED NEW ALCOHOLIC BEVERAGES CHAPTER INCLUDING SOCIAL DISTRICT ORDINANCE

### 1. Amend Chapter 116 Sale of Alcoholic Beverages on Sundays

To rename Chapter 116 "Sale of Alcoholic Beverages on Sundays" to "Alcoholic Beverages"

### 2. Create new §§116.01 - §116.09 pertaining to Social Districts as follows:

#### **§116.01 Purpose**

- A. Pursuant to the provisions of North Carolina General Statute 160A-205.4, *et seq.* and amended Chapter 18B one or more social districts may be created within the town and the Town hereby creates and designates the following social district: Downtown Warrenton Social District which is designated as shown on a map dated \_\_\_\_\_, such map available in the office of the Town Administrator, and signage and/or markings shall be posted clearly delineating the boundaries of the Social District.
- B. The Downtown Warrenton Social District shall be created, designated, and managed in accordance with the requirements contained in North Carolina General Statute 160A-205.4 and Chapter 18B.

#### **§116.02 Definitions.**

*Social district* means and refers to a defined outdoor area in which a citizen may consume alcoholic beverages sold by a permittee. This term does not include the permittee's licensed premises or an extended area allowed under North Carolina General Statute 18B-904(h).

*Permittee* means and refers to a person holding any of the following ABC permits issued by the North Carolina Alcoholic Beverage Control Commission established under North Carolina General Statute 18B-200:

1. An on-premises malt beverage permit issued pursuant to G.S. 18B-1001(1).
2. An on-premises unfortified wine permit issued pursuant to G.S. 18B 1001(3).
3. An on-premises fortified wine permit issued pursuant to G.S. 18B- 1001(5).
4. A mixed beverages permit issued pursuant to G.S. 18B-1001(10).
5. A distillery permit issued pursuant to G.S. 18B-1100(5).

*Person* means and refers to an individual, firm, partnership, association, corporation, limited liability company, other organization or group, or other combination of individuals acting as a unit.

*Premises* means and refers to a fixed permanent establishment, including all areas inside or outside the permitted establishment, where the permittee has control through a lease, deed, or other legal processes.

### **§116.03 Application**

- A. The provisions and terms contained in this Article shall be applicable between the hours of \_\_\_\_\_ (Oxford and Greensboro have 12:00 p.m. and 9:00 p.m. Wednesday through Sunday). At all other times, the provisions and terms contained in this Article are not in effect and all provisions of State and local laws concerning the possession and consumption of alcohol shall be in full force and effect.
- B. Any alcoholic beverage purchased for consumption in the Downtown Warrenton Social District shall (i) only be consumed in the Downtown Warrenton Social District and (ii) be disposed of before the person in possession of the alcoholic beverage exits the Downtown Warrenton Social District unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

### **§116.04 Requirements for Sale of Alcoholic Beverages**

- A. A permittee located in or contiguous to the Downtown Warrenton Social District may sell alcoholic beverages for consumption within the Downtown Warrenton Social District if is located in or contiguous to the Social District in accordance with the following requirements:
  - 1. The permittee shall only sell and serve alcoholic beverages on its licensed premises.
  - 2. The permittee shall only sell alcoholic beverages for consumption in the Downtown Warrenton Social District in a container that meets all of the following requirements:
    - a. The container clearly identifies the permittee from which the alcoholic beverage was purchased.
    - b. The container clearly displays the Downtown Warrenton Social District logo.
    - c. The container is not comprised of glass.
    - d. The container displays, in no less than 12-point font, the statement, "Drink Responsibly - Be 21."
    - e. The container shall not hold more than 16 fluid ounces.
  - 3. The permittee shall not allow a person to enter or reenter its licensed premises with an alcoholic beverage not sold by the permittee.

### **§116.05 Requirements for Possession and Consumption of Alcoholic Beverages**

The possession and consumption of an alcoholic beverage in the Downtown Warrenton Social District are subject to all of the following requirements:

- 1. Only alcoholic beverages purchased from a permittee located in or contiguous

to the Downtown Warrenton Social District may be possessed and consumed.

2. Alcoholic beverages shall only be in containers meeting the requirements set forth in this ordinance.
3. Alcoholic beverages shall only be possessed and consumed during the days and hours set forth in this ordinance.
4. Nothing in this subdivision shall be construed as authorizing the sale and delivery of alcoholic beverage drinks in excess of the limitation set forth in North Carolina General Statute 18B-1010.
5. A person shall dispose of any alcoholic beverage in the person's possession prior to exiting the Downtown Warrenton Social District unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

**§116.06 Exceptions.**

When a Special Event is held pursuant to the issuance of a Special Event Permit, the terms of the Special Event Permit supersede the provisions of this ordinance within the boundaries of the Special Event. Any alcohol purchased within the boundaries of the Special Event may not be taken outside of the Special Event, even if the alcohol is to be taken from the boundary of the Special Event into the boundary of the Social District.

**§116.07 Penalty**

Any person who violates the provisions of §§ 116.01-116.06 this Article shall be guilty of a Class 3 misdemeanor and subject to a fine of fifty dollars (\$50), pursuant to G.S. 14-4(a).

**§116.08 Severability.**

If any section, phrase, sentence or portion of this ordinance is held void, invalid, unconstitutional or unenforceable for any reason by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision; and such holding shall not affect the validity of the remaining portions thereof.

**§116.09 Effective**

That this ordinance shall become effective \_\_\_\_\_.

**§116.10 - §116.14 Reserved**

3. **Renumber §116.01 through §116.03 pertaining to Sunday Sales as § 116.15 through 116.18 Severability.**