



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

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

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM Board Meeting
May 11, 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 and Public Hearings of April 13, 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
 - e. WWTP Monthly Report
 - f. Police Activity Reports
 - g. Action Items from Prior BOC Meeting
 - h. Status of Grants
 - i. Response Letter to Ernie Fleming
7. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - i. Budget Presentation – FY 2026-2027
 - 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)
 - i. Siren Status
8. Old Business
 - a. Resolution Approving On-Call Engineering Services – for consideration
 - b. Resolution Accepting Grant Funds for Sanitary Sewer Rehab – for consideration
9. New Business
 - a. Annual National Main Street Agreement Renewal – for consideration
 - b. Change Order Request by Novacharge – for discussion and consideration
10. Announcements
 - a. Reminder of joint meeting BOC and HDC, 5:00 Tuesday, May 12.
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



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

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

April 13, 2026

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Aaron Ayscue
Commissioner Nat White	Commissioner Dian Sourelis
Commissioner Michael Coffman	Commissioner Jason Young
Commissioner Mary Hunter	
Robert Davie, Town Administrator	Meredith Valentine, Finance Director
Brandon Elliott, Public Works Director	
Tracy Murray, 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 on Monday, April 13, 2026, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner requested that everyone keep Commissioner Blalock in their thoughts and prayers as he is recovering from back surgery. Mayor Gardner thanked everyone for the outpouring of love, support, and prayers for him and his family during the recent loss of his wife, Mishew Gardner. The Pledge of Allegiance was led by Mayor Gardner.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Coffman made a motion to approve the proposed agenda as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

Public Comments

Ernie Fleming addressed the Board with his concerns for the alleyway near his properties on N. Main Street. Mr. Fleming stated that there is an on-going issue with the alleyway continually blocked by construction equipment. He further stated that this diminished accessibility would pose an issue in an emergency situation and that now that the Town was aware of the issue, they are responsible along with the owner of the construction equipment for any problems that may arise.

Minutes

The minutes of the March 9, 2026, Board of Commissioners meeting were presented. Commissioner Hunter made a motion to approve the minutes as presented, with a second by Commissioner Sourelis. 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 including Four Sewer Adjustments
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC Meeting
- (h) Budget Amendments 15, 16

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

Committee Reports

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items. Town Administrator, Robert Davie informed the Board that the initial 2026-2027 Budget Presentation was planned for the May Board meeting.
- (b) Public Works – Commissioner Blalock was not in attendance. Public Works Director, Brandon Elliott had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief David Elliott was not in attendance.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items. Finance Director, Meredith Valentine presented a recommended proposal for a 5% increase in salary for Town Administrator, Robert Davie, as recommended by the Human Resources Committee and after his receiving certification as a Zoning Official. She also suggested a language addition to the Town’s existing Personnel Policy covered under Article V Section 21 pertaining to Professional Development, that currently does not include the Town Administrator. Commissioner White made a motion to approve the salary increase as requested and the language addition to the Personnel Policy, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated the Historic District Commission approved one Certificate of Appropriateness for David and Evelyn Woodson to demolish the home at 307 Halifax Street and remove three trees. The Historic District Commission also voted to recommend a decrease in fines from the amount due of \$13,000 to \$10,000 for property violations by Chris Privette at 106 W. Macon Street. He stated that the Revitalization Committee is preparing for the Bluebird Festival for April 25, 2026.

- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

Old Business

a) 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.

FEMA Generator Grant:

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 for the project is signed, the state will go out to bid for 30 days. Normally, they seek three bids.

USDA Community Facilities:

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.

NCDEQ:

Installation of the EV Charging station is pending. The following is the tentative schedule:

- April 20th, start mobilization/demo
- April 21st, complete demo, saw cut existing concrete/asphalt
- April 22nd , set rack disconnect, CT cabinet, and meter can
- April 23rd, extend secondary conduit to DCFC location, rough in inspection (receive unit, pending shipment)
- April 24th, receive unit, safe off site, ready for Duke Bore and install
- April 24th through May 8th Duke Energy installation of underground bore overhead transformers and primary wiring
- May 11th Remobilize/Frame Concrete Pad for DCFC
- May 12th Pour Concrete Pad for DCFC
- May 13th Set new DCFC, and wiring
- May 14th Final Inspection
- Meter Set and Start-up Pending Duke Scheduling

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.

- b) **Open Public Hearing for ... HDC Penalties and Planning Board Recommendation – for consideration–** Mayor Gardner opened the Public Hearing to consider a request from Chris Privette to remove Historic District violation penalties, with a recommendation from the Historic District Commission. Town Administrator, Robert Davie asked if any ex-parte communication had taken place. Commissioner Ayscue stated he had viewed the property. Commissioner Coffman stated he has spoken with Mr. Privette about Certificate of Appropriateness applications. Mr. Davie entered into evidence the minutes from the Historic District Commission which recommended a decrease in the penalties from the existing \$13,000 to \$10,000, and which also stated that there must be some accountability for property owners who willfully violate the guidelines the Commission has been asked to uphold. Commissioner Coffman stated that he felt the penalties were “too stiff” but that there does need to be a penalty. Mr. Privette was sworn in and stated that as a contractor he did not feel the moving of the door at the 106 W. Macon Street location was a “major” work and his reputation speaks for itself. Commissioner Hunter stated that it was generous of the Historic District Commission to reduce any of the penalties. Town Administrator stated that the relocation of the door was not in any of the applications submitted by Mr. Privette. Furthermore, he had previously informed Mr. Privette that all of his COA applications had expired after one year, and that he would need to re-submit them. After much discussion, Commissioner Ayscue made a motion to reduce the penalty to \$5,000 with a thirty-day payment window, with fines to begin again if not paid within that time frame. Commissioner Young seconded the motion, and the motion was approved by a 4 to 2 vote with Commissioner Hunter and Commissioner White casting the dissenting votes.
- c) **Christmas Decorations – for discussion and consideration –** Town Administrator, Robert Davie presented the cost of bulb and bow replacements for the existing Christmas wreaths. Commissioner Sourelis voiced concern over storage space, and the time and manpower to re-vamp the existing wreaths. After some discussion, the Board agreed to order bulbs and bows for one wreath to determine if it can be a viable option.
- d) **Budget Amendment 10 – for discussion and consideration –** Tabled until next meeting.
- e) **Consideration of Special Use Permits – for discussion and consideration –** Mayor Gardner opened the Public Hearing to consider a special use permit for an auto sales shop at 202 W. Franklin Street by applicant Rufus Williams and property owner Al Fleming. There was no public opposition voiced. Commissioner White made a motion to approve the special use permit based on Planning Board recommendation, with a second by Commissioner Young. The motion was approved by unanimous vote. Mayor Gardner opened a Public Hearing to consider a special use permit for a children’s party venue/arcade at 139 S. Main Street by applicant Ruth Reid. There was no public opposition voiced. Commissioner White made a motion to approve the special use permit base on Planning Board recommendation with the stipulation that times of operation be verified, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- f) **Game Room Permit – for discussion and consideration** - Town Administrator, Robert Davie presented a game room permit application submitted by Ruth Reid for 139 S. Main

Street for a children's arcade. Commissioner Young made a motion to approve the game room permit upon verification of the operating hours of same, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

New Business

- (a) **2026 Spring Funding – Viable Utility Resolution – for discussion and consideration -** Town Administrator, Robert Davie presented 2026 Spring Funding – Viable Utility Resolution for consideration. Commissioner Coffman made a motion to approve the Resolution as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (b) **MOA with NC Dept of Public Safety – for discussion and consideration –** Town Administrator, Robert Davie presented a Memorandum of Agreement with the NC Department of Public Safety for discussion and consideration for generators. Mr. Davie stated that the state would oversee all the bidding and contracts under this MOA. Commissioner Hunter made a motion to approve the MOA as presented with a second by Commissioner White. The motion was approved by unanimous vote.
- (c) **ServPro Agreement for Town Hall Repairs - for discussion and consideration –** Town Administrator, Robert Davie presented the ServPro Work Authorization and Payment Agreement for repairs due to damage from water heater failure on the second floor at Town Hall for discussion and consideration. Commissioner Hunter made a motion to approve the agreement as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.
- (d) **Surplus of Old Leaf Machine –** Town Administrator, Robert Davie requested Board approval to surplus the old leaf machine by auctioning it on GovDeals, or by other means if unsuccessful on GovDeals. Commissioner Ayscue made a motion to approve surplus of the old leaf machine, with a second by Commissioner White. The motion was approved by unanimous vote.
- (e) **Robert Alston – Request for Waiver of Late Fees –** Town Administrator, Robert Davie presented a request from Robert Alston to waive late fees. Mr. Alston stated that we have a problem with the Post Office here in Warrenton and his account has always been in good standing. Mr. Davie stated 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 Streets 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. Town of Warrenton Policy states that "failure to receive a bill in the mail does not excuse responsibility for payment nor prevent late penalties and/or service disconnections" and "Town of Warrenton cannot be held responsible for the timely delivery of the mail." Commissioner Sourelis made a motion to deny the request to waive fines, with a second by Commissioner White. The motion was approved by unanimous vote.

(f) **Resolution to US Army Corps of Engineers – for information, discussion, and consideration** – Town Administrator, Robert Davie presented a resolution regarding the Franklin County request to the US Army Corps of Engineers for withdrawal of 15.7 million gallons of water per day from Kerr Lake. He highlighted several negative impacts to the Town of Warrenton. Most importantly, Franklin County’s desire to construct duplicative infrastructure instead of purchasing water through the Kerr Lake Regional Water System (KLRWS), would result in significantly increased water purchase costs for the Town of Warrenton. Furthermore, the City of Rocky Mount maintains an excess capacity of 60 million gallons per day, is located near Franklin County and does not require an interbasin transfer, meaning it could discharge water from the same river basin that it receives its water. Commissioner Hunter suggested sending a copy of the resolution to governments surrounding Kerr Lake in both North Carolina and Virginia as well as state and federal elected officials and other impacted counties and municipalities. Commissioner Hunter made a motion to approve the resolution as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

(g) **Takeaways from Main Street Conference – for information** – Town Administrator, Robert Davie shared information from the Main Street Conference, stating that the value of property per acre downtown is much higher than land use comparisons with shopping centers such as Walmart and Dollar General.

Announcements – Town Administrator, Robert Davie informed the Board of the NC League of Municipalities On-Demand Courses that are available.

With no further business, the meeting was adjourned.



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Robert F. Davie, Jr. – Town Administrator

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PUBLIC HEARING
Special Use Applications
April 13, 2026
6:45 PM

Mayor Gardner called the Public Hearing of the Town of Warrenton Board of Commissioners to order on Monday, April 13, 2026, at 6:45 p.m. The purpose of this public hearing is to invite citizen comments on various Special Use applications. Those attending were Mayor Walter Gardner, Town Administrator, Robert Davie, Commissioners Mary Hunter, Michael Coffman, Nat White, Dian Sourelis, Aaron Ayscue, and Jason Young.

Mayor Gardner asked for public comments.

There were no public comments, so 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
5/1/2026 10:53:00 AM

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Period Ending 4/30/2026

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
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	8,850.00	8,850.00	27,477.00	(14,373.00)	66%	
34-381-037 Transfer in from GF	1,988	0.00	0.00	0.00	0.00	(1,988.00)		
Revenues Totals:	57,171	0.00	8,850.00	8,850.00	27,477.00	(29,694.00)	48%	
Expenses								
34-405-203 Supplies	300	0.00	0.00	0.00	146.10	153.90	49%	
34-405-250 Lights/Heat/Security	3,000	357.46	160.95	160.95	2,283.43	359.11	88%	
34-405-251 Telephone/Internet	2,900	480.83	215.66	215.66	2,323.57	95.60	97%	
34-405-255 Bldg Maint/Clean Srvs	2,800	1,310.00	0.00	0.00	1,467.00	23.00	99%	
34-405-400 Liability Insurance	38	9.50	0.00	0.00	19.00	9.50	75%	
34-405-422 Rent Paid by Town	34,500	3,000.00	0.00	0.00	30,000.00	1,500.00	96%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
Non-Departmental Totals:	43,838	5,157.79	376.61	376.61	36,239.10	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%	
Totals:	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
Expenses Totals:	57,171	5,157.79	376.61	376.61	49,572.43	2,440.78	96%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:		8,473.39	8,473.39	(22,095.43)			

Budget vs Actual

Town of Warrenton
5/1/2026 10:53:00 AM

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Period Ending 4/30/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
37-302-301 Ad Valorem Taxes - Current	620,784	0.00	0.00	0.00	583,960.19	(36,823.81)	94%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	0.00	0.00	4,608.81	(391.19)	92%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	0.00	5,707.06	3,707.06	285%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	0.00	0.00	4,817.70	2,617.70	219%	
37-307-310 Motor Vehicles - Current	41,054	0.00	4,048.19	4,048.19	35,792.20	(5,261.80)	87%	
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	28,217.01	28,217.01	229,965.01	(147,034.99)	61%	
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	0.00	0.00	42,956.58	(45,643.42)	48%	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	157.85	157.85	784.55	(215.45)	78%	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	0.00	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	5,000.00	5,000.00	5,100.00	4,900.00	2550%	
37-345-345 Zone Board of Adj	1,800	0.00	50.00	50.00	2,800.00	1,000.00	156%	
37-345-346 Code Enforcement	3,500	0.00	150.00	150.00	2,650.00	(850.00)	76%	
37-351-353 Landfill Fees Residential	208,926	0.00	17,915.07	17,915.07	178,548.71	(30,377.29)	85%	
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	18.00	18.00	58.50	(141.50)	29%	
37-351-360 Cell Tower Rent	64,680	0.00	5,659.50	5,659.50	52,913.31	(11,766.69)	82%	
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	0.00	0.00	62.76	2.76	105%	
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	0.00	0.00	6,760.00	(8,240.00)	45%	

Budget vs Actual

Town of Warrenton
5/1/2026 10:53:00 AM

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Period Ending 4/30/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	25,000	0.00	4,728.00	4,728.00	16,274.18	(8,725.82)	65%	
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	0.00	48,090.48	(15,966.52)	75%	
37-365-371 WS 25% of GF Exp	122,255	0.00	0.00	0.00	94,474.31	(27,780.69)	77%	
37-365-374 Insurance Proceeds GF	11,174	0.00	0.00	0.00	11,173.57	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	0.34	(99.66)	0%	
37-365-410 Interest Investment NCCMT	24,000	0.00	0.00	0.00	17,634.19	(6,365.81)	73%	
37-365-501 Misc Revenue POLICE	0	0.00	0.00	0.00	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)	7,241	0.00	0.00	0.00	0.00	(7,241.00)		
37-395-396 Appropriated Fund Balance (Budget Only)	5,350	0.00	0.00	0.00	0.00	(5,350.00)		
Revenues Totals:	1,729,780	0.00	65,943.62	65,943.62	1,417,914.83	(311,864.74)	82%	
Expenses								
37-401-010 Salary - Full Time	182,213	0.00	14,741.57	14,741.57	152,296.41	29,916.64	84%	
37-401-012 Salary - Adm Assistant	56,039	0.00	4,268.80	4,268.80	47,506.80	8,532.20	85%	
37-401-020 ER-FICA Taxes	13,940	0.00	1,127.25	1,127.25	11,645.41	2,294.44	84%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,287	0.00	326.08	326.08	3,628.96	658.04	85%	
37-401-030 ER-Retirement - Orbit	49,489	0.00	4,030.19	4,030.19	42,358.21	7,131.15	86%	
37-401-040 ER-Health Insurance	35,000	393.92	2,747.51	2,747.51	26,584.28	8,021.80	77%	
37-401-050 ER-Life Insurance	570	46.50	46.50	46.50	511.50	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	0.00	0.00	0.00	884.88	1,115.12	44%	
37-401-203 Supplies	4,500	79.15	13.98	13.98	2,265.60	2,155.25	52%	
37-401-250 Light, Heat & Security	8,500	1,031.21	252.59	252.59	4,999.27	2,469.52	71%	
37-401-251 Telephone & Postage	4,000	400.52	292.34	292.34	2,517.04	1,082.44	73%	
37-401-255 Bldg. Maint/ Clean SVS	25,974	6,244.73	2,332.34	2,332.34	18,528.20	1,201.29	95%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	3,750	600.00	300.00	300.00	3,000.00	150.00	96%	
37-401-295 Training	3,033	0.00	25.00	25.00	365.00	2,668.49	12%	
37-401-301 Computer Maint	9,018	1,458.90	666.30	666.30	7,558.95	0.15	100%	
37-401-302 Software Support	1,000	107.94	35.98	35.98	618.51	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	0.00	0.00	0.00	484.19	12.81	97%	
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	0.00	175.00	175.00	1,650.29	149.71	92%	
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	0.00	140.00	140.00	2,893.15	1,106.85	72%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,000	337.88	30.87	30.87	1,652.23	9.89	100%	
37-401-400 Liability Insurance	8,354	1,778.85	0.00	0.00	6,575.40	0.00	100%	
37-401-401 County Tax Collection Svs	9,790	0.00	0.00	0.00	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	2,027.18	6,472.82	6,472.82	6,472.82	0.00	100%	
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	0.00	0.00	21,360.53	(21,360.53)		
37-401-499 Miscellaneous Expense	4,252	0.00	20.00	20.00	3,113.48	1,138.44	73%	
37-401-802 Truist Parking Lot Loan Principal	10,576	0.00	0.00	0.00	10,575.50	0.50	100%	
37-401-832 Truist Parking Lot Loan Interest	5,667	0.00	0.00	0.00	5,666.50	0.50	100%	
37-401-998 Contingency	3,078	0.00	0.00	0.00	1,070.00	2,008.00	35%	
General Government Totals:	481,980	15,885.54	38,045.12	38,045.12	412,113.15	53,981.53	89%	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	125.00	1,250.00	250.00	83%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	9.56	95.60	19.40	83%	
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	0.00	0.00	103.64	1,396.36	7%	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00		

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Governing Body Totals:	3,685	21.71	134.56	134.56	1,497.53	2,165.76	41%
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	1,675.00	(160.00)	(160.00)	441.64	12,883.36	14%
37-405-450 Revitalization Comm	25,000	875.00	2,984.71	2,984.71	7,649.93	16,475.07	34%
37-405-470 Small Town Maint St	1,500	0.00	174.76	174.76	1,488.50	11.50	99%
Non-Departmental Totals:	51,470	3,282.00	2,999.47	2,999.47	17,891.50	30,296.50	41%
37-501-010 SALARY FULL TIME	286,566	0.00	21,167.26	21,167.26	227,561.63	59,004.15	79%
37-501-014 Salary - Part Time	20,000	0.00	2,190.00	2,190.00	18,120.00	1,880.00	91%
37-501-015 Salary-LEO Separation Allowance	15,000	0.00	1,085.94	1,085.94	10,859.40	4,140.60	72%
37-501-016 Salary - Admin Assistant	43,827	0.00	3,329.60	3,329.60	37,009.12	6,817.88	84%
37-501-019 Salary - Over-Time	6,799	0.00	0.00	0.00	2,740.17	4,058.72	40%
37-501-020 ER-FICA Taxes	26,431	0.00	2,104.63	2,104.63	22,402.71	4,028.29	85%
37-501-030 ER - Retirement Orbit	78,982	0.00	5,559.54	5,559.54	60,491.43	18,490.57	77%
37-501-031 ER - 401K 5%	15,084	3,209.23	1,058.36	1,058.36	11,859.59	15.18	100%
37-501-040 ER - Health Insurance	53,197	225.75	3,363.87	3,363.87	32,201.93	20,769.32	61%
37-501-050 ER - Life Insurance	1,152	77.50	77.50	77.50	852.50	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	944	0.00	0.00	0.00	791.78	152.56	84%
37-501-203 Supplies	5,000	597.01	816.55	816.55	3,768.35	634.64	87%
37-501-204 Uniforms	4,331	145.15	456.91	456.91	3,249.71	936.14	78%
37-501-205 Equipment & Material	5,800	3,461.08	0.00	0.00	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	8,928	1,031.21	252.59	252.59	4,999.27	2,897.52	68%
37-501-251 Telephone & Postage	8,106	751.15	306.21	306.21	7,099.80	255.09	97%
37-501-252 Fuel	15,000	2,722.65	1,523.31	1,523.31	12,277.35	0.00	100%
37-501-255 Bldg Maint/Clean Svs	12,236	1,879.28	802.67	802.67	10,291.58	64.69	99%
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	1,374.59	1,185.41	1,185.41	8,363.99	(206.58)	102%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-302 Software Support	9,409	536.27	149.99	149.99	8,872.73	0.00	100%	
37-501-305 Technology Upgrades	413	0.00	0.00	0.00	402.03	10.97	97%	
37-501-310 Dues and Subscriptions	537	0.00	0.00	0.00	537.00	0.00	100%	
37-501-351 Maint & Repair Equip	5,085	950.00	0.00	0.00	3,961.44	173.56	97%	
37-501-370 2019 Dodge Car 100	2,330	222.74	1,072.79	1,072.79	1,739.75	367.58	84%	
37-501-371 2017 Dodge Car 200	1,500	237.30	0.00	0.00	709.72	552.98	63%	
37-501-372 2016 Dodge Car 300	1,000	147.70	57.07	57.07	795.02	57.28	94%	
37-501-373 2017 Dodge Car 400	1,215	0.00	0.00	0.00	376.87	838.28	31%	
37-501-376 2019 Dodge Car 700	1,255	0.00	250.00	250.00	1,014.78	240.00	81%	
37-501-377 2023 Dodge Car 125	1,500	300.00	91.24	91.24	943.83	256.17	83%	
37-501-378 2023 Dodge Car 225	1,500	250.00	23.84	23.84	1,272.93	(22.93)	102%	
37-501-400 Liability Insurance	23,797	5,086.70	0.00	0.00	16,054.60	2,655.70	89%	
37-501-415 Medical	1,992	0.00	0.00	0.00	360.00	1,632.00	18%	
37-501-420 Attorney Fees	12,500	5,040.00	0.00	0.00	1,710.00	5,750.00	54%	
37-501-433 COP Program	3,000	160.00	295.99	295.99	1,298.81	1,541.19	49%	
37-501-499 Miscellaneous	556	0.00	0.00	0.00	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	0.00	0.00	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	0.00	0.00	1,326.45	0.55	100%	
Police Department Totals:	707,853	28,405.31	47,221.27	47,221.27	539,850.69	139,597.00	80%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	0.00	0.00	2,672.68	9.32	100%	
37-601-020 ER-FICA Taxes	230	0.00	0.00	0.00	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		

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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	7,300.00	73,000.00	14,600.00	83%	
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	7,300.00	7,300.00	76,536.55	17,324.86	82%	
37-651-330 Christmas Lights/Santa House	2,430	102.60	0.00	0.00	2,326.56	0.84	100%	
37-651-332 Signs below \$5,000	886	700.00	0.00	0.00	182.48	3.52	100%	
37-651-333 Street Beautification - Below \$5,000	5,219	903.66	1,247.89	1,247.89	2,793.98	1,521.36	71%	
37-651-335 Street Lighting Electric Bill	32,000	4,494.56	2,710.06	2,710.06	26,505.44	1,000.00	97%	
Signs and Lights Totals:	40,535	6,200.82	3,957.95	3,957.95	31,808.46	2,525.72	94%	
37-701-010 Salary - Full Time	82,171	0.00	6,477.90	6,477.90	69,640.60	12,530.40	85%	
37-701-019 Over-Time	1,026	0.00	8.32	8.32	220.30	805.70	21%	
37-701-020 ER-FICA Taxes	6,693	0.00	493.12	493.12	5,319.77	1,373.23	79%	
37-701-030 ER - Retirement - Orbit	18,171	0.00	1,375.08	1,375.08	14,743.25	3,427.75	81%	
37-701-040 ER-Health Insurance	20,598	330.00	840.93	840.93	8,597.26	11,670.74	43%	
37-701-050 ER-Life Insurance	489	0.00	48.51	48.51	434.41	54.59	89%	
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	950.52	346.76	346.76	4,485.09	64.39	99%	
37-701-204 Uniforms	3,400	1,599.23	0.00	0.00	1,800.77	0.00	100%	
37-701-251 Telephone & Postage	680	169.28	0.00	0.00	501.72	9.00	99%	
37-701-252 Fuel	10,000	925.00	579.07	579.07	5,924.83	3,150.17	68%	
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	0.00	0.00	10,707.49	0.51	100%	
37-701-352 Vehicle Maintenance	13,464	150.00	5,175.99	5,175.99	13,275.16	38.46	100%	
37-701-400 Liability Insurance	9,795	1,788.96	244.00	244.00	6,707.23	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)	(1,333.00)	(13,330.00)	(2,670.00)	83%	

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Streets Totals:	178,721	5,912.99	14,256.68	14,256.68	140,173.75	32,633.88	82%
37-710-361 Maint & Repair POWELL BILL	22,241	0.00	326.00	326.00	22,241.00	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:	22,341	0.00	326.00	326.00	22,341.00	0.00	100%
37-801-010 Salary - Full Time Sanitation	58,089	0.00	4,655.56	4,655.56	48,717.29	9,371.71	84%
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	352.60	3,733.01	769.99	83%
37-801-030 ER - Retirement - Orbit Sanitation	12,225	0.00	986.98	986.98	9,412.69	2,812.31	77%
37-801-040 ER - Health Insurance	15,273	8.79	1,852.44	1,852.44	12,977.51	2,286.70	85%
37-801-050 ER - Life Insurance	251	4.96	4.96	4.96	54.56	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	0.00	0.00	0.00	423.70	6.30	99%
37-801-204 Uniforms	1,976	35.15	0.00	0.00	1,940.85	0.00	100%
37-801-251 Telephone & Postage	500	212.12	0.00	0.00	285.58	2.30	100%
37-801-252 Fuel	3,374	400.00	288.14	288.14	2,079.47	894.53	73%
37-801-350 Landfull Fees	23,678	400.00	1,919.84	1,919.84	14,865.80	8,412.20	64%
37-801-352 Vehicle Maintenance	3,932	374.03	962.51	962.51	3,169.56	388.14	90%
37-801-400 Liability Insurance	6,603	1,735.49	0.00	0.00	4,867.25	0.26	100%
Sanitation Totals:	135,016	4,533.66	11,023.03	11,023.03	105,270.59	25,211.48	81%
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:	1,729,780	64,308.62	125,264.08	125,264.08	1,357,577.22	307,893.73	82%
37 GENERAL FUND Revenues Over/(Under) Expenses:			(59,320.46)	(59,320.46)	60,337.61		

Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
38-351-401 Water Sales	911,133	0.00	75,617.39	75,617.39	747,187.60	(163,945.40)	82%	
38-351-402 Debt Setoff WATER	53	0.00	109.72	109.72	295.04	242.04	557%	
38-351-404 Sewer Services	717,364	0.00	56,028.19	56,028.19	567,695.17	(149,668.83)	79%	
38-351-407 Debt Setoff SEWER	42	0.00	240.68	240.68	471.48	429.48	1123%	
38-351-408 Town Taps/Connection Fee	22,000	0.00	394.78	394.78	8,031.49	(13,968.51)	37%	
38-351-416 Dis/Reconnection Fee	9,960	0.00	646.15	646.15	5,684.83	(4,275.17)	57%	
38-351-417 Fire Sprinkler	2,620	0.00	349.50	349.50	3,359.10	739.10	128%	
38-351-418 Late Fees/Penalty/Cut Off	20,972	0.00	2,067.37	2,067.37	17,273.53	(3,698.47)	82%	
38-351-419 Returned Check Fee	987	0.00	0.00	0.00	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	0.00	1,482.54	0.00	100%	
38-365-410 Interest/investment Income NCCMT	13,628	0.00	0.00	0.00	8,811.07	(4,816.93)	65%	
38-365-421 Account Activation Fee	2,925	0.00	225.00	225.00	2,725.00	(200.00)	93%	
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)		
Revenues Totals:	1,775,783	0.00	135,678.78	135,678.78	1,372,004.74	(403,777.80)	77%	
Expenses								
38-851-010 Salary Full Time	122,085	0.00	9,210.74	9,210.74	97,684.34	24,400.66	80%	
38-851-014 Salary - Part Time	12,626	0.00	898.48	898.48	11,017.46	1,608.54	87%	
38-851-019 Salary Over-Time	5,406	0.00	155.91	155.91	2,428.71	2,977.29	45%	
38-851-020 ER-FICA Taxes	11,096	0.00	782.67	782.67	8,471.66	2,624.34	76%	
38-851-030 ER - Retirement Orbit	25,633	0.00	1,705.06	1,705.06	17,959.17	7,673.83	70%	
38-851-040 ER - Health Insurance WATER	24,997	112.58	1,724.37	1,724.37	15,878.15	9,006.27	64%	
38-851-050 ER - Life Insurance	382	43.84	28.69	28.69	332.00	6.16	98%	

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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	3,289.98	654.90	654.90	32,300.83	409.19	99%	
38-851-204 Uniforms	3,120	1,071.00	0.00	0.00	2,049.00	0.00	100%	
38-851-250 Light & Heat & Security	5,520	1,039.20	171.80	171.80	4,017.35	463.45	92%	
38-851-251 Telephone & Postage	11,466	3,046.48	716.07	716.07	8,402.40	17.12	100%	
38-851-252 Fuel	10,000	525.00	744.10	744.10	5,178.00	4,297.00	57%	
38-851-255 Bldg. Maint/Clean Svs	6,672	1,063.10	401.33	401.33	5,520.47	88.43	99%	
38-851-260 Electric Tank/Pumps	3,401	137.53	362.85	362.85	2,498.62	764.85	78%	
38-851-296 Continuing Education	1,300	0.00	0.00	0.00	1,074.00	226.00	83%	
38-851-301 Computer Maintenance	5,819	1,235.61	425.14	425.14	4,488.08	95.31	98%	
38-851-302 Software Support	9,300	0.00	0.00	0.00	8,773.26	526.74	94%	
38-851-305 Technology Upgrades	1,738	0.00	0.00	0.00	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	0.00	0.00	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	0.00	5,265.04	5,265.04	21,060.16	0.84	100%	
38-851-347 Lab Analysis	1,200	0.00	250.00	250.00	1,170.00	30.00	98%	
38-851-351 Maint. & Repair Equip	8,327	0.00	1,804.57	1,804.57	8,050.09	276.91	97%	
38-851-352 Vehicle Maintenance	4,491	225.00	362.84	362.84	3,688.32	577.95	87%	
38-851-400 Town Liability Insurance	13,253	2,837.38	0.00	0.00	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	28,038	422.50	9,650.00	9,650.00	26,994.76	620.74	98%	
38-851-451 Water Purchase	250,000	122,417.53	31,590.03	31,590.03	127,582.47	0.00	100%	
38-851-499 Miscellaneous	2,500	0.00	0.00	0.00	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	0.00	6,108.52	0.48	100%	

Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	29,858	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	0.00	855.96	0.04	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	1,333.00	13,330.00	2,670.00	83%	
38-851-896 WS 25% of GF Expense	59,399	0.00	0.00	0.00	47,237.15	12,161.85	80%	
38-851-998 Contingency	1,832	0.00	0.00	0.00	0.00	1,832.00		
Water Totals:	788,011	137,815.76	68,237.59	68,237.59	510,219.17	139,976.34	82%	
38-852-010 Salary - Full Time	122,085	0.00	9,210.74	9,210.74	97,149.66	24,935.34	80%	
38-852-014 Salary - Part Time	12,626	0.00	898.48	898.48	11,016.96	1,609.04	87%	
38-852-019 Salary - Over Time Sewer	7,056	0.00	35.01	35.01	3,634.20	3,421.80	52%	
38-852-020 ER - FICA Sewer	11,096	0.00	775.52	775.52	8,545.52	2,550.48	77%	
38-852-030 ER-Retirement Orbit	25,633	0.00	1,681.46	1,681.46	18,139.09	7,493.91	71%	
38-852-040 ER-Health Insurance SEWER	24,997	112.52	1,724.34	1,724.34	15,877.78	9,006.70	64%	
38-852-050 ER-Life Insurance	382	43.91	28.68	28.68	331.93	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	2,286.11	586.37	586.37	31,818.87	19.02	100%	
38-852-204 Uniforms	3,120	1,071.15	0.00	0.00	2,048.85	0.00	100%	
38-852-250 Light & Heat & Security	6,615	1,039.24	171.79	171.79	4,225.17	1,350.59	80%	
38-852-251 Telephone & Postage	11,517	2,956.12	733.77	733.77	8,559.96	0.92	100%	
38-852-252 Fuel	10,000	525.00	744.10	744.10	5,177.98	4,297.02	57%	
38-852-255 Bldg. Maint/Clean Svs	6,672	1,063.10	401.33	401.33	5,520.48	88.42	99%	
38-852-260 Electric Tank/Pumps	12,000	3,067.02	876.17	876.17	8,753.35	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	1,235.59	425.12	425.12	4,487.92	95.49	98%	
38-852-302 Software Support	9,300	0.00	0.00	0.00	8,773.25	526.75	94%	

Budget vs Actual

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Period Ending 4/30/2026

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	1,738	0.00	0.00	0.00	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	0.00	0.00	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	0.00	1,804.57	1,804.57	8,050.08	276.92	97%	
38-852-352 Vehicle Maintenance	4,491	225.00	362.82	362.82	3,688.27	578.00	87%	
38-852-400 Liability Insurance	7,228	1,658.88	0.00	0.00	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	5,000.00	0.00	0.00	19.00	9,981.00	33%	
38-852-435 Purchase of Sewer Services	434,416	0.00	0.00	0.00	290,556.01	143,859.99	67%	
38-852-448 External Contract	22,350	508.02	1,478.18	1,478.18	21,771.15	70.83	100%	
38-852-473 WWTP Rehab Annual Payment	22,073	0.00	21,874.28	21,874.28	21,874.28	198.72	99%	
38-852-499 Miscellaneous	2,500	0.00	0.00	0.00	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	0.00	1,270.72	4,838.28	21%	
38-852-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	0.00	7,166.32	22,691.68	24%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	14,387.20	14,387.20	14,387.20	0.80	100%	
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	0.00	0.00	0.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	13,750.00	13,750.00	13,750.00	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	0.00	855.98	0.02	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,200	0.00	1,100.00	1,100.00	2,200.00	0.00	100%	
38-852-896 WS 25% of GF Expense	59,399	0.00	0.00	0.00	47,237.16	12,161.84	80%	

Budget vs Actual

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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	22,140.71	73,049.93	73,049.93	686,506.07	269,564.49	72%	
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	159,956.47	141,287.52	141,287.52	1,196,725.24	419,100.83	76%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			(5,608.74)	(5,608.74)	175,279.50			

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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	4,460.00	4,460.00	50,675.00	695.00	101%
39-351-470 Town Sewer Revenues	434,416	0.00	0.00	0.00	290,556.01	(143,859.99)	67%
39-351-471 Sewer Revenues - County	316,092	0.00	0.00	0.00	211,415.97	(104,676.03)	67%
39-351-472 Sewer Rev Norlina	241,310	0.00	0.00	0.00	161,397.91	(79,912.09)	67%
39-365-373 Insurance Proceeds WWTP	1,483	0.00	0.00	0.00	1,482.55	0.00	100%
39-365-861 Misc Revenue WWTP	0	0.00	0.00	0.00	20.00	20.00	
Revenues Totals:	1,043,281	0.00	4,460.00	4,460.00	715,547.44	(327,733.11)	69%
Expenses							
39-861-010 Salary - Full Time	250,406	0.00	19,059.46	19,059.46	206,355.39	44,050.61	82%
39-861-014 Salary - Part Time	9,455	0.00	735.00	735.00	8,107.50	1,347.50	86%
39-861-019 Over-Time	14,829	0.00	742.32	742.32	11,692.78	3,136.39	79%
39-861-020 ER-FICA Taxes	21,206	0.00	1,491.03	1,491.03	16,078.01	5,127.99	76%
39-861-030 ER - Retirement Orbit	53,582	0.00	3,851.85	3,851.85	42,220.09	11,361.91	79%
39-861-040 ER- Health Insurance	46,714	159.54	3,614.62	3,614.62	33,370.62	13,183.84	72%
39-861-050 ER-Life Insurance	802	50.98	59.66	59.66	676.10	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	9,665.63	3,504.19	3,504.19	61,287.86	1,976.51	97%
39-861-204 Uniforms	5,460	1,385.22	0.00	0.00	4,074.78	0.00	100%
39-861-250 Light, Heat & Security	90,000	20,344.98	7,530.66	7,530.66	69,556.42	98.60	100%
39-861-251 Telephone & Postage	6,858	1,609.48	267.88	267.88	5,223.79	24.73	100%
39-861-252 Fuel	10,065	298.25	668.74	668.74	5,279.45	4,487.30	55%
39-861-296 Continuing Education	120	0.00	0.00	0.00	120.00	0.00	100%
39-861-301 Computer Maint.	10,289	2,313.71	652.03	652.03	7,066.62	908.67	91%
39-861-302 Software Support	4,099	714.10	0.00	0.00	3,384.89	0.00	100%
39-861-305 Technology Upgrades	1,100	0.00	0.00	0.00	0.00	1,100.00	
39-861-309 Advertising	1,000	41.08	0.00	0.00	527.63	431.29	57%
39-861-310 Dues & Subscriptions	3,154	0.00	2,880.00	2,880.00	2,880.00	274.00	91%

Budget vs Actual

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39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-318 Freight Charges	1,220	0.00	0.00	0.00	1,150.08	69.93	94%	
39-861-342 Maint & Repair Plant	140,714	19,668.97	10,380.59	10,380.59	120,565.42	479.44	100%	
39-861-344 Sludge Removal	68,235	18,922.50	9,577.50	9,577.50	48,030.50	1,282.00	98%	
39-861-346 Lab Material & Supplies	11,711	234.25	556.55	556.55	10,892.36	584.39	95%	
39-861-347 Lab Analysis	27,225	2,902.00	4,107.00	4,107.00	24,323.00	0.00	100%	
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	241.89	241.89	4,122.10	2,110.45	66%	
39-861-400 Liability Insurance	25,068	5,466.20	0.00	0.00	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 Expense	30,000	0.00	0.00	0.00	0.00	30,000.00		
39-861-441 Certify Lab Services	1,000	0.00	376.59	376.59	658.59	341.41	66%	
39-861-444 Permits & Fees	16,381	1,360.00	970.00	970.00	14,440.08	580.92	96%	
39-861-446 Influent Debris Removal	7,044	2,405.41	205.99	205.99	4,638.59	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	23,606.60	23,606.60	23,606.60	0.40	100%	
39-861-897 WWTP 25% of GF Exp	64,003	0.00	0.00	0.00	48,090.48	15,912.52	75%	
WWTP - Expenses Totals:	1,043,281	87,579.01	95,080.15	95,080.15	811,376.07	144,325.47	86%	
Expenses Totals:	1,043,281	87,579.01	95,080.15	95,080.15	811,376.07	144,325.47	86%	
39 WWTP Revenues Over/(Under) Expenses:			(90,620.15)	(90,620.15)	(95,828.63)			

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Check Number	Bank	Vendor	Date	Amount
69843	30	DUKE ENERGY PROGRESS	04/02/2026	<u>\$134.31</u>
69844	30	GRANVILLE FARMS, INC.	04/02/2026	<u>\$600.00</u>
69845	30	Jacob Holt Foundation	04/02/2026	<u>\$20.00</u>
69846	30	KERR-TAR REG COUNCIL OF GOV	04/02/2026	<u>\$140.00</u>
69847	30	BLUE RIDGE SPRINGS, INC	04/07/2026	<u>\$41.95</u>
69848	30	CAROLINA DIGITAL PHONE INC	04/07/2026	<u>\$316.00</u>
69849	30	CURTIS WAYNE DANIEL JR.	04/07/2026	<u>\$9,650.00</u>
69850	30	DOCUMENT SYSTEMS, INC	04/07/2026	<u>\$20.93</u>
69851	30	GALLS QUARTERMASTER	04/07/2026	<u>\$180.37</u>
69852	30	NC DEPARTMENT OF REVENUE	04/07/2026	<u>\$30.87</u>
69853	30	PAYNTER'S AUTO & TRACTOR REPAIR	04/07/2026	<u>\$3,852.76</u>
69854	30	PETE SMITH TIRE & QUICK LUBE, INC	04/07/2026	<u>\$60.92</u>
69855	30	Spectrum Business	04/07/2026	<u>\$169.99</u>
69856	30	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	04/07/2026	<u>\$130.00</u>
69857	30	WARREN COUNTY PUBLIC UTILITIES	04/07/2026	<u>\$14,927.79</u>
69858	30	WRIGHT EXPRESS FSC	04/07/2026	<u>\$1,523.31</u>
69859	30	AMAZON CAPITAL SERVICES, INC.	04/09/2026	<u>\$88.90</u>
69860	30	BLUE RIDGE SPRINGS, INC	04/09/2026	<u>\$209.60</u>
69861	30	DOCUMENT SYSTEMS, INC	04/09/2026	<u>\$257.78</u>
69862	30	DUKE ENERGY PROGRESS	04/09/2026	<u>\$2,606.07</u>
69863	30	FOSTER SEPTIC TANK CLEANING	04/09/2026	<u>\$375.00</u>
69864	30	FRIENDS TWO	04/09/2026	<u>\$25.00</u>
69865	30	GFL ENVIRONMENTAL	04/09/2026	<u>\$205.99</u>
69866	30	GUPTON SERVICES, INC	04/09/2026	<u>\$130.00</u>
69867	30	HAWKINS, INC.	04/09/2026	<u>\$3,400.28</u>
69868	30	INVOICE CLOUD, INC.	04/09/2026	<u>\$142.60</u>
69869	30	KATALYST NETWORK GROUP LLC	04/09/2026	<u>\$2,378.00</u>
69870	30	MERITECH INC	04/09/2026	<u>\$4,107.00</u>
69871	30	NC DEQ	04/09/2026	<u>\$23,606.60</u>

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69872	30	NC DEQ	04/09/2026	<u>\$5,611.75</u>
69873	30	NC DEQ	04/09/2026	<u>\$8,775.45</u>
69874	30	NC DEQ	04/09/2026	<u>\$14,850.00</u>
69875	30	Pete Smith Garage, Inc.	04/09/2026	<u>\$2,189.56</u>
69876	30	PETE SMITH TIRE & QUICK LUBE, INC	04/09/2026	<u>\$97.40</u>
69877	30	PETE SMITH TIRE & QUICK LUBE, INC	04/09/2026	<u>\$1,487.30</u>
69878	30	SouthData, Inc	04/09/2026	<u>\$675.93</u>
69879	30	SOUTHERN CORROSION, INC.	04/09/2026	<u>\$5,265.04</u>
69880	30	TAR HEEL TIRE SALES/SERVICE	04/09/2026	<u>\$1,036.76</u>
69881	30	WARREN AUTO PARTS, INC.	04/09/2026	<u>\$25.08</u>
69882	30	WARREN COUNTY PUBLIC UTILITIES	04/09/2026	<u>\$21,874.28</u>
69883	30	WILSON'S WATER SERVICES	04/09/2026	<u>\$970.00</u>
69884	30	FIRST CITIZENS BANK	04/14/2026	<u>\$4,471.83</u>
69885	30	Always N Bloom	04/14/2026	<u>\$186.81</u>
69886	30	DOCUMENT SYSTEMS, INC	04/14/2026	<u>\$57.16</u>
69887	30	DUKE ENERGY PROGRESS	04/14/2026	<u>\$9,185.18</u>
69888	30	FRONTIER NATURAL GAS	04/14/2026	<u>\$19.78</u>
69889	30	MERITECH INC	04/14/2026	<u>\$250.00</u>
69890	30	GREGORY POOLE EQUIPMENT CO.	04/15/2026	<u>\$2,355.32</u>
69891	30	PCG ENTERPRISES OF CLEVELAND LLC	04/15/2026	<u>\$200.00</u>
69892	30	WARREN COUNTY PUBLIC UTILITIES	04/15/2026	<u>\$16,662.24</u>
69893	30	WARREN COUNTY PUBLIC WORKS	04/15/2026	<u>\$1,578.75</u>
69894	30	MARY ANSTEAD	04/17/2026	<u>\$200.00</u>
69895	30	Purchase Power (Pitney Bowes)	04/17/2026	<u>\$186.60</u>
69896	30	TAR PAMLICO BASIN ASSOCIATION	04/17/2026	<u>\$2,880.00</u>
69897	30	Frank A. Buccialia Jr & Sons Inc	04/21/2026	<u>\$1,200.00</u>
69898	30	FRONTIER NATURAL GAS	04/21/2026	<u>\$25.74</u>
69899	30	TIME WARNER CABLE	04/21/2026	<u>\$207.26</u>
69900	30	WARREN COUNTY BOARD OF ELECTION	04/21/2026	<u>\$6,472.82</u>

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69901	30	WHITCO TERMITE & PEST CONTROL	04/21/2026	<u>\$100.00</u>
69902	30	Cash	04/21/2026	<u>\$1,400.00</u>
69903	30	HUMANA SPECIALTY BENEFITS	04/21/2026	<u>\$29.38</u>
69904	30	JaJa Crews	04/21/2026	<u>\$375.00</u>
69905	30	Mary L. Selvidge	04/21/2026	<u>\$1,300.00</u>
69906	30	ServPro of Roanoke Rapids	04/21/2026	<u>\$2,671.78</u>
69907	30	CITIZENS INSURANCE & BONDING,	04/22/2026	<u>\$244.00</u>
69908	30	DUKE ENERGY PROGRESS	04/22/2026	<u>\$235.02</u>
69909	30	INFORMATION TECHNOLOGY SERVICE	04/22/2026	<u>\$244.18</u>
69910	30	KENNON RANDOLPH WRENN, JR.	04/22/2026	<u>\$1,150.25</u>
69911	30	KING'S FITNESS & NUTRITION CENTER	04/22/2026	<u>\$300.00</u>
69912	30	MUTUAL OF OMAHA	04/22/2026	<u>\$1,691.43</u>
69913	30	VERIZON WIRELESS	04/22/2026	<u>\$320.08</u>
69914	30	WARREN AUTO PARTS, INC.	04/22/2026	<u>\$467.44</u>
69915	30	AMAZON CAPITAL SERVICES, INC.	04/23/2026	<u>\$625.86</u>
69916	30	ELITICHAMONIC WILLIAMS	04/23/2026	<u>\$78.02</u>
69917	30	MICHAEL THAMES	04/23/2026	<u>\$151.85</u>
69918	30	NOE CABRERA BARBECHO	04/23/2026	<u>\$78.02</u>
69919	30	Always N Bloom	04/28/2026	<u>\$71.56</u>
69920	30	AMAZON CAPITAL SERVICES, INC.	04/28/2026	<u>\$91.75</u>
69921	30	COLUMBIAN MUTUAL LIFE INS CO	04/28/2026	<u>\$26.09</u>
69922	30	ELECTRO-CHEMICAL DEVICES	04/28/2026	<u>\$556.55</u>
69923	30	GFL ENVIRONMENTAL	04/28/2026	<u>\$341.09</u>
69924	30	METTLER-TOLEDO, INC.	04/28/2026	<u>\$402.01</u>
69925	30	NEILL M. SINGLETARY	04/28/2026	<u>\$250.00</u>
69926	30	Pete Smith Garage, Inc.	04/28/2026	<u>\$3,335.81</u>
69927	30	PETE SMITH TIRE & QUICK LUBE, INC	04/28/2026	<u>\$1,030.99</u>
69928	30	PETE SMITH TIRE & QUICK LUBE, INC	04/28/2026	<u>\$1,145.20</u>
69929	30	PRUDENTIAL RETIREMENT	04/28/2026	<u>\$1,438.36</u>

Check Listing

Date From: 4/1/2026 Date To: 4/30/2026
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
05/01/2026 10:55 AM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
69930	30	WARREN AUTO PARTS, INC.	04/28/2026	<u>\$122.41</u>
69931	30	ZIMA CORPORATION	04/28/2026	<u>\$9,562.30</u>
69932	30	DUKE ENERGY PROGRESS	04/29/2026	<u>\$153.36</u>
69933	30	GRANVILLE FARMS, INC.	04/29/2026	<u>\$8,977.50</u>
69934	30	GREGORY POOLE EQUIPMENT CO.	04/29/2026	<u>\$341.34</u>
69935	30	PEAC SOLUTIONS	04/29/2026	<u>\$161.85</u>
69936	30	PITNEY BOWES GLOBAL	04/29/2026	<u>\$223.16</u>
94	Checks Totaling -			\$218,023.70

Totals By Fund

	Checks	Voids	Total
34	\$576.61		\$576.61
36	\$2,249.94		\$2,249.94
37	\$37,786.19		\$37,786.19
38	\$111,110.79		\$111,110.79
39	\$66,300.17		\$66,300.17
Totals:	\$218,023.70		\$218,023.70

Memo

To: Town Commissioners
From: Brandon Elliott
CC: Mayor, Town Administrator
Date: May 5, 2026
Re: April 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 – John Deere Tracker Cleaned fuel system, repaired Fuel injection pump. (Labor 1,485.00) and (Parts 3,609.14) (2) Preventive Maintenance – Service Transfer Switches at F.M lift Station and John Riggens lift Station (Labor 1,103.18). (3) Repairs – Water line repairs at 330 and 331 Hazlewood St. and Asphalt after repairs. Water line repair at Wilcoxs St and Rogers St and Asphalt after repairs. Asphalt repair on Halifax. (Labor 9,650.00) The Town Provided the Parts needed.

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$3,609.14

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$11,478.18

- **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 (February 2026 – April 2026) Unaccounted for water is 36%. April 2026 unaccounted for water was 28%.** (4,464,000 gallons purchased and 3,232,000 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.

Memo

To: Town Commissioners
From: Brandon Elliott
CC: Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works
Date: May 5, 2026
Re: 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. Lower Sprockets (Parts \$8,957.66). (2) Preventive Maintenance – PM-1 Service on Generator #1 (Parts \$38.61, Labor \$237.04 and Miscellaneous \$44.10). (3) Preventive Maintenance – Maintenance on Transfer Switches for both Generators at the plant. (Labor \$1,103.18).

Total cost for Repairs (Account No. 39-861-342) - \$10,380.59

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 12.043 million gallons.

Hydrants Out of Service as of 5/5/26

Hydrant #	Location	Hydrant Brand	Model	Barrel Size	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	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 needed
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	

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	4,464,000
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	46,113,000

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	3,232,000
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	32,345,000

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	43	34	8	42	39	38	36	36
April	50	40	33	28	24	39	32	2	38	27	13	41	18	18	28
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

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(04/01/2026 - 04/30/2026)

911 Hang-up	1	Abandoned Vehicle	1
Accident	8	Alarm Activation	8
Animal Complaint	1	Arrest	1
Assist Elderly/Lost person	1	Assist Fire Dept	1
Assist Motorist	1	Assist Other Department	2
Assist WC EMS	2	Assist WCSO	6
C.O.P.S. - Main St	2	Careless and Reckless Driving	2
Civil Dispute	1	Communicating Threats	1
Complaint	7	Disturbance	2
Escort	4	Follow up Investigation	2
Foot Patrol	18	Fraud	3
Harrassment	1	Investigation and/or Interview	6
Loitering	1	Open Door (Business)	1
Open Door (Residence)	1	Ordinance Violation	1
Other	9	Parking Violation	3
Patrol	7	Patrol Vehicle Inspection	1
Property Check – Business	136	Property Check – Residential	20
Suspicious Person / Vehicle	2	Talk with Officer	6
Traffic Stop	9	Trespassing	1
Vehicle Lockout	1	Welfare Check	2

Total Number Of Events: 283



Warrenton Police Department



Board of Commissions Meeting - May

DATE	EVENT TYPE	STATUS
4/2/2026	Involuntary Commitment	CO
4/8/2026	Obtaining Property by False Pretense	Active
4/13/2026	Possession of Controlled Substance	Active
	Misdemeanor Child Abuse	
4/14/2026	Obtaining Property by False Pretense	Active
4/14/2026	Obtaining Property by False Pretense	Active
4/15/2026	Damage to Personal Property	Inactive
4/16/2026	Worthless Check	Inactive
4/16/2026	Communicating Threats	CO
4/23/2026	Hit and Run-Fail to stop at scene of crash	Active
4/25/2026	Disorderly Conduct	CO



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

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

BOC Meeting April 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
 - ✓ Contact new BOE director when appointed.
4. Write response letter to Ernie Fleming
 - ✓ Issue solved, individual identified.
5. Add language to HR policy regarding Town Administrator
 - ✓ Done
6. Notify Chris Privett of Board decision, via certified mail
 - ✓ Sent 4-16-2026
7. Order one set of Christmas wreath bulbs and bows
 - ✓ Done
8. Notify Kangaroo Kids of Special Use permit, with conditions, and Game permit
 - ✓ Sent 4-16-2026
9. Notify auto dealer of Special Use permit
 - ✓ Sent 4-16-2026
10. Execute resolution to apply for VUR grant funds and send to engineers
 - ✓ Done
11. Execute MOA with NCDPS
 - ✓ Done
12. Execute Servpro agreement
 - ✓ Done
13. Execute resolution regarding water from Kerr Lake. Send to federal and state elected officials and surrounding counties.
 - ✓ Done



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

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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. Team has completed camera and cleaning work on stormwater drains and pipes and is preparing a report with asset map for the Town.

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. State has completed the bid process and will decide on awardee. Town must spend \$5000 for Municipal Engineering to conduct a survey and secure an easement for the Red Hill Loop generator.

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:

Dates below have been moved up by two weeks.

- May 11th Remobilize/Frame Concrete Pad for DCFC
- May 12th Pour Concrete Pad for DCFC
- May 13th Set new DCFC, and wiring
- May 14th Final Inspection
- Meter Set and Start-up Pending Duke Scheduling

NCDEQ Viable Utility Grant Application

- Municipal Engineering has applied for a \$3,800,000 in grant funds during the Spring round for viable utility funding. This amount would supplement the \$2,000,000 already received to bring online the second oxidation ditch and update the current oxidation ditch.

Office of Representative Don Davis

- In March 2026 he office of Representative Don Davis has applied, on behalf of the Town, for \$1,440,000 as a federal appropriation to be used to construct an ultraviolet disinfection system at the WWTP. Town match would be \$360,000 if awarded.

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 2026



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

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April 14, 2026

Mr. Ernie Fleming
PO Box 9
Ridgeway, NC 27570

Dear Mr. Fleming:

Thank you for bringing your concerns to the Board of Commissioners at the meeting held on Monday, April 13, 2026. The Town appreciates your engagement and willingness to highlight matters affecting public safety.

The issue you raised regarding vehicles and equipment being parked in a designated fire lane/alley—thereby restricting access to the rear of several buildings—is a matter of serious concern. Maintaining clear access for emergency services is essential to protecting both life and property.

In response, the Town has taken the following actions:

- Identified and notified an adjacent property owner of the restrictions associated with designated fire lanes, including applicable penalties for non-compliance; and
- Initiating enforcement measures, including the issuance of fines where violations occur.

The Town is committed to ensuring that all designated fire lanes remain unobstructed and accessible at all times. We appreciate your attention to this matter and your continued interest in the safety and well-being of the community.

Please do not hesitate to contact me if you have any further questions or concerns.

Sincerely,

Robert Davie



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

History of the Warrenton Fire Siren (from articles in the Warren Record)

Friday November 6, 1931

Town Purchases Additional Hose

“Five hundred additional feet of hose have already been added to the Warrenton’s fire fighting equipment and within the next few days it is expected that a committee will work out a signaling system whereby the fire company and citizens can ascertain the direction of the flames by listening to the number of blows coming from the siren”

April 1, 1932

Schedule of Events for Today

“10:00 a.m. Parade starts at Sound of Siren. Division No. 1 Starts first. Each Division starts in time to fall in behind preceding division without delay. March in columns of four.”

11:00 a.m. Siren Blows for Truck Parade to begin.

August 11, 1933

Fire Siren Blowing an Hour Earlier

“Since Tuesday the siren has been blowing at 5 o’clock in the afternoons rather than 6. The City Fathers agreed to changing the hour of sounding the signal at their meeting Monday night when it was pointed out by one of the commissioners that business houses in following the code were closing an hour earlier and that it might be of benefit to managers and employees to know when quitting time arrived.”

November 16, 1934

Two Fire Alarms Bring Out Citizens

“Tuesday night at 8 o’clock the shrieking siren again brought the fire company and citizens out but the fire was smothered before the alarm finished sounding.” “This was the first time the siren was placed on the Citizens Bank building several years ago that it has been used twice in one day to call out the fire company.”

September 23, 1938

Fire Alarm Box Shorts; Burnt Out Siren is Result

“A short circuit in the alarm box near the house of Pete Reavis was responsible for the siren being burned out Tuesday morning between 4 and 5 o’clock when the alarm went off twice to cause citizens and firemen to scuttle from the warmth of their beds and hurry downtown in search of a blaze.”

November 18, 1938

In Case of Fire

"In case of fire keep the signal button at the alarm box pushed in until the siren is heard to shriek, is the advice which comes from those familiar with the town's recently installed alarm system. It requires from fifteen to thirty seconds, it was stated, for the wheel in the siren to pick up sufficient momentum to carry the noise from one end of town to the other."

February 26, 1960

Rally

"About 12,000 troops were ordered to duty on half-hour notice Thursday night. The command to mobilize was telephoned simultaneously over five lines to major commanders across the state. Lt. Thomas Evans, station commander, was in charge of the local company during the alert which lasted for about four hours. He was very pleased with the response of the men and expressed appreciation to town officials and the Warrenton Fire Company in permitting the use of the fire siren and their spirit of cooperation."

February 3, 1982

Fire Is Fought In Sunday Best

"A number of Warrenton Rural Volunteer Firemen were enjoying a Fire Department's Ladies Night celebration at the Lion's Den at 9:45 p.m. on Friday night when they were interrupted by the fire siren and responded dressed in their Sunday best."

March 31, 1982

Looking Back Into the Record

"March 27, 1942. "The town of Warrenton will have its first blackout of the war tonight sometime between the hours of 8 and 10 p.m. The warning signal that the practice blackout is on will be the blowing of the town siren with one long blast and four short ones. The all-clear signal will be one long continuous blast on the siren."

June 6, 1984

D-Day News Welcomed

"Forty years ago today more than 150,000 Allied troops were involved in the largest sea-land invasion in history." "He and Mr. Moore met at the Post Office and turned on the fire alarm about 5 o'clock. Immediately afterwards the church bells were rung"



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

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**Warrenton Board of Commissioners Meeting
Resolution to Approve Engineering Firms for On-Call Services
May 11, 2026**

WHEREAS, the Town of Warrenton sought qualified firms/individuals to be considered to support multi-disciplined professional engineering services to the town;

WHEREAS, the Town of Warrenton issued a Request For Qualifications (RFQ) from qualified professional engineering firms for On-Call engineering services pertaining to the Town of Warrenton’s water distribution system, sanitary sewer system, stormwater, parks and other departments as deemed necessary; and

WHEREAS, the Town of Warrenton received qualified proposals from Municipal Engineering, Bolton & Menk, and Wooten;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Warrenton hereby accepts their proposals and approves the following engineering firms for On-Call engineering services: Municipal Engineering, Bolton & Menk, and Wooten.

Motion made by: Commissioner

Second made by: Commissioner

Vote in favor:

Walter M. Gardner, Jr.
Mayor



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

**RESOLUTION BY THE BOARD OF COMMISSIONERS
OF THE TOWN OF WARRENTON**

- WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and
- WHEREAS,** the North Carolina Department of Environment and Natural Resources has offered a State Reserve Project Grant in the amount of \$ 1,000,000 for the construction of the Sanitary Sewer Rehabilitation project, and
- WHEREAS,** the Town of Warrenton intends to construct said project in accordance with the approved plans and specifications,

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

That the Town of Warrenton does hereby accept the State Reserve Grant offer of \$ 1,000,000.

That the Town of Warrenton does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the Funding Offer, Section II - Assurances will be adhered to.

That Robert Davie, Town Administrator, 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 Town of Warren has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11th day of May, 2026 at Warrenton, North Carolina.

(Signature of Chief Executive Officer)

Date _____



NORTH CAROLINA
Environmental Quality

April 14, 2026

JOSH STEIN
Governor
D. REID WILSON
Secretary
SHADI ESKAF
Director

Mr. Robert Davie, Town Administrator
Town of Warrenton
P.O. Box 281
Warrenton, North Carolina 27589

SUBJECT: Funding Offer
Project No. SRP-W-0224
Sanitary Sewer Rehabilitation

Dear Mr. Davie:

The Town of Warrenton has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions attached to this document.

Upon your acceptance, please submit the items below via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

1. One (1) copy of the original Offer and Acceptance Document executed by the Authorized Representative for the project, along with the Conditions and Assurances. **Retain the other copy for your files.**
2. A resolution adopted by the governing body accepting the funding offer and making the applicable Conditions and Assurances contained therein. (Sample copy attached)
3. Federal Identification Number and Unique Entity ID Number of the Recipient (UEID required for federally funded projects)
4. Sales-Tax Certification (attached)
5. The Site Certification (attached)


(The above items are due before disbursements begin)



Disbursement requests are to be submitted via the DWI EBS System Log-in located at <https://www.ebs.nc.gov/logon/index.html>. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience. The link to the online portal and a list of frequently asked questions can also be accessed from the Division's *I Have Funding* webpage at <https://www.deq.nc.gov/construction-disbursement-funds>.

On behalf of the Department of Environmental Quality, I am pleased to make this funding offer. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Don Evans at don.evans@deq.nc.gov.

Sincerely,

DocuSigned by:

6300A872077B4C5...

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document (two copies)
Assurances & Conditions
Federal ID and UEID Number Request Memo
Resolution to Accept Funding Offer (suggested format)
Sales-Tax Certification Form
Disbursement Request Form
Guidance Document (North Carolina Wastewater Funding Programs Overview)
Site Certification

cc: Robert Davie, Town Administrator (townadministrator@warrenton.nc.gov)
Gary Flowers, Municipal Engineering (gflowers@mesco.com)
Mark Hubbard (Via DocuSign)
Don Evans (Via DocuSign)
DWI Administrative Unit (Via DocuSign)
Anita Spencer (Via DocuSign)
DEQ.DWI.FundingOffer@deq.nc.gov
FILE: SRP Project File (COM_LOX)
Agreement ID#: 2000078073



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Project Number(s): SRP-W-0224

Town of Warrenton
P. O. Box 281
Warrenton, North Carolina 27589

Assistance Listing Number: N/A
Unique Entity ID Number:

Funding Program

	<input type="checkbox"/>	Additional Amount for Funding Increases	Previous Total	Total Offered
Drinking Water	<input type="checkbox"/>			
Stormwater	<input type="checkbox"/>			
Wastewater	<input checked="" type="checkbox"/>			
State Revolving Fund-Repayable Loan	<input type="checkbox"/>			
State Revolving Fund-Principal Forgiveness	<input type="checkbox"/>			
State Reserve Loan	<input type="checkbox"/>			
State Reserve Grant	<input checked="" type="checkbox"/>			\$1,000,000
State Reserve Earmark (S.L. 2023-134)*	<input type="checkbox"/>			
American Rescue Plan Act - Choose an item.	<input type="checkbox"/>			

Project Description:

Sanitary Sewer Rehabilitation

Total Financial Assistance Offer: **\$1,000,000**
Total Project Cost: \$1,000,000
Estimated Closing Fee:** \$ 15,000
For Loans
Interest Rate: Per Annum
Maximum Loan Term: Years

* Federal conditions and requirements will also apply to S.L 2023-134 projects co-funded with federal funds.

** Estimated closing fee calculated based on grant and loan amount.


Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by:  Signature	4/28/2026 Date
--	-------------------

On Behalf of:

Town of Warrenton

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the attached Assurances and the Standard Conditions.

_____ Signature	_____ Date
--------------------	---------------

STANDARD CONDITIONS & ASSURANCES FOR STATE RESERVE PROJECTS**Project Subrecipient: Town of Warrenton****Project Number(s): SRP-W-0224**

1. The Subrecipient intends to construct the project or cause it to be constructed to final completion in accordance with the Application or Request for Funding approved for financial assistance by the Division.
2. If the project is co-funded with federal funding sources (e.g., State Revolving Funds, CDBG-Infrastructure, American Rescue Plan Act), the conditions and assurances of the federal funding program will also apply.
3. The Subrecipient acknowledges that in the event a milestone contained in the most recent Letter of Intent to Fund is missed, the Department of Environmental Quality may rescind this Funding Offer.
4. The Subrecipient is responsible for paying for the costs ineligible for DWI funding.
5. All projects must comply with North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. Any services provided that were not selected in compliance with state requirements will be ineligible for disbursement.
6. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
7. As of the acceptance of this Funding Award Offer, steps identified in the SRP Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRP Guidance, and the Subrecipient hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRP Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, disbursements, closeout and repayment.
8. The Subrecipient will provide and maintain adequate engineering supervision and inspection.
9. The Subrecipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
10. All SRP funds must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan or grant will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the Subrecipient's compliance with the Standard Conditions of this Award. The Subrecipient agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
11. The Subrecipient will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the Subrecipient is expected to uphold its contract obligations regarding timely payment.
12. The Subrecipient, if a local government unit or public authority, must comply with the requirements of NC GS 159-34 in having its accounts audited each fiscal year and to submit a copy of the audit report to the Secretary of the Local Government Commission by the established deadlines. Failure to comply with these requirements may result in delays in disbursement of the funds to the Subrecipient and/or the rescission of this Funding Offer.
13. The Subrecipient acknowledges that any loan funds contained in this Funding Offer requires approval from the North Carolina Local Government Commission before they can be disbursed.
14. Local government units designated as distressed must complete associated requirements of statute §159G-45(b).
15. Payment of the sums specified herein are subject to and contingent upon the availability, allocation, and appropriation of funds to the Department of Environmental Quality by the State or Federal government.

FEDERAL ID & Unique Entity ID # REQUEST MEMO

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to the Division via email at DEQ.DWI.FundingOffer@deq.nc.gov.

RECIPIENT:

PROJECT NUMBER:

FEDERAL IDENTIFICATION NUMBER:

UNIQUE ENTITY ID:

(Suggested Format)

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a (State Revolving Loan, State Grant, or State Bond Loan) in the amount of \$ _____ for the construction of (project description), and

WHEREAS, the (unit of government) intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That (unit of government) does hereby accept the (State Revolving Loan, Grant, or State Bond Loan) offer of \$ _____.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the (loan or grant) offer, Section II - Assurances will be adhered to.

That (name and title of 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 (unit of government) has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date

SALES-TAX REIMBURSEMENT CERTIFICATION FORM

(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

Project Number: _____

Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

The construction contract was bid without sales taxes

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

DISBURSEMENT REQUEST FORM **NC Division of Water Infrastructure**

Funding Recipient: _____
 DWI Project No. _____

Payment No. _____ Page No. _____
 Period Covered From: _____ To: _____

<i>CONSTRUCTION</i> <small>(Rename as appropriate)</small>	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order	Subtotal of Payable Cost	Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Contract 1	\$1,200,000	(\$100,000)	(\$100,000)	\$1,000,000	(\$50,000)	(\$50,000)	(\$500,000)	(\$300,000)	\$100,000
Contract 2	\$505,000		(\$5,000)	\$500,000	(\$25,000)	(\$10,000)		(\$400,000)	\$65,000
Contract 3									
Contract 4									
Contract 5									
<i>ENGINEERING</i> <small>(Rename as appropriate)</small>	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1	\$250,000							(\$250,000)	\$0
Item 2									
Item 3									
Item 4									
<i>OTHER COSTS</i> <small>(Rename as Appropriate)</small>	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1									
Item 2									
Item 3									
<i>PAY REQUEST TOTALS</i>	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order		Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Total Requested For This Pay Request
	\$1,955,000	(\$100,000)	(\$105,000)		(\$75,000)	(\$60,000)	(\$500,000)	(\$950,000)	\$165,000

Certification Grant Percentage for SRF Projects:

- I certify that to the best of my knowledge and belief the incurred costs being requested for disbursement are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award. %

- For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

You must check ONE of the boxes below or your payment will not be processed:

The funds requested above have already been paid to the respective vendors, consultants & contractors by the funding recipient

OR

The funds requested above have not been paid to the respective vendors, consultants & contractors. Funds received from the State will be disbursed to these entities within three (3) banking days.

 Type or Print Name and Title Signature of Authorized Representative Date

DWI comments

Instructions and notes on how to use this form

- Complete guidance for preparing disbursement requests can be found in section G.2. of the North Carolina SRF Program Overview and Guidance that was included with your Funding offer (applicable to State grants and loans too).
- **The form, as downloaded, is filled out with sample numbers. It is suggested that the sample be used as a reference (saved or printed).**
- Please submit ONE COPY of this form and backup documents when requesting funds.
- Only the Authorized Representative can sign this form, unless declared otherwise in a resolution.
- Construction contract line item overruns and engineering contract overruns must have approved change orders or engineering amendments before those costs will be paid.



CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____
Project No.: _____
Project Name: _____

Please check appropriate boxes:

<p><input type="checkbox"/> I certify that all real property (including easements) has been acquired or condemnation proceedings have been entered into for property thereby providing legal access for this project.</p>
AND
<p><input type="checkbox"/> I certify to the best of my knowledge and belief that the acquisition of property specifically for the above referenced project is in compliance with the URLAP Act of 1970 (the Uniform Act). The acquisition either:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acquisition of real property did not result in the displacement of any person, business or farm operation. <input type="checkbox"/> or relocation was involved in the land acquisition, the Federal Highway Administration (FHA) was contacted for technical assistance.
OR
<p><input type="checkbox"/> Compliance with the Uniform Act does not apply because the land and/or easements associated with the above referenced project were acquired prior to the inception of the project. Date land acquired: _____</p>

I understand that a false statement on this certification may be grounds for rejection or termination of this loan.

Signature of Applicant's Authorized Representative or Attorney Date

Typed Name and Title

North Carolina Wastewater Funding Programs Overview

Division of Water Infrastructure Website: <https://www.deq.nc.gov/about/divisions/water-infrastructure>

A) Application Filing

1. Application deadlines are twice a year. The deadlines are typically March and September.
2. If SRF and State Reserve funding are both available, an applicant will simply apply for funding and DWI will slot successful applications into the funding program that best suits the situation (most grant or principal forgiveness, most total dollars etc.)
3. Letter of Intend to Fund (LOIF) letters are mailed after DWI evaluation and State Water Infrastructure Authority approval. Recipients of LOIF letters are placed on a schedule for completing the rest of the steps to start construction.
4. Consult the website for the current application forms.

B) Engineering Report Submission and Approval (See website for guidance and details)

1. From the Date of the LOIF, an Engineering Report (ER) must be submitted within **4 months**.
2. From the Date of the LOIF, the ER must be approved within **9 months**.
3. Consult the website for submittal checklists and instructions.

C) Application Approval by the Local Government Commission

1. For projects with a loan component, the Local Government Commission must approve the ability to take on the requested debt. This is done after the Engineering Report is approved. DWI staff will transmit the required information to the LGC on behalf of the project applicant. **Note that LGC 108A & 108C forms are now not requested by DWI until the ER is approved. The ER approval letter asks the applicant to obtain the forms from the website and return them to DWI. Please do this as soon as possible.**
2. Terms:
 - a) Projects with interest bearing loans will receive the lower of two interest rates. The two rates are the current rate when applications are due and the rate when the LGC approves the loan. The Loan Offer (discussed in D, below) will reflect the lower rate. The rates are ½ the 20-year municipal bond buyers index. Certain, qualifying applications receive 0% interest loans.
 - b) The LGC sets the loan term with a maximum term of 20 years. Applicants may want to contact the LGC earlier than this to ensure they are able to meet LGC approval requirements. Currently the LGC is not allowed to review applications for \$1,000,000 or more unless a letter to the Joint Legislative Committee on Local Government and the Fiscal Research Division has been provided.
 - c) Loan Offers can be written for as much as 110% of the LGC approved amount. The applicant must justify this, and request it in writing from the DWI.
 - d) In some rare cases a 30 year term may be available. Please consult DWI management to discuss if this is potentially available for your situation.

D) Loan Offer

1. After approval of the Engineering Report and debt capacity by the LGC (for loans), a formal Award Offer is prepared which includes the Award's details and applicable assurances and conditions.

- a) Two copies of the Award Offer are sent to recipients. Return the following to DWI:
 - b) One signed copy (keep the other copy) of the Loan Offer.
 - c) Resolution accepting the Award Offer.
 - d) Federal ID and DUNS # form.
 - e) Sales Tax Certification.
 - f) A Fiscal Sustainability Plan (FSP) Certification for certain new SRF projects. This must be returned before a project's final reimbursement will be made.
2. In the event of bids that exceed the project budget, a loan increase for up to 10% can be authorized without additional approval of the LGC. Amounts above 10% require a modified application to be approved by the LGC.
 3. Closing Fees are invoiced with the Authority to Award letter. (paragraph F below). The Award Offer contained an estimated closing fee but actual closing costs are based on the total costs after bids are received. Loan Fees are 2% and Grant Fees 1.5%.

E) Plans and Specifications Approval (see website for guidance and details)

1. Plans & Specifications must be submitted within **15 months** of the LOIF.
2. Plans and Specifications must be approved within **19 months** of the LOIF letter. This includes issuance of all permits.
3. The project's plans and specifications must be approved by the Division prior to advertising for bids. Changes by addendum must be submitted to the Division for approval. Changes by change order must also be submitted for approval.

F) Bidding and Issuance of Authority to Award (ATA) the Construction Contract

1. Issuance of the ATA letter must be within **23 months** of the LOIF letter. Awarding contracts before issuance of the ATA letter is at the risk of the owner.
2. The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however DWI prefers projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It, and the other information described in it, must be submitted to and approved by this office **before contracts can be awarded**. This information is:
 - a. Project Bid Information Form, signed by authorized representative
 - b. Bid tabulation, sealed by the consulting engineer
 - c. Proposals of the successful bidders
 - d. Tentative award resolution from loan recipient subject to DWI approval
 - e. Engineer's recommendation
 - f. Proof of Advertisement
 - g. American Iron and Steel Certification (SRF only)
 - h. MBE/WBE requirements. (Detailed guidance on the website).
3. In an environment where program funding is limited, costs not demonstrated to be needed by the applicant, will immediately be made available in future funding rounds (deobligated).

G) Construction Phase of Project

1. Inspections

- a) Site Inspections will be conducted for all funded projects. Coordinate the Preconstruction Conference with the Inspector assigned to project. The number of inspections performed will be determined based on the length of the project, type of project, amount of funding involved and other factors. Any duly authorized representative of the State will have access to the work site and the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any records pertinent to the funds.
- b) A primary duty of the administering State agency is to guard against fraud, waste and abuse of Federal funds. To ensure proper use of Federal funds, State personnel may review submittals, daily logs, testing reports, as-builts and other appropriate construction documentation to verify that project elements meet approved specifications. Generally, any changes to unit quantities or changes in specifications that result in substantial monetary savings for the owner, will need to be documented by change order.
- c) Conformance with SRF standard conditions is a primary program responsibility. These include Davis-Bacon and American Iron and Steel currently.
- d) Additionally, inspections may uncover unsafe construction practices and environmental compliance violations. While not necessarily in SRF staff jurisdiction, deficiencies may be referred to appropriate enforcement agencies. Expeditious and timely use of SRF funds is a program goal and avoidance of any delay in construction is a concern, particularly delays associated with public health or worker safety which are of concern in their own right.

2. Disbursements (\$\$\$)

a) First Reimbursement

- i) Approval of Construction Contracts must happen with **24 months** of the LOIF letter. The following items are required for approval:
 - Contract must be fully executed
 - Notice to Proceed must be executed by owner and contractor
 - The project specifications must include 100% performance and payment bonds. Bonds must be dated on or after contract date
 - Original power of attorney must be dated on or after bonds
 - The contractor must provide current Insurance
 - All documents must be bound with the specifications
 - Davis-Bacon Documents must be present in the specifications
- ii) Capital Project Ordinance submitted as required by G.S. 159-13.2. Alternately a budget ordinance that clearly identifies the project being funded by the SRF can be submitted.
- iii) All items under Item D,1.
- iv) Site Certificate
- v) Engineering Contracts and Engineering Procurement Certification (2 items)
- vi) Closing Fee must have been received

- vii) For Loans, promissory note executed and returned to the Local Government Commission (this is requested from the LGC upon receipt of the executed construction contract and is for the amount noted in the ATA letter)

b) Disbursements - General Information

- i) Forms can be found online. A sample was included with the Loan Offer
- ii) Disbursement requests should be sent to Jackie Moore; 1633 Mail Service Center; Raleigh NC 27699-1633.
- iii) All items must be approved in advance before being reimbursed.
- iv) One copy of the following information is required for reimbursements:
 - o Reimbursement request form with original signature.
 - o Contractor monthly estimates
 - o Engineering invoices
 - o Invoices for any other approved costs
 - o Eligible land costs will be reimbursed when the land has either been acquired or is under condemnation. In both cases and a copy of an offer to purchase the land must be submitted with the appraisal.
- v) Indicate cumulative totals on the reimbursement form
- vi) Check the appropriate box regarding whether or not contractors have already been paid. Note, that if the DWI funds are needed to pay the contracts, the funds must be disbursed within 3 banking days of receipt.
- vii) As noted in the Award Offer Assurances, sales taxes will be deducted from disbursements if an applicant indicates they intend to seek reimbursement for them from the Department of Revenue. A certification form is provided on our website to indicate what the owner intends to do regarding sales tax.
- viii) Note that Davis-Bacon certified payrolls and materials invoices that support the contract summary invoice **do not** need to be submitted with reimbursement requests.

c) Project Closeout and Final Disbursement

- i) Funds are held at 95% until the final payment is authorized.
- ii) Required items for final payment include:
 - o The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted and approved.
 - o Final invoices must show zero retainage.
 - o Submit to Pam Whitley:
 - ✓ Engineer's certifications.
 - ✓ Owner's Certification of Completion
 - ✓ Signed Closeout Checklist.
 - ✓ Fiscal Sustainability Plan (CWSRF Only).

H) REPAYMENT (Loans Only)

1. Repayments will be reflected in the final promissory note and will be for the actual funds borrowed.
2. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed.
3. The May 1st payment includes principal and interest and the November 1st payment is only interest.
4. **Interest begins to accrue from the date of completion on the Notice to Proceed.** For multi-prime contracts the General contract will be used to set this date.
5. Construction Manager at Risk and Design Build Contracts, should set a date of completion in that contract.

I) Eligibility

1. Regulatory Authority-CWSRF

- a) The types of projects that can be funded are loosely defined under Sections 212, 319 and 320 of the Clean Water Act. These can be described as publically owned wastewater treatment and transport systems and stormwater pollution treatment and control projects.

2. Construction - Items Not Eligible

- a) Project elements not related to the scope of the approved project.
- b) The SRF will pay to restore project related items such as road patching, sidewalks Fences, seeding, etc. Complete paving of streets unless warranted by disturbance of construction activities, even if required by NCDOT
- c) Note that items or rework that should be covered by bonds, insurance or liquidated damages will not be covered by the SRF funds.
- d) Any installation of service lines or service laterals outside the right-of-way.
- e) Operation and maintenance type work (e.g. sludge removal not necessary for construction of the project), or items such as spare parts.
- f) Extended warranties or maintenance contracts.
- g) Drinking water facilities are not eligible for CWSRF projects unless changes are necessary to complete the sewer project (e.g. moving a water line, providing potable water to wastewater facility).

3. Engineering and Technical Services - Eligibility Considerations

- a) Planning and Design Contracts
 - i. Must include task descriptions and these tasks must be associated with the project being built
- b) Construction Administration and Inspection
 - i) Task Description must be included and tasks must be associated with eligible construction work
 - ii) Typical tasks include but are not limited to: attending meetings, provide plan copies, review testing, review shop drawings, review payment applications, prepare change orders, coordinate with DWI, as-builts
 - iii) Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
 - iv) Invoices must include hours, rate and task
 - v) Contract must be amended to pay beyond the ceiling. Must be accompanied by justification such as a corresponding change order.
- c) Other eligible engineering activities include bidding, O&M manuals, soils reports, hydro-geologic reports, TVing and cleaning of lines etc.

4. Other Eligibility Notes

- a) Legal - Legal fees for contract review and for advertisements etc.
- b) Real Property and easements associated with the approved project scope are eligible expenses. All cost items associated with acquiring the property may be paid for if properly documented.
- c) Preparation of permits required by Federal, or State regulations or procedures.
- d) Permits imposed by the applicant such as building permits are not eligible.



2026-2027 Main Street Annual Agreement for NC Small Town Main Street Designation

Name of Town: Warrenton

To remain a designated NC Small Town Main Street Community, the Small Town Main Street Coordinator and the Town Manager, Clerk, or Mayor must sign this document and return it to the NC Main Street & Rural Planning Center no later than **June 26, 2026**.

A signed document confirms that the local Small Town Main Street program understands the benefits and requirements of participating in the NC Small Town Main Street program. **We highly recommend that the Small Town Main Street Coordinator share a copy of the signed document with each member of the Small Town Main Street Board of Directors.**

Program Background:

Nationally:

The **National Main Street Center**, a subsidiary of the **National Trust for Historic Preservation**, operates as the organization behind the **Main Street America** program; 'Main Street America' is the public-facing name and network that represents the Center's nationwide community revitalization movement. This initiative focuses on revitalizing and enhancing historic downtowns and commercial districts in communities across the United States.

The **Main Street America** program employs the "**Main Street Approach™**," a comprehensive strategy designed to transform the economic development potential in the downtown district, promote heritage conservation, and enhance quality of life. Each strategy is implemented through projects and activities in four broad areas known as the **Main Street 4-Point Approach™**:

1. Economic Vitality: Focuses on strengthening the district's existing economic assets while diversifying its economic base. This includes supporting small businesses, encouraging entrepreneurship, and fostering sustainable economic growth.

2. Design: Enhances the physical and visual elements of the downtown to create an inviting environment. This covers building rehabilitation, streetscape improvements, wayfinding, and preserving historic character.

3. Promotion: Positions the district as a vibrant destination through marketing, branding, and events that highlight local culture, businesses, and community identity.

4. Organization: Builds a strong foundation for sustainable revitalization by cultivating partnerships, engaging stakeholders, developing leadership, and ensuring effective program management.

By implementing these strategies, Main Street America™ helps communities create unique identities, preserve their historical assets, and promote vibrant, engaging spaces that contribute to local economic and cultural vitality. Main Street America™ has been helping revitalize older and historic commercial districts for 46 years.

Main Street America™ is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. For more information, visit www.mainstreet.org.

In North Carolina:

The NC Main Street & Rural Planning Center within the N.C. Department of Commerce is the licensed agency that administers the Main Street program throughout the state. The Center is committed to following the program guidelines and licensing agreement outlined by the National Main Street Center and signed by the N.C. Department of Commerce. Since 1980, over 117 communities have directly benefited from the NC Main Street and Small Town Main Street programs, bringing economic strength to North Carolina's downtown commercial districts, securing over \$6.1 billion in new public and private investment, rehabilitating 8,419 buildings, and creating 39,530 net new jobs and a net gain of 8,518 business, to date.

The N.C. Department of Commerce designates communities as a "North Carolina Small Town Main Street community". When the local chief elected official is notified of the designation, the town government determines who will administer the Small Town Main Street program at the local level. The town manager communicates that information to the NC Main Street & Rural Planning Center. However, even if the city designates a non-profit to manage or administer the program, the expectation is that the city partners with the administering organization, as they are charged with facilitating an economic development program for the downtown district. This expectation of involvement from the city includes monetary and in-kind contributions to the entity that administers the program.

Change in Small Town Main Street Administration:

Documentation Needed for a Change in Administration of the Local Small Town Main Street Program, including whether the organization changes from a nonprofit, government, or quasi-public-private structure to a different structure:

- The Town Council can designate another agency/entity to administer the Small Town Main Street program.
 - **NC Main Street & Rural Planning Center requires:**
 - A resolution from the Town Council that authorizes this change.
 - Minutes of the Town Council Meeting demonstrating the majority vote.
 - Documentation demonstrating how the entity administering the Small Town Main Street Program will address the items listed under the requirements section of this document.

***The Change in Administration of the Local Small Town Main Street Program document must be emailed to the NC Main Street & Rural Planning Center Director within two months of a change in administration. Liz Parham, lparham@commerce.nc.gov.**

Benefits for NC Small Town Main Street Communities:

Partnership:

Designated NC Small Town Main Street communities become partners with the N.C. Department of Commerce, NC Main Street & Rural Planning Center in a long-term, asset-based economic development effort that has a proven positive impact on investment and job creation.

Small Town Main Street communities are limited in number and therefore receive focused and personal attention from NC Main Street staff. North Carolina communities are selected through a competitive process, and only a few are designated; therefore, Small Town Main Street designation is an honor bestowed upon only a few special communities.

In the first several years of a local Small Town Main Street program, the state of North Carolina invests approximately \$100,000 in on-site visits, training, and technical assistance. After the initial start-up phase, the state invests a minimum of \$5,000 annually in each Small Town Main Street community in the form of ongoing town-specific technical assistance and statewide and on-site training for directors and volunteers.

Strategic Economic Development Planning:

Small Town Main Street communities are eligible to receive facilitated strategic economic development planning services for the cost of travel expenses. Staff guides community leaders through a process to identify authentic assets, analyze downtown strengths, opportunities, weaknesses, and threats, collect data for measurable analysis, create a vision that positions downtown for economic growth, and develop economic development strategies and an attainable implementation plan that will transform downtown. The process is intended to focus a community's limited financial and human resources in order to see magnified results. These planning services are valued at \$60,000-\$100,000, depending on the depth of the plan, if a community were to hire a private firm.

Training & Education:

Small Town Main Street communities are eligible to participate in a robust annual calendar of training and educational opportunities offered through both Main Street America™ and the NC Main Street & Rural Planning Center. Training and education are both a benefit and a requirement as it builds professional growth and development for staff, and capacity for community leadership to address more complex downtown revitalization initiatives.

These Trainings include:

- [The Main Street America Academy](#), offers basic and advanced-level courses
- North Carolina Main Street Conference
- Board and Committee Training
- Advanced level workshops
- Subject-specific workshops

*Designated North Carolina Small Town Main Street communities receive **one free registration** to the NC Main Street Conference held annually in March.

Technical Assistance:

The NC Main Street team is among the nation's leading authorities on downtown development, with experience helping North Carolina towns and cities with revitalization challenges. The staff has extensive experience in both running a Main Street program and developing downtown projects. Staff is gifted in organizational development and nonprofit management, historic preservation, building rehabilitation, investment tax credits, incentive programs, tourism development, marketing, image building, special event development, communications, and a range of other pertinent areas.

- Staff can offer a plethora of best practices in guiding local Small Town Main Street organizations.
- Property redevelopment and business growth are important initiatives of a Small Town Main Street program. NC Main Street staff have extensive experience in working with redevelopment projects on alternative funding and gap financing, historic tax credits, and resources for bringing projects to fruition. In addition, staff are experienced in business retention, expansion, and recruitment programs and guide local Main Street programs. The NC Main Street staff provides retail market analysis and mobile location data to Main Street and Small Town Main Street programs upon request. This data is used to determine a community's best business and location opportunities and to understand visitation numbers.
- In collaboration with the NC Main Street & Rural Planning Center staff, Small Town Main Street property and business owners are eligible to receive, upon request, recommendations at no cost, regarding building exterior design from Main Street Fellows at the UNC-Greensboro Department of Interior Architecture.
- The NC Main Street staff conducts an annual program assessment and review of each Main Street program. In addition, staff conduct an annual statistical data collection and analysis. Data is then published in reports for communities.
 - Since 1980, over 117 communities have directly benefited from the NC Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing \$6.1 billion in new public and private investment, rehabilitating 8,419 buildings, and creating 39,530 net new jobs and a net gain of 8,518 businesses.
- Staff facilitates statewide economic impact studies and collects data to determine trends for economic growth opportunities in Main Street and Small Town Main Street communities.

Grants:

The NC Main Street & Rural Planning Center is currently managing the Rural Downtown Economic Development Grant Fund. Part of Commerce's Building Reuse portfolio, these grant funds are available for publicly owned property. In addition, the Main Street staff manages a comprehensive funding guide comprised of federal, state, corporate, foundation, and nonprofit funding opportunities, which is shared monthly with designated Small Town Main Street communities.

Network & Resources:

NC Small Town Main Street communities may use the Small Town Main Street trademarks on materials designed to promote the work of their program in collaboration with the State of North Carolina and the National Main Street Center.

The NC Main Street network possesses some of the most experienced downtown development professionals in the country. Through the NC Main Street program, communities can identify resource people, consultants, and specialists on topics of interest to the community.

Small Town Main Street communities may take advantage of and participate in a special network of Main Street cities statewide and nationally, with over 1,200 communities across the nation, and 45 city, state, and regional Coordinating Programs that participate in the Main Street program. This allows them to learn the best practices, techniques, and strategies for downtown development.

Marketing & Recognition:

Designated NC Small Town Main Street communities have a number of opportunities for national and statewide recognition.

- Designated NC Small Town Main Street communities are eligible to receive statewide recognition through the NC Small Town Main Street Awards program.
- In addition, designated communities are eligible for recognition by the National Main Street Center as a Nationally Accredited or Affiliate Main Street community.
- NC Small Town Main Street communities receive publicity about their programs through press releases distributed through the N.C. Department of Commerce, NC Main Street & Rural Planning Center updates and annual reports, Main Street presentations, and the NC Main Street social media sites.

**Note – in the event of a natural disaster or pandemic event, programs and services may be changed, conducted virtually, or cancelled by recommended guidelines from the Center for Disease Control and the NC State Emergency Management.*

Requirements of Designated Small Town Main Street Communities:

Small Town Main Street communities are 5,000 and under in population. If the community's population increases to more than 5,000, they must move up to Main Street designation.

1. **Participate in all the services provided by the NC Main Street & Rural Planning Center.**
2. **Staffing Requirements: Designate a paid OR volunteer Small Town Main Street Coordinator (5 hours/week minimum) who will coordinate and facilitate the work of the program.** If your town decides to move up to the NC Main Street designation, you must reach out to the NC Main Street Center to discuss those requirements and hire staff as appropriate to meet the requirements.
3. **Establish a Board or Core Team for the Small Town Main Street Program.** The Small Town Main Street program should be an advisory board of the city, OR a non-profit that the city has appointed to manage the administration of the Small Town Main Street program.
4. **Establish a broad-based community commitment** to revitalization for the commercial district with strong support from both the public and private sectors.
5. **Inclusive Leadership and Organizational Capacity.** Main Street's greatest resources are PEOPLE and a belief that everyone in the community has a place in Small Town Main Street. Main Street places a strong priority on human capital and developing a clear operational structure and practices that increase the organization's capacity to engage **ALL sectors of the community** and leverage their participation in their revitalization efforts.
6. **The Small Town Main Street program has developed a leadership base that reflects the district and community,** considering a broad range of dimensions of diversity, including race, ethnicity, gender, education, physical and mental ability, veteran status, and income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.
7. **Active leadership and supporting volunteer base.** Volunteers have demonstrated active engagement in the Main Street program throughout the year.
8. **Professional staff management.** The **Small Town Main Street program is not required** to have a paid professional manager of the program, but **we do require a point of contact who is coordinating the STMS program and is responsible for annual reporting, completing the annual assessment, attending required continuing educational trainings such as the annual Main Street conference and others** as outlined by NC Main Street. **ONLY** if you elect to move up to Main Street designation status are you required to have a paid professional to manage the program.
9. **Effective Operational Structure.** The Small Town Main Street program has developed appropriate operational and organizational practices to manage effectively, which should include **Funding and Sustainable Program Operations.** The STMS program should have

some funding dedicated to supporting programming and projects as outlined in a plan of work. A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations.

10. Have a **work plan with a balance of activities in each of the four broad program** areas that comprise the Main Street approach: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities. The work plan should be reviewed and updated annually. Have significant progress in each of the four points based on the work plan submitted for the previous year.
11. **Preservation-Based Economic Development.** A Small Town Main Street program must adopt and exhibit a Historic Preservation Ethic and Design Management Program. The STMS program should: advocate for preservation, re-use over demolition, the STMS program has, or is working toward putting in place, active and effective design management program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management). The program encourages appropriate building renovation, restoration, and rehabilitation projects. The program works to find creative, adaptive use, financing, and physical rehabilitation solutions for preserving old buildings. The program builds public awareness for the commercial district's historic buildings and for good design.
12. **Demonstrate Impact and Results.** As a part of a national network, Main Street America™, with a proven record for generating strong economic returns and strengthening the district's position within a highly competitive marketplace the local Small Town Main Street organization **demonstrates the Value of the program, measures and packages Quantitative and Qualitative Outcomes, and promotes progress and demonstrates Impact and Results.**

Training & Education Requirements:

13. **NC Main Street Orientation if the STMS Director/Coordinator is new:**
 - a. Held virtually each month.
 - b. Must attend within **3 months of start date.**
 - c. [Main Street Training](#)
14. **Main Street America Four-Point Approach**
 - a. Required for **every new director/volunteer coordinator** when there's a local leadership change or management change (if not previously attended).
 - b. Available online via **Main Street America Academy.** [Learning Landing | Main Street America Academy](#)
 - c. Covers **Organization, Design, Promotion, Economic Vitality.**

15. NC Main Street Conference

- a. Annual attendance required.
- b. **One complimentary registration** per STMS community is given to each STMS community by NCMS during the Early Bird registration period.

16. **Optional:** trainings offered by NCMS either virtual or in person. Please see opportunities at [Main Street Training](#) while not required are **highly encouraged**.

17. **Additionally:** NCMS reserves the right to require STMS communities to attend specific training whenever there is one that we believe will have high impact. Advanced notice will be given for the STMS community to prepare.

Reporting:

18. Small Town Main Street is required to submit annual statistical data in July and Budget & Salary information and Program Assessment Survey in January, as requested, to the NC MS&RP Center.

19. Annual America Self-Evaluation/Assessment Report – this is to be completed typically by the first of the new calendar year. This is required by Main Street America and NC Main Street to remain a designated STMS community.

Additionally:

20. **Maintain an annual membership** with the National Main Street Center at the [Main Street America Community Member](#) level. ****This is required in order to remain as a designated STMS program**.**

21. **Reimbursement of NC Main Street & Rural Planning Center’s travel expenses**, when traveling to the local community, at the IRS state rate, plus meals at the state per diem rate and lodging by the NC Main Street & Rural Planning Center Travel Policy.

22. **Sublicense & Logo Placement.** The local Small Town Main Street Program **must also sign and follow the National Main Street sublicense agreement and must comply with all Affiliate community requirements** including placing the *Designated NC Small Town Main Street Community* logo on the Small Town Main Street program website and use the logo when appropriate on social media, email, and marketing materials **Logos and website language will be sent in June by Main Street America following receipt of signed agreements.**

Benefits of Membership with the National Main Street Center: Designated Main Street Community Membership Level

(Required for all active, designated NC Main Street and Small Town Main Street communities)

As a designated Main Street Member, your program is a recognized leader among the largest network of commercial district organizations in the world. Tap into the expertise of the large network of Main Street Programs, BIDs, CDCs, planners, local government agencies, consultants, and others to learn, research, and share useful experiences. This guide explains the benefits of membership and how to access these tools. [Main Street America Community Membership | Main Street America](#)

Benefits include:

- Access to Main Street America's exclusive online member networking platform.
- Access to *Main Street Weekly*, a regular newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field.
- Members-only rates at the annual Main Street Now Conference and the Main Street America Academy.
- Access to our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach and full archives.
- Free online training opportunities.
- Full access to the Main Street Knowledge Hub with sample documents, articles, reports, and more from your peers and experts in the field — all at your fingertips.
- Access to tailored insurance products from the National Trust Insurance Services, LLC.
- Family-level membership with the National Trust for Historic Preservation includes a subscription to Preservation magazine.
- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program.
- Exclusive eligibility to enter into a Licensing Agreement with the NMSC or your Coordinating Program to use the Main Street America™ name and logo.
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.
- Up to six free sub-memberships to share access to resources with your team.
- And more!

Your benefits include:

Information from: [Main Street America Community Membership | Main Street America](#)
Annual Dues: \$375

Signature Page

1. Designated Small Town Main Street Town: Warrenton

2. Name of Local Small Town Main Street Administrating Organization: _____

3. Check Which One Applies:

Public (Town) Administered

Private (Non-Profit) Administered

Quasi-Public-Private (Town/Non-Profit) Administered

4. Name of Small Town Main Street Coordinator: Robert Davie

Title: Town Administrator

Signature of Small Town Main Street Coordinator: _____

Date: _____

5. Name of Town Manager/Town Clerk/Mayor: _____

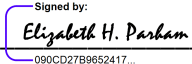
Title: _____

Signature of Town Manager/Town Clerk/Mayor: _____

Date: _____

6. Name of NC Main Street & Rural Planning (NC MS&RP) Center Director: Elizabeth H. Parham

Title: Director, NC Main Street & Rural Planning Center

Signature of NC MS&RP Center Director:  _____

Date: 29-Apr-2026



TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sublicense Agreement (“Sublicense Agreement”) is entered into between NC Main Street & Rural Planning Center (“**Coordinating Program**”) and _____ (“**Sublicensee**”), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Background.

A. The National Main Street Center, Inc. (“NMSC”) operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts (“Local Programs”). Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website currently located at: <https://mainstreet.org/our-network/community-evaluation-framework/designation-tiers>.

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the Coordinating Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Affiliate level. Sublicensee is also located within the Coordinating Program’s geographic service area. Therefore, Sublicensee has the opportunity to enter into this Sublicense Agreement, which grants certain rights to use the NMSC’s name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC’s parent entity, the National Trust for Historic Preservation (“National Trust”), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and Coordinating Program have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. No. 3,365,568
NATIONAL MAIN STREET CENTER	Reg. No. 5,370,135

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to below, and any other trademarks owned by the National Trust, or the NMSC, which the NMSC may grant the Coordinating Program and Sublicensee permission to use from time to time, are referred to herein as the “Trademarks.”

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee’s use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

**National Main Street Center
Local Program Affiliate Member Sublicensing Agreement**

2. Grant of Sub-License.

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants to the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

- i. **MAIN STREET AMERICA™ word and logo marks.** The Sublicensee's right to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo is limited to Sublicensees which are members in good standing at the Affiliate membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Affiliate Level:



As a Main Street America™ Affiliate, INSERT NAME HERE is part of a national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building stronger communities through preservation-based economic development.

- ii. **NATIONAL MAIN STREET CENTER® word mark.** The Sublicensee's right to use the NATIONAL MAIN STREET CENTER® word mark solely and exclusively to indicate its association with the National Main Street Center.
- iii. **MAIN STREET® word mark.** The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Sublicensee at the Affiliate level, in connection with commercial district revitalization and related consultation, education, and training.

3. Scope of and Limitations on Use. Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Affiliate level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logo by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g.,

**National Main Street Center
Local Program Affiliate Member Sublicensing Agreement**

website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER word mark by Sublicensee must follow the requirements set forth in the Brand Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER mark by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or “National Trust for Historic Preservation.” Sublicensee will not state or imply that it owns any such trademarks.

F. Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

4. Term. This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through May 31, 2027, at which time it may be renewed by mutual written agreement of the parties hereto.

5. Conditions. This Sublicense Agreement between Coordinating Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Affiliate level with NMSC. The requirements of this membership are currently available at: <https://mainstreet.org/our-network/community-evaluation-framework/designation-tiers> , and are incorporated herein by reference.

6. Acknowledgment of Ownership. Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC’s and the National Trust’s rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

7. Goodwill and promotional value. Sublicensee recognizes and acknowledges the value of goodwill associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

8. Non-assignment. This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

**National Main Street Center
Local Program Affiliate Member Sublicensing Agreement**

9. Compliance Verification. It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the Coordinating Program. If the Coordinating Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the Coordinating Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the Coordinating Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

10. Termination.

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Affiliate Local Programs. Such termination will be effective thirty (30) calendar days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) calendar day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines, in their sole discretion: (i) that Sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Sublicense Agreement, the Sublicensee will discontinue use of the Trademarks and will promptly destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

11. Governing Law. This Sublicense Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

12. Annual Report, Notices, Other Communication. Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

13. Notices. Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

To Coordinating Program:

Name: NC Main Street & Rural Planning Center

Address: 4346 Mail Service Center _____

**National Main Street Center
Local Program Affiliate Member Sublicensing Agreement**

Raleigh, NC 27699-4346

Phone: 919-805-2067

Email: lparham@commerce.nc.gov

To Sublicensee:

Name:

Address:

Phone:

Email: townadministrator@warrenton.nc.gov

14. Successors. This Sublicense Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

15. Modification. No amendment or modification of the terms or conditions of this Sublicense Agreement will be valid unless in writing and signed by both parties.

16. Waiver. The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

17. Severability. If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Sublicense Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

18. Hold Harmless. The Sublicensee will be responsible at all times for the supervision and management of its activities under this Sublicense Agreement. To the extent possible in accordance with state law, the Sublicensee agrees to hold harmless the Coordinating Program, the NMSC, the National Trust, and their respective directors, trustees, officers, employees, and agents, from any and all liability, loss, damages, costs or expenses which arise out of the negligent acts or omissions of the Sublicensee, its directors, officers, employees, and agents, while acting in the scope of their employment and/or in the course of their involvement with the Sublicensee's activities.

19. Insurance. The Sublicensee shall obtain and maintain one or more policies of insurance to ensure Sublicensee's performance of its obligations under this Sublicense Agreement and to provide adequate protection for the Coordinating Program, the NMSC, and the National Trust, against any and all claims, demands, causes of action or damages, including attorney's fees, arising out of the performance of this Sublicense Agreement. Nothing herein shall prevent the Sublicensee from self-insuring the terms of coverage or from contracting with an insurance company to provide substantially equivalent coverage.

20. Relationship of the Parties. The Sublicensee is an independent contractor. Nothing in this Sublicense Agreement shall be construed to create or constitute a partnership, joint venture, or any other agency or employment relationship between the parties hereto. Neither party is authorized to enter into any agreement on behalf of, assume any obligation for, or otherwise bind the other party financially or otherwise; nor is either party responsible for the obligations of the other party, including but not limited to obligations to the other's own employees, their wage/salaries, benefits, vacation pay, and the like.

**National Main Street Center
Local Program Affiliate Member Sublicensing Agreement**

21. Entire Agreement. This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

IN WITNESS WHEREOF, the parties enter into this Sublicense Agreement effective as of the last date written below.

Coordinating Program

Sublicensee

By:  _____
Signed by:
Elizabeth H. Parham
090CD27B9652417...

By: _____

Date: 29-Apr-2026 _____

Date: _____

**National Main Street Center
Local Program Affiliate Member Sublicensing Agreement**

EXHIBIT A

BRAND GUIDELINES

Certificate Of Completion

Envelope Id: E94B7AEA-3DD9-81B5-8150-3EC6DC674F41
 Subject: Please complete 2026-2027 Annual Agreements & Sublicensing Forms - Warrenton
 Source Envelope:
 Document Pages: 18
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

 Envelope Originator:
 Taylor Vorbeck
 4316 Mail Service Center
 Raleigh, NC 27699-4316
 taylor.vorbeck@commerce.nc.gov
 IP Address: 149.168.205.4

Record Tracking

Status: Original
 4/29/2026 5:20:57 PM
 Security Appliance Status: Connected

Holder: Taylor Vorbeck
 taylor.vorbeck@commerce.nc.gov
 Pool: StateLocal

Location: DocuSign

Signer Events

Elizabeth H. Parham
 lparham@nccommerce.com
 Director, NC Main Street & Rural Planning Center
 Rural Economic Development
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 090CD27B9652417...

 Signature Adoption: Pre-selected Style
 Using IP Address: 67.145.186.178

Timestamp

Sent: 4/29/2026 5:24:36 PM
 Viewed: 4/29/2026 5:26:14 PM
 Signed: 4/29/2026 5:26:30 PM

Electronic Record and Signature Disclosure:
 Accepted: 4/29/2025 6:47:24 PM
 ID: dec60022-9285-4a63-95f7-eb7154d3d369

Robert Davie
 townadministrator@warrenton.nc.gov
 Town Administrator
 Robert Davie
 Security Level: Email, Account Authentication
 (None)

Sent: 4/29/2026 5:26:32 PM
 Viewed: 4/30/2026 9:07:03 AM

Electronic Record and Signature Disclosure:
 Accepted: 5/21/2021 10:19:00 AM
 ID: e7e11ea4-49a4-402a-98e4-8b1fcc286a94

Walter Gardner
 w.gardner@warrenton.nc.gov
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Taylor Vorbeck

taylor.vorbeck@commerce.nc.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

4/29/2026 5:24:36 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO North Carolina Department of Commerce (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO North Carolina Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: asandoval@ncommerce.com

To advise Carahsoft OBO North Carolina Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at asandoval@ncommerce.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO North Carolina Department of Commerce

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to asandoval@ncommerce.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO North Carolina Department of Commerce

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to asandoval@ncommerce.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO North Carolina Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO North Carolina Department of Commerce during the course of your relationship with Carahsoft OBO North Carolina Department of Commerce.



Date: 4/10/2026

RE: Town of Warrenton: DCFC Market St
Town of Warrenton
113 S. Bragg Street PO Box 281
Warrenton, North Carolina 27589

Attention: Robert Davie
Email: townadministrator@warrenton.nc.gov
Phone: 252-257-1122

Change Order Total: \$ 6,129.00

Inclusions:

- Duke Install coordination change order.
- 2nd forklift rental for setting of new DCFC after Duke Energy work is complete.
- Additional labor for return trip due to duration of utility work.

Exclusions:

- Repairs to existing systems outside the scope of this project.

Clarifications:

- Change order is due based on 2nd mobilization due to duration of utility work required.
- Terms and conditions of original proposal apply to all change orders.

I hope that this proposal meets your satisfaction. We look forward to working with you on this project. Please do not hesitate to contact me with any questions.

Thank you,

Ray Snell

Phone: 813-362-6669

raysnell@novacharge.net

Approval Signature: _____

Approval Title: _____

Date: _____

Robert Davie

From: Mike Bauer <mikebauer@novacharge.net>
Sent: Wednesday, May 6, 2026 10:36 AM
To: Robert Davie
Cc: Thomas Harding; Ray Snell
Subject: RE: Town of Warrenton - DCFC Schedule and Next Steps

Good morning, Robert,

Any update on getting the change order approved?

Duke Energy has indicated that they will not cut and patch the existing sidewalk to route the new service conduit to the rack.

- During the original coordination Duke Energy was going to bring the conduit directly to the equipment rack installed by our team.
- We left the ground open and rack in place for Duke's conduit.
- Duke Energy did not install the conduit as planned, and instead installed the conduit in the middle of the side walk.
- Our scope of work was from the rack to the street.
- Sidewalk removal/replace was not included in the scope.

Speaking with my team with approval of the open change order we can get this completed to get the project to the finish line and not occur additional costs to the town.

Duke is scheduled to pull the wire on the 15th, our goal is to remobilize next week, get the side walk cut, mount the electrical equipment on the rack, and prep the charger side for installation. Then install the charger the 18th and get final inspections.

Based on the Duke Energy utility upgrade, and the change order, the town should only come out of pocket \$2,000 +/-, after receiving the Duke Energy credit after project completion.

The town can recoup the additional costs from EV drivers after it is installed.

Please advise at your earliest convenience.

Thank you,

Mike Bauer
Field Operations – Project Manager
[NovaCHARGE](#)

EM: mikebauer@novacharge.net

Toll Free: 866-417-9995

Mobile: 407-421-2698



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This transmission including any attachments is not intended as an offer or solicitation with respect to the purchase or sale of any goods and/or services.

From: Robert Davie <townadministrator@warrenton.nc.gov>
Sent: Monday, April 13, 2026 8:36 AM
To: Mike Bauer <mikebauer@novacharge.net>
Cc: Thomas Harding <thomasharding@novacharge.net>; Ray Snell <raysnell@novacharge.net>
Subject: RE: Town of Warrenton - DCFC Schedule and Next Steps

Mike... good morning...

We don't have this amount in our budget and the budget is fully committed to you. I'm not sure that I can get it approved by the Board.

Best regards,

Robert Davie
Town Administrator, CZO
Town of Warrenton
252-257-1122
townadministrator@warrenton.nc.gov

Information contained in this message is subject to public disclosure laws of the State of North Carolina.

From: Mike Bauer <mikebauer@novacharge.net>
Sent: Friday, April 10, 2026 12:39 PM
To: Robert Davie <townadministrator@warrenton.nc.gov>
Cc: Thomas Harding <thomasharding@novacharge.net>; Ray Snell <raysnell@novacharge.net>
Subject: FW: Town of Warrenton - DCFC Schedule and Next Steps

Robert,

Good afternoon. Due to the length of time associated with the utility upgrades we will be having to submit a change order.

The original project quote assumed that our installation and utility upgrade would happen simultaneously. Due to the length of time for the utility upgrades we will have to make a second trip to remobilize and provide a 2nd forklift rental to set the new unit in place.

Please see attached change order to cover the additional costs of the labor and rental equipment.