



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

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

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM February 14, 2022
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on January 10, 2022
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
 - f. Action Items from January BOC Meeting
 - g. Budget Amendments 6, 7, 8
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Fleming)
 - c. Public Safety (Mr. Ayscue)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. HR Essentials Presentation of Salary Study and Pay Plan – for consideration
 - b. Status of Grants – for information
 - c. Update of Fund Balance Expenditures – for information
 - d. Parking Lot Update – for information
 - e. Revised Project Ordinance for Parking Lot (Change from Grant to Capital Project) – for consideration
8. New Business
 - a. Updated Change to Water/Sewer Rates to Qualify for 100% Grant (effective January 16, 2022) – for consideration
 - b. IVC Transportation Plan for Police Dept. – for consideration
 - c. Contract for Backup ORC for WWTP – for consideration
 - d. Parking on S. Hall Street – for consideration
 - e. Support Letter to Warren County Community Center – for information
 - f. Dog Tethering Ordinance Update – for information
9. Announcements
10. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

Town of Warrenton
Board of Commissioners



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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
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Sunshine List

The Town of Warrenton maintains a Sunshine List. Upon request, any person may be added to the Sunshine List to receive notifications of public meetings as well as information disseminated for public meetings.

To be added to the Sunshine List send your request via email to townadministrator@warrenton.nc.gov.

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
113 S. Bragg Street
Warrenton, NC 27589-0281
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING JANUARY 10, 2022 at 7:00PM

Those attending were Mayor Walter Gardner
Commissioner Mary Hunter
Commissioner Jason Young
Commissioner John Blalock
Town Administrator, Robert Davie
William "Bill" Perkinson, Public Works
Annette Silver, Minute Taker

Attending remotely were Commissioner Al Fleming, Aaron Ayscue and Michael Coffman as well as other citizens. Commissioner Britt did not attend.

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order on Monday, January 10, 2022 at 7:00pm. The Pledge of Allegiance was led by Commissioner Young. A Moment of Silence was held for those suffering all illnesses and those who recently passed.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest Statement was reviewed. The Proposed Agenda was presented. Mayor Gardner proposed to add items (g) under the Consent Agenda, a Budget Amendment for a 5% match to the grant for Warrenton Animal Clinic and (b) Hailey-Haywood Park Trail under Old Business. A motion was made by Commissioner Blalock, seconded by Commissioner Hunter to approve the agenda with proposed changes. A roll call vote was held and the motion was approved by unanimous vote.

Public Comments

Town Administrator sent an emergency announcement to sunshine list informing citizens that the Commissioner's January meeting would be closed to public due to COVID. Citizens wishing to make public comments were asked to email their names to Town Administrator by 5:00pm to be recognized at meeting for comments. Public Comments were heard from Sarah Bransfeld, Roger Ely, and Korita Steverson. Ms. Bransfeld and Ms. Steverson spoke about dog tethering concerns, and Mr. Ely spoke specifically regarding a puppy on the neighboring property left outside at night and whining during the night. Mayor Gardner suggested that additional comments can be submitted to the Town Administrator for those citizens who were unable to get on the Public Comments list.

Minutes of Board Meeting on December 13, 2021

The Minutes of December 13, 2021 were presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock. A roll call vote was held and the motion was approved by unanimous vote.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report
- (f) Action Items from December BOC Meeting

A motion was made by Commissioner Coffman seconded by Commissioner Young to approve Consent Agenda. A roll call vote was held and the motion was approved by unanimous vote.

Committee Reports

Mayor Gardner suggested unless there was a commissioner with a report of urgency, that committee reports would be advanced to the February 14th meeting. Commissioner Coffman stated that an inquiry had been made by Garden Club asking if Spring Fest would be held in 2022. Commissioner Coffman asked the full board to decide if Spring Fest should be cancelled or continue. Several commissioners asked if waiting another month would allow for time to host the event. Commissioner Coffman believed delaying the decision another month would still allow time to plan and host a smaller scale event. The full Board agreed to review the situation at the February meeting.

Old Business

Status of Grants:

TAP Grant – ADA construction underway at corners of DOT-owned streets in Town.

NC Main Street Solutions Warrenton Brewery Grant – Construction target completion date may be a little longer than January 31, 2022 as planned.

Fund 67 NC Neighborhood Revitalization Program – Lead based paint and asbestos analysis of properties was conducted in December and reports are coming in.

Fund 68 Building Reuse Grant – Deadline extended to December 12, 2022 with reimbursement submitted to NC Commerce.

Fund 69 Volkswagen Settlement Grant – Town is still waiting on delivery of dump truck.

Brownfield Grant - Town is seeking reimbursement on initial engineering fees.

NC IDEA – Ice House Grant – Town awaiting to establish dates for 2nd class or cohort

Commissioner Blalock asked about construction work happening at the new Milano's building. Town Administrator Davie stated that work is progressing at the owner's expense and that no new grant reimbursement requests have been submitted to the Town.

Mayor Gardner described additional work needed on the Hayley-Haywood Park walking track. After contractor and staff review, it is believed that grass would grow through the paved areas if not treated and new substrate added. An additional \$11,550 is needed to upgrade the job and eliminate the problem for a total project cost of \$23,100. ARP funds can and will be used for the improvement as the project qualifies for approved ARP uses. A motion was made by Commissioner Young and seconded by Commissioner Hunter to amend the KPH contract to complete the project at Hayley Haywood Park. A roll call vote was held and the motion was approved by unanimous vote.

New Business

The presentation of the Salary Study and Pay Plan by HR Essentials was rescheduled for a future meeting.

Town Administrator Davie described a proposed change to Water/Sewer rates to qualify the Town for 100% grant of \$6 million (which would be used for water and sewer improvements) in the Spring 2022 round of funding from the State. In order to qualify for 100% grant the State requires that water and sewer rates for in-town users meet a minimum threshold, which is at least \$129 for users of 5000 gallons per month. To meet the State's threshold for 100% grant, the Town's would need to increase rates by \$1.47 for water and \$1.57 for sewer for in-town customers using one thousand gallons and by \$5.47 and \$5.57 for users of 5000 gallons. The increase in rates must take effect prior to the grant application which is due in April 2022. The increase is proposed to be effective January 16, 2022. A motion was made by Commissioner Blalock seconded by Commissioner Coffman to approve the rate increase beginning January 16, 2022 for all water and sewer customers. A roll call vote was held and the motion was approved by unanimous vote.

Information was provided to Board regarding the new carrier of liability insurance for the Town and the resulting savings of over \$7000 annually.

Town Administrator Davie outlined the Dog Tethering, Leashing, and Penalty Ordinance that was adopted by the Board of Commissioners in June 2018. Mr. Davie met with a group of citizens concerned for the welfare of a puppy on S. Main Street and then with the Chief and Ms. Bransfeld met with the Director of Warren County Animal Control. The Director of Animal Control at Halifax County was also consulted for information on that county's ordinances prohibiting the tethering of dogs altogether. Mayor Gardner suggested that staff work with the Town Attorney to develop and update the current tethering ordinance and present options to the Board at the February 14th meeting.

There was discussion held on COVID protocol. With the volume of cases increasing locally, it may be necessary to take further action and hold additional meetings strictly via Zoom.

Announcements

Main Street Conference is scheduled for March 8-10, 2022 in Statesville, NC.

With no further business the meeting was adjourned.

Budget vs Actual

Town of Warrenton
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Period Ending 1/31/2022

34 FRONTIER WARREN							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
34-335-341 NC IDEA Grant Revenue	5,000	0.00	0.00	5,000.00	0.00	100%	
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	(10,000.00)		
34-351-362 Frontier Warren Events	0	232.30	232.30	530.80	530.80		
34-351-422 Rent Paid to Town Frontier Warren	24,000	680.00	680.00	16,760.00	(7,240.00)	70%	
34-352-363 Donations	2,000	126.00	126.00	499.75	(1,500.25)	25%	
Revenues Totals:	41,000	1,038.30	1,038.30	22,790.55	(18,209.45)	56%	
Expenses							
34-405-098 American Rescue Plan Reimbursement	(13,000)	0.00	0.00	0.00	(13,000.00)		
34-405-203 Supplies	691	0.00	0.00	673.68	17.32	97%	
34-405-250 Lights/Heat/Security	4,000	415.33	415.33	2,995.83	1,004.17	75%	
34-405-251 Telephone/Internet	3,000	103.97	103.97	1,529.11	1,470.89	51%	
34-405-255 Bldg Maint/Clean Srvs	2,600	200.00	200.00	2,600.00	0.00	100%	
34-405-309 Advertising	1,500	0.00	0.00	0.00	1,500.00		
34-405-332 Signs below \$5,000	500	0.00	0.00	0.00	500.00		
34-405-400 Liability Insurance	30	0.00	0.00	7.50	22.50	25%	
34-405-422 Rent Paid by Town	36,000	3,000.00	3,000.00	24,000.00	12,000.00	67%	
34-405-499 Miscellaneous	679	0.00	0.00	300.00	379.00	44%	
Non-Departmental Totals:	36,000	3,719.30	3,719.30	32,106.12	3,893.88	89%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	2,500.00	2,500.00	50%	
Totals:	5,000	0.00	0.00	2,500.00	2,500.00	50%	
Expenses Totals:	41,000	3,719.30	3,719.30	34,606.12	6,393.88	84%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:		(2,681.00)	(2,681.00)	(11,815.57)			

Budget vs Actual

Town of Warrenton
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Period Ending 1/31/2022

37 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
37-302-301 Ad Valorem Taxes - Current	403,379	130,313.28	130,313.28	326,625.25	(76,753.75)	81%
37-302-302 Ad Valorem Taxes - Prior Year	6,000	8.03	8.03	5,087.65	(912.35)	85%
37-302-303 Ad Valorem Taxes - all other prior years	3,000	0.00	0.00	(626.63)	(3,626.63)	-21%
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	19.06	19.06	1,125.77	(674.23)	63%
37-307-310 Motor Vehicles - Current	36,007	3,196.79	3,196.79	17,194.01	(18,812.99)	48%
37-320-320 Local Option Sales Tax Monthly	270,000	26,546.19	26,546.19	105,757.75	(164,242.25)	39%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	23,439.89	23,439.89	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	21,559.26	(64,440.74)	25%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	103.97	103.97	662.80	(337.20)	66%
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	(100.00)	
37-325-330 Solid Waste Disposal Tax Qrly	0	0.00	0.00	314.43	314.43	
37-335-335 Powell Bill	24,128	0.00	0.00	29,194.85	5,066.85	121%
37-345-345 Zone Board of Adj	500	0.00	0.00	75.00	(425.00)	15%
37-345-346 Code Enforcement	2,750	300.00	300.00	2,100.00	(650.00)	76%
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	(2,500.00)	
37-351-353 Landfill Fees Residential	180,480	15,884.29	15,884.29	108,057.60	(72,422.40)	60%
37-351-355 Cemetery Fees	1,400	0.00	0.00	0.00	(1,400.00)	
37-351-356 Police Rpt Fees	50	5.00	5.00	35.00	(15.00)	70%
37-351-357 Court Fees	300	18.00	18.00	184.50	(115.50)	62%
37-351-360 Cell Tower Rent	29,400	2,695.00	2,695.00	18,865.00	(10,535.00)	64%
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	50.00	(200.00)	20%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	53.00	(47.00)	53%
37-365-001 Interest Income	50	3.92	3.92	16.28	(33.72)	33%

Budget vs Actual

Town of Warrenton
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Period Ending 1/31/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	9,500	0.00	0.00	20.00	(9,480.00)	0%	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	28.00	(472.00)	6%	
37-365-366 Surplus Property	1,500	1,452.50	1,452.50	8,712.50	7,212.50	581%	
37-365-370 WWTP 25% of GF Exp	44,247	0.00	0.00	22,172.94	(22,074.06)	50%	
37-365-371 WS 25% of GF Exp	87,356	0.00	0.00	49,511.08	(37,844.92)	57%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	(100.00)		
37-365-410 Interest Investment NCCMT	500	0.00	0.00	26.16	(473.84)	5%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
37-395-396 Apropriated Fund Balance (Budget Only)	83,823	0.00	0.00	0.00	(83,822.55)		
Revenues Totals:	1,280,820	180,546.03	180,546.03	740,242.09	(540,577.46)	58%	
Expenses							
37-351-359 Charge for Grass Mowing	0	0.00	0.00	(1,212.50)	1,212.50		
Totals:	0	0.00	0.00	(1,212.50)	1,212.50		
37-401-010 Salary - Full Time	128,031	10,191.98	10,191.98	74,444.66	53,586.34	58%	
37-401-012 Salary - Adm Assistant	47,353	3,600.00	3,600.00	27,550.00	19,803.00	58%	
37-401-020 ER-FICA Taxes	9,747	779.12	779.12	5,690.78	4,056.22	58%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	274.84	274.84	2,103.38	1,519.62	58%	
37-401-030 ER-Retirement - Orbit	31,806	2,510.14	2,510.14	18,563.03	13,242.97	58%	
37-401-040 ER-Health Insurance	24,780	1,936.83	1,936.83	15,917.64	8,862.36	64%	
37-401-050 ER-Life Insurance	504	48.00	48.00	384.00	120.00	76%	
37-401-060 ER-Workman's Comp	400	0.00	0.00	326.20	73.80	82%	
37-401-098 American Rescue Plan Reimbursement	(57,589)	0.00	0.00	0.00	(57,589.00)		
37-401-200 Travel Expense	1,200	0.00	0.00	0.00	1,200.00		
37-401-203 Supplies	4,545	564.90	564.90	1,964.96	2,580.24	43%	
37-401-250 Light, Heat & Security	12,000	332.39	332.39	3,390.43	8,609.57	28%	
37-401-251 Telephone & Postage	3,000	236.90	236.90	1,563.79	1,436.21	52%	
37-401-255 Bldg. Maint/ Clean SVS	6,000	50.00	50.00	2,584.79	3,415.21	43%	

Budget vs Actual

Town of Warrenton
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Period Ending 1/31/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	1,700	250.00	250.00	1,900.00	(200.00)	112%	
37-401-295 Training	1,025	0.00	0.00	325.00	700.00	32%	
37-401-301 Computer Maint	3,770	359.24	359.24	2,466.09	1,303.91	65%	
37-401-302 Software Support	2,675	29.98	29.98	1,795.66	879.34	67%	
37-401-304 Website	1,575	0.00	0.00	1,575.00	0.00	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	576	0.00	0.00	576.00	0.00	100%	
37-401-309 Advertising	1,300	0.00	0.00	87.33	1,212.67	7%	
37-401-310 Dues & Subscriptions	2,800	138.00	138.00	2,327.00	473.00	83%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	31.12	31.12	328.52	371.48	47%	
37-401-400 Liability Insurance	7,072	350.00	350.00	1,948.23	5,123.77	28%	
37-401-401 County Tax Collection Svs	8,000	1,955.09	1,955.09	5,597.12	2,402.88	70%	
37-401-405 Audit Expense	9,200	0.00	0.00	4,150.00	5,050.00	45%	
37-401-410 Election Cost	3,200	0.00	0.00	0.00	3,200.00		
37-401-415 Economic Development	12,000	1,000.00	1,000.00	8,000.00	4,000.00	67%	
37-401-420 Attorney Fees	28,500	0.00	0.00	18,200.00	10,300.00	64%	
37-401-497 Sales & Uses Tax Expense	0	1,953.35	1,953.35	13,015.79	(13,015.79)		
37-401-499 Miscellaneous Expense	3,000	40.00	40.00	(116.25)	3,116.25	-4%	
37-401-700 WDRI Grant Expense	132	131.81	131.81	131.81	0.19	100%	
37-401-801 Town Hall Roof Loan-Principal	7,026	451.28	451.28	4,769.23	2,257.04	68%	
37-401-803 USDA Town Hall/WS Loan Principal	4,431	0.00	0.00	4,431.00	0.00	100%	
37-401-831 Town Hall Roof Loan - Interest Admin	260	20.98	20.98	146.86	112.94	57%	
37-401-833 USDA Town Hall/WS Loan Interest	2,850	0.00	0.00	2,850.00	0.00	100%	
37-401-998 Contingency	1,000	0.00	0.00	0.00	1,000.00		
General Government Totals:	318,692	27,235.95	27,235.95	228,988.05	89,704.22	72%	
37-402-014 Mayor Part Time Salary	1,500	125.00	125.00	875.00	625.00	58%	

Budget vs Actual

Town of Warrenton
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Period Ending 1/31/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-402-020 ER - FICA TAXES	115	9.56	9.56	66.92	48.08	58%	
37-402-200 Travel Expense	200	0.00	0.00	0.00	200.00		
37-402-295 Training	900	0.00	0.00	900.00	0.00	100%	
37-402-402 Commission offsite meetings	50	36.08	36.08	36.08	13.92	72%	
Governing Body Totals:	2,765	170.64	170.64	1,878.00	887.00	68%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	14,870	0.00	0.00	1,806.00	13,064.00	12%	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	0.00	0.00	492.91	9,007.09	5%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	375.00	1,825.00	17%	
Non-Departmental Totals:	29,570	0.00	0.00	2,673.91	26,896.09	9%	
37-501-010 SALARY FULL TIME	215,873	16,410.47	16,410.47	125,762.59	90,110.41	58%	
37-501-014 Salary - Part Time	10,000	616.00	616.00	4,877.99	5,122.01	49%	
37-501-016 Police Clerical Salary	34,795	2,676.80	2,676.80	20,626.00	14,169.00	59%	
37-501-019 Salary - Over-Time	5,000	1,584.56	1,584.56	4,330.22	669.78	87%	
37-501-020 ER-FICA Taxes	20,066	1,616.86	1,616.86	11,800.35	8,265.65	59%	
37-501-030 ER - Retirement Orbit	48,440	3,886.43	3,886.43	28,328.46	20,111.54	58%	
37-501-031 ER - 401K 5%	10,912	899.75	899.75	6,504.64	4,407.36	60%	
37-501-040 ER - Health Insurance	38,960	2,486.22	2,486.22	24,974.10	13,985.90	64%	
37-501-050 ER - Life Insurance	1,010	80.00	80.00	704.00	306.00	70%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,600.47	1,819.53	72%	
37-501-200 Travel Expense	1,000	0.00	0.00	988.16	11.84	99%	
37-501-203 Supplies	3,000	493.39	493.39	1,728.02	1,271.98	58%	
37-501-204 Uniforms	2,000	248.36	248.36	1,307.15	692.85	65%	
37-501-205 Equipment & Material	3,000	0.00	0.00	1,465.44	1,534.56	49%	
37-501-250 Light, Heat & Security	10,908	270.96	270.96	2,936.27	7,971.73	27%	
37-501-251 Telephone & Postage	9,387	834.12	834.12	5,641.35	3,745.65	60%	
37-501-252 Fuel	14,000	1,901.78	1,901.78	13,954.96	45.04	100%	
37-501-255 Bldg Maint/Clean Svs	5,904	50.00	50.00	3,306.46	2,597.54	56%	

Budget vs Actual

Town of Warrenton
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Period Ending 1/31/2022

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-295 Training	2,000	0.00	0.00	0.00	2,000.00		
37-501-301 Computer Maint	5,856	791.00	791.00	2,953.67	2,902.33	50%	
37-501-302 Software Support	6,665	0.00	0.00	6,610.71	54.29	99%	
37-501-351 Maint & Repair Equip	3,000	991.66	991.66	1,528.43	1,471.57	51%	
37-501-370 2019 Dodge Car 100	1,000	0.00	0.00	80.99	919.01	8%	
37-501-371 2017 Dodge Car 200	1,000	69.94	69.94	728.92	271.08	73%	
37-501-372 2016 Dodge Car 300	1,000	69.94	69.94	236.99	763.01	24%	
37-501-373 2017 Dodge Car 400	2,300	0.00	0.00	2,208.84	91.16	96%	
37-501-374 2010 Ford Car 500	1,000	284.98	284.98	336.46	663.54	34%	
37-501-375 2008 Ford Car 600	1,000	0.00	0.00	0.00	1,000.00		
37-501-376 2019 Dodge Car 700	1,000	49.95	49.95	961.25	38.75	96%	
37-501-400 Liability Insurance	12,400	0.00	0.00	3,210.42	9,189.58	26%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	500.00		
37-501-433 COP Program	500	0.00	0.00	0.00	500.00		
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	4,410	90.00	90.00	(328.56)	4,738.56	-7%	
37-501-801 Town Hall Roof Loan Principal	6,890	451.28	451.28	4,769.30	2,120.98	69%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,206	0.00	0.00	4,206.00	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,243	0.00	0.00	1,242.46	0.54	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,545	0.00	0.00	4,544.28	0.72	100%	
37-501-831 Town Hall Roof Loan - Interest PD	388	20.98	20.98	146.92	241.08	38%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	574	0.00	0.00	574.00	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	91	0.00	0.00	90.54	0.46	99%	
37-501-834 Police 2019 Cars Loan Interest (USDA)	882	0.00	0.00	881.72	0.28	100%	

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Police Department Totals:	503,267	36,875.43	36,875.43	298,819.97	204,447.31	59%
37-601-014 Salary - Part Time Code Enforcement	3,000	306.00	306.00	2,269.38	730.62	76%
37-601-020 ER-FICA Taxes	230	23.42	23.42	130.84	99.16	57%
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	435.00	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	5,833.33	40,833.31	29,166.69	58%
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	1,500.00	
37-601-476 Code Enforcement Exp	5,300	0.00	0.00	5,000.00	300.00	94%
37-601-710 Fire Museum Expense	10,000	0.00	0.00	0.00	10,000.00	
Fire Totals:	90,665	6,162.75	6,162.75	48,233.53	42,431.47	53%
37-651-330 Christmas Lights/Santa House	800	800.00	800.00	800.00	0.00	100%
37-651-331 Haley Haywood Park	1,650	0.00	0.00	25.57	1,624.43	2%
37-651-332 Signs below \$5,000	2,300	0.00	0.00	174.43	2,125.57	8%
37-651-333 Street Beautification - Below \$5,000	4,765	2,355.10	2,355.10	3,733.33	1,031.67	78%
37-651-335 Street Lighting Electric Bill	23,000	1,889.26	1,889.26	12,144.01	10,855.99	53%
Signs and Lights Totals:	32,515	5,044.36	5,044.36	16,877.34	15,637.66	52%
37-701-010 Salary - Full Time	56,378	4,284.84	4,284.84	28,961.33	27,416.67	51%
37-701-014 Salary - Part Time	16,316	1,177.02	1,177.02	8,844.70	7,471.30	54%
37-701-019 Over-Time	1,274	0.00	0.00	61.55	1,212.45	5%
37-701-020 ER-FICA Taxes	5,659	416.64	416.64	2,887.96	2,771.04	51%
37-701-030 ER - Retirement - Orbit	13,832	825.40	825.40	6,280.37	7,551.63	45%
37-701-040 ER-Health Insurance	14,114	1,130.86	1,130.86	8,034.16	6,079.84	57%
37-701-050 ER-Life Insurance	269	32.32	32.32	221.16	47.84	82%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	1,836.17	0.83	100%
37-701-203 Supplies	3,203	155.80	155.80	1,899.32	1,303.68	59%
37-701-204 Uniforms	3,720	263.76	263.76	1,958.77	1,761.23	53%
37-701-251 Telephone & Postage	936	76.67	76.67	534.83	401.17	57%
37-701-252 Fuel	8,000	961.99	961.99	5,963.80	2,036.20	75%
37-701-256 Street Maintenance	33,481	0.00	0.00	33,141.00	340.00	99%

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-312 Tree Removal	500	0.00	0.00	500.00	0.00	100%	
37-701-351 Maint & Repair Equip	7,735	109.78	109.78	5,476.42	2,258.58	71%	
37-701-352 Vehicle Maintenance	6,480	279.69	279.69	6,358.14	121.86	98%	
37-701-400 Liability Insurance	6,328	0.00	0.00	1,581.51	4,746.49	25%	
37-701-431 Street Debris Disposal	3,500	0.00	0.00	3,500.00	0.00	100%	
37-701-895 Mowing	(16,000)	(1,125.00)	(1,125.00)	(7,875.00)	(8,125.00)	49%	
Streets Totals:	167,562	8,589.77	8,589.77	110,166.19	57,395.81	66%	
37-710-361 Maint & Repair POWELL BILL	18,167	5,800.00	5,800.00	8,412.00	9,755.00	46%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,637	0.00	0.00	0.00	5,637.00		
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	224	0.00	0.00	0.00	224.00		
Powell Bill Totals:	24,128	5,800.00	5,800.00	8,412.00	15,716.00	35%	
37-801-010 Salary - Full Time Sanitation	48,527	3,732.72	3,732.72	28,196.28	20,330.72	58%	
37-801-019 Salary - Over Time Sanitation	678	0.00	0.00	0.00	678.00		
37-801-020 ER - FICA Sanitation	3,764	279.40	279.40	2,110.89	1,653.11	56%	
37-801-030 ER - Retirement - Orbit Sanitation	9,201	679.36	679.36	5,131.76	4,069.24	56%	
37-801-040 ER - Health Insurance	11,101	875.79	875.79	7,184.78	3,916.22	65%	
37-801-050 ER - Life Insurance	227	21.60	21.60	172.80	54.20	76%	
37-801-060 Workman's Compensation	4,080	0.00	0.00	4,079.31	0.69	100%	
37-801-203 Supplies	750	0.00	0.00	275.15	474.85	37%	
37-801-204 Uniforms	2,196	131.56	131.56	1,231.68	964.32	56%	
37-801-251 Telephone & Postage	516	41.34	41.34	287.54	228.46	56%	
37-801-252 Fuel	3,000	198.72	198.72	1,496.98	1,503.02	50%	
37-801-350 Landfill Fees	19,300	1,591.92	1,591.92	12,119.63	7,180.37	63%	
37-801-352 Vehicle Maintenance	377	165.06	165.06	375.06	1.94	99%	
37-801-400 Liability Insurance	3,555	0.00	0.00	2,298.62	1,256.38	65%	
Sanitation Totals:	107,272	7,717.47	7,717.47	64,960.48	42,311.52	61%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-901-037 Transfer Out To GF Bank 30	0	0.00	0.00	(500.00)	500.00		
37-901-068 Transfer Match to Warrenton Animal Clinic Grant	2,500	0.00	0.00	0.00	2,500.00		
37-901-889 Transfer Out to USDA Loan Reserve	1,883	0.00	0.00	0.00	1,883.00		
Transfers Out Totals:	4,383	0.00	0.00	(500.00)	4,883.00	-11%	
Expenses Totals:	1,280,820	97,596.37	97,596.37	779,296.97	501,522.58	61%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		82,949.66	82,949.66	(39,054.88)			

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	776,347	58,338.93	58,338.93	406,974.42	(369,372.58)	52%	
38-351-402 Debt Setoff WATER	302	0.00	0.00	37.37	(264.63)	12%	
38-351-404 Sewer Services	594,414	44,264.46	44,264.46	307,136.58	(287,277.42)	52%	
38-351-407 Debt Setoff SEWER	501	0.00	0.00	41.74	(459.26)	8%	
38-351-408 Town Taps	4,616	0.00	0.00	7,918.31	3,302.31	172%	
38-351-416 Dis/Reconnection Fee	7,320	720.00	720.00	4,882.32	(2,437.68)	67%	
38-351-417 Fire Sprinkler	2,253	146.40	146.40	1,252.38	(1,000.62)	56%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	705.00	705.00	751.38	(11,989.62)	6%	
38-351-419 Returned Check Fee	430	25.00	25.00	150.00	(280.00)	35%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	27	0.00	0.00	55.00	28.00	204%	
38-365-001 Interest Income	26	2.30	2.30	17.32	(8.68)	67%	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	3.66	3.66		
38-365-410 Interest/investment Income NCCMT	0	0.00	0.00	13.06	13.06		
38-365-421 Account Activation Fee	2,875	150.00	150.00	1,650.00	(1,225.00)	57%	
38-365-851 Misc Revenue WATER	63	29.99	29.99	31.49	(31.51)	50%	
Revenues Totals:	1,401,915	104,382.08	104,382.08	730,915.03	(670,999.97)	52%	
Expenses							
38-851-010 Salary Full Time	97,849	7,541.61	7,541.61	53,543.91	44,305.09	55%	
38-851-014 Salary - Part Time	18,194	1,399.22	1,399.22	10,300.38	7,893.62	57%	
38-851-019 Salary Over-Time	6,477	348.43	348.43	2,403.09	4,073.91	37%	
38-851-020 ER-FICA Taxes	9,373	686.58	686.58	4,887.52	4,485.48	52%	
38-851-030 ER - Retirement Orbit	17,584	1,246.93	1,246.93	7,811.12	9,772.88	44%	
38-851-040 ER - Health Insurance WATER	18,024	1,394.04	1,394.04	9,992.66	8,031.34	55%	
38-851-050 ER - Life Insurance	365	35.60	35.60	261.74	103.26	72%	
38-851-060 ER - Workman's Comp	2,599	0.00	0.00	1,070.01	1,528.99	41%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-200 Travel Expense	215	0.00	0.00	0.00	215.00		
38-851-203 Supplies	31,783	4,635.01	4,635.01	18,695.03	13,088.07	59%	
38-851-204 Uniforms	2,172	135.70	135.70	1,158.04	1,013.96	53%	
38-851-250 Light & Heat & Security	4,384	187.56	187.56	2,528.16	1,855.84	58%	
38-851-251 Telephone & Postage	8,029	697.51	697.51	4,754.35	3,274.65	59%	
38-851-252 Fuel	6,000	554.54	554.54	4,029.51	1,970.49	67%	
38-851-255 Bldg. Maint/Clean Svs	3,039	25.00	25.00	1,007.59	2,031.41	33%	
38-851-260 Electric Tank/Pumps	3,098	184.48	184.48	1,490.27	1,607.73	48%	
38-851-296 Continuing Education	625	0.00	0.00	150.00	475.00	24%	
38-851-301 Computer Maintenance	2,547	133.88	133.88	1,083.23	1,463.77	43%	
38-851-302 Software Support	10,492	93.29	93.29	10,411.14	80.86	99%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	466.77	1,783.23	21%	
38-851-309 Advertising	265	0.00	0.00	264.35	0.65	100%	
38-851-310 Dues & Subscriptions	424	12.50	12.50	360.51	63.49	85%	
38-851-313 State Permits	1,250	0.00	0.00	1,051.59	198.41	84%	
38-851-345 Water Tank Contract	17,506	4,431.95	4,431.95	13,072.78	4,433.22	75%	
38-851-347 Lab Analysis	1,460	365.00	365.00	930.00	530.00	64%	
38-851-351 Maint. & Repair Equip	1,453	0.00	0.00	1,380.27	72.73	95%	
38-851-352 Vehicle Maintenance	3,500	0.00	0.00	2,591.57	908.43	74%	
38-851-400 Town Liability Insurance	7,160	0.00	0.00	1,741.28	5,418.72	24%	
38-851-405 Audit Expense	4,347	0.00	0.00	2,075.00	2,272.00	48%	
38-851-448 External Contract	18,984	1,014.00	1,014.00	18,067.14	916.86	95%	
38-851-451 Water Purchase	201,423	15,426.10	15,426.10	109,099.56	92,323.44	54%	
38-851-801 Town Hall Roof Loan - Principal	2,708	225.64	225.64	1,579.48	1,128.52	58%	
38-851-802 USDA Public Works Trucks - Princ Water	2,567	0.00	0.00	2,566.80	0.20	100%	
38-851-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	26,000.00		
38-851-831 Town Hall Roof Loan - Interest	130	10.49	10.49	73.43	56.47	57%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Water							
38-851-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	14,423.00		
38-851-836 USDA Public Works Trucks - Int Water	351	0.00	0.00	350.20	0.80	100%	
38-851-895 Grass Cutting Expense	16,000	1,125.00	1,125.00	7,875.00	8,125.00	49%	
38-851-896 WS 25% of GF Expense	43,678	0.00	0.00	24,755.53	18,922.47	57%	
Water Totals:	608,728	41,910.06	41,910.06	323,879.01	284,848.99	53%	
38-852-010 Salary - Full Time	97,849	7,522.92	7,522.92	53,505.23	44,343.77	55%	
38-852-014 Salary - Part Time	18,194	1,399.22	1,399.22	10,465.99	7,728.01	58%	
38-852-019 Salary - Over Time Sewer	6,477	731.04	731.04	4,623.69	1,853.31	71%	
38-852-020 ER - FICA Sewer	9,373	735.73	735.73	5,227.05	4,145.95	56%	
38-852-030 ER-Retirement Orbit	17,584	1,265.25	1,265.25	8,135.21	9,448.79	46%	
38-852-040 ER-Health Insurance SEWER	18,025	1,394.92	1,394.92	9,999.56	8,025.44	55%	
38-852-050 ER-Life Insurance	310	36.24	36.24	266.86	43.14	86%	
38-852-060 ER-Workman's Comp	1,191	0.00	0.00	1,070.00	121.04	90%	
38-852-098 American Resecu Plan Reimbursement	(29,000)	0.00	0.00	0.00	(29,000.00)		
38-852-200 Travel Expense	202	0.00	0.00	0.00	202.00		
38-852-203 Supplies	48,052	859.96	859.96	28,981.63	19,070.37	60%	
38-852-204 Uniforms	2,172	135.69	135.69	1,157.88	1,014.12	53%	
38-852-250 Light & Heat & Security	5,981	187.56	187.56	1,944.24	4,036.76	33%	
38-852-251 Telephone & Postage	8,029	697.49	697.49	4,753.83	3,275.17	59%	
38-852-252 Fuel	6,000	554.54	554.54	4,186.27	1,813.73	70%	
38-852-255 Bldg. Maint/Clean Svs	3,039	25.00	25.00	1,007.61	2,031.39	33%	
38-852-260 Electric Tank/Pumps	14,000	786.58	786.58	5,439.73	8,560.27	39%	
38-852-296 Continuing Education	625	0.00	0.00	150.00	475.00	24%	
38-852-301 Computer Maint.	2,547	133.88	133.88	1,083.23	1,463.77	43%	
38-852-302 Software Support	10,492	93.29	93.29	10,411.11	80.89	99%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	933	0.00	0.00	466.74	466.26	50%	
38-852-309 Advertising	683	0.00	0.00	682.83	0.17	100%	
38-852-310 Dues & Subscriptions	423	12.50	12.50	360.50	62.50	85%	
38-852-313 State Permits	1,250	0.00	0.00	150.00	1,100.00	12%	
38-852-351 Maint & Repair Equip	1,453	0.00	0.00	1,380.26	72.74	95%	
38-852-352 Vehicle Maintenance	3,500	0.00	0.00	2,521.53	978.47	72%	
38-852-400 Liability Insurance	7,160	0.00	0.00	1,741.29	5,418.71	24%	
38-852-405 Audit Expense	4,347	0.00	0.00	2,075.00	2,272.00	48%	
38-852-435 Purchase of Sewer Services	334,513	0.00	0.00	116,161.54	218,351.46	35%	
38-852-448 External Contract	34,121	0.00	0.00	31,116.63	3,004.37	91%	
38-852-473 WWTP Rehab Annual Payment	25,357	0.00	0.00	0.00	25,357.00		
38-852-801 Town Hall Roof Loan - Principal	2,708	225.64	225.64	1,579.54	1,128.46	58%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	0.00	2,566.80	0.20	100%	
38-852-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	26,000.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	0.00	0.00	0.00	14,977.00		
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	1,000.00	1,000.00	0.00	100%	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,485	0.00	0.00	0.00	6,485.00		
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00		
38-852-830 BB&T Battle Ave Sewer Loan - Int	267	0.00	0.00	0.00	267.00		
38-852-831 Town Hall Roof Loan - Interest Sewer	130	10.49	10.49	73.49	56.47	57%	
38-852-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	14,423.00		
38-852-836 USDA Public Works Trucks - Int Sewer	351	0.00	0.00	350.20	0.80	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,300	0.00	0.00	1,650.00	1,650.00	50%	
38-852-896 WS 25% of GF Expense	43,678	0.00	0.00	24,755.55	18,922.45	57%	
Sewer Expenses Totals:	784,518	17,807.94	17,807.94	341,041.02	443,476.98	43%	
38-901-889 Transfer Out to USDA Loan Reserve	8,669	0.00	0.00	0.00	8,669.00		
Transfers Out Totals:	8,669	0.00	0.00	0.00	8,669.00		
Expenses Totals:	1,401,915	59,718.00	59,718.00	664,920.03	736,994.97	47%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		44,664.08	44,664.08	65,995.00			

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-405 Septic Disposal Service	18,828	5,160.00	5,160.00	33,265.00	14,437.00	177%	
39-351-470 Town Sewer Revenues	334,513	0.00	0.00	116,161.54	(218,351.46)	35%	
39-351-471 Sewer Revenues - County	190,349	0.00	0.00	66,099.67	(124,249.33)	35%	
39-351-472 Sewer Rev Norlina	194,521	0.00	0.00	67,548.56	(126,972.44)	35%	
39-365-001 Interest Income	0	0.12	0.12	1.86	1.86		
39-365-861 Misc Revenue WWTP	1,000	0.00	0.00	4.50	(995.50)	0%	
Revenues Totals:	739,211	5,160.12	5,160.12	283,081.13	(456,129.87)	38%	
Expenses							
39-861-010 Salary - Full Time	168,825	13,137.34	13,137.34	93,575.84	75,249.16	55%	
39-861-014 Salary - Part Time	13,673	1,379.15	1,379.15	10,158.43	3,514.57	74%	
39-861-019 Over-Time	14,064	1,131.76	1,131.76	6,726.62	7,337.38	48%	
39-861-020 ER-FICA Taxes	15,037	1,000.19	1,000.19	7,026.10	8,010.90	47%	
39-861-030 ER - Retirement Orbit	33,686	2,296.29	2,296.29	15,351.44	18,334.56	46%	
39-861-040 ER- Health Insurance	27,820	2,198.36	2,198.36	15,595.45	12,224.55	56%	
39-861-050 ER-Life Insurance	625	50.24	50.24	345.44	279.56	55%	
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	2,081.21	242.79	90%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	46,130	1,985.11	1,985.11	39,371.00	6,759.00	85%	
39-861-204 Uniforms	3,120	200.59	200.59	1,493.83	1,626.17	48%	
39-861-250 Light, Heat & Security	95,000	0.00	0.00	48,133.31	46,866.69	51%	
39-861-251 Telephone & Postage	7,873	713.48	713.48	4,994.56	2,878.44	63%	
39-861-252 Fuel	9,000	553.34	553.34	4,388.04	4,611.96	49%	
39-861-296 Continuing Education	1,225	0.00	0.00	300.00	925.00	24%	
39-861-301 Computer Maint.	4,369	267.75	267.75	1,976.85	2,392.15	45%	
39-861-302 Software Support	2,672	93.29	93.29	2,504.02	167.98	94%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	466.74	1,533.26	23%	
39-861-309 Advertising	1,000	0.00	0.00	833.91	166.09	83%	

Budget vs Actual

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Period Ending 1/31/2022

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-310 Dues & Subscriptions	132	0.00	0.00	131.33	0.67	99%	
39-861-318 Freight Charges	1,900	132.46	132.46	1,189.96	710.04	63%	
39-861-342 Maint & Repair Plant	80,000	1,636.36	1,636.36	38,215.52	41,784.48	48%	
39-861-344 Sludge Removal	60,000	7,647.50	7,647.50	28,635.00	31,365.00	48%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	9,150	400.13	400.13	6,012.48	3,137.52	66%	
39-861-347 Lab Analysis	18,466	1,393.00	1,393.00	7,549.98	10,916.02	41%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	174.00	174.00	174.00	826.00	17%	
39-861-352 Vehicle Maintenance	4,250	0.00	0.00	1,581.40	2,668.60	37%	
39-861-400 Liability Insurance	20,500	0.00	0.00	5,130.15	15,369.85	25%	
39-861-405 Audit Expense	8,694	0.00	0.00	4,150.00	4,544.00	48%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	618.40	381.60	62%	
39-861-444 Permits & Fees	6,200	0.00	0.00	5,381.66	818.34	87%	
39-861-446 Influent Debris removal	3,856	482.06	482.06	3,190.67	665.33	83%	
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	23,607.00		
39-861-897 WWTP 25% of GF Exp	44,247	0.00	0.00	22,172.94	22,074.06	50%	
39-861-998 Contingency	3,516	0.00	0.00	0.00	3,516.00		
WWTP - Expenses Totals:	739,211	36,872.40	36,872.40	379,456.28	359,754.72	51%	
Expenses Totals:	739,211	36,872.40	36,872.40	379,456.28	359,754.72	51%	
39 WWTP Revenues Over/(Under) Expenses:		(31,712.28)	(31,712.28)	(96,375.15)			

Check Listing

Date From: 1/1/2022 Date To: 1/31/2022
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Check Number	Bank	Vendor	Date	Amount
64386	30	AAA GAS AND APPLIANCE CO.	01/03/2022	<u>\$99.35</u>
64387	30	CAROLINA PARKS & PLAY	01/03/2022	<u>\$2,514.07</u>
64388	30	DUKE ENERGY PROGRESS	01/03/2022	<u>\$119.16</u>
64389	30	MERITECH INC	01/03/2022	<u>\$1,758.00</u>
64390	30	QUILL CORPORATION	01/03/2022	<u>\$38.18</u>
64391	30	SOUTHEASTERN DIESEL SALES & SERVICE, INC.	01/03/2022	<u>\$3,452.42</u>
64392	30	UNITED PARCEL SERVICE	01/03/2022	<u>\$33.00</u>
64393	30	WARREN AUTO PARTS, INC.	01/03/2022	<u>\$43.86</u>
64394	30	WARREN COUNTY PUBLIC UTILITIES	01/03/2022	<u>\$15,426.10</u>
64395	30	WRIGHT EXPRESS FSC	01/03/2022	<u>\$2,085.55</u>
64396	30	CAROLINA DIGITAL PHONE INC	01/10/2022	<u>\$316.00</u>
64397	30	GRANVILLE FARMS, INC.	01/10/2022	<u>\$7,647.50</u>
64398	30	RICK EDWARDS ELECTRIC	01/10/2022	<u>\$400.00</u>
64399	30	SOUTHERN CORROSION, INC.	01/10/2022	<u>\$4,431.95</u>
64400	30	Spectrum Business	01/10/2022	<u>\$124.98</u>
64401	30	UNITED PARCEL SERVICE	01/10/2022	<u>\$36.00</u>
64402	30	AMAZON CAPTIAL SERVICES, INC.	01/12/2022	<u>\$603.85</u>
64403	30	CARDNO USA, INC.	01/12/2022	<u>\$1,930.00</u>
64404	30	CNA SURETY DIRECT BILL	01/12/2022	<u>\$350.00</u>
64405	30	DUKE ENERGY PROGRESS	01/12/2022	<u>\$200.31</u>
64406	30	GFL ENVIRONMENTAL	01/12/2022	<u>\$482.06</u>
64407	30	KERR-TAR REG COUNCIL OF GOV	01/12/2022	<u>\$138.00</u>
64408	30	NEWCOMB TECH	01/12/2022	<u>\$959.68</u>
64409	30	UNIFIRST CORPORATION	01/12/2022	<u>\$1,163.50</u>
64410	30	WALKER AUTO STORES	01/12/2022	<u>\$117.19</u>
64411	30	WARRENTON ANIMAL CLINIC	01/12/2022	<u>\$50,000.00</u>
64412	30	ALWAYS CARE BENEFITS, INC.	01/13/2022	<u>\$431.40</u>
64413	30	BLUE RIDGE SPRINGS, INC	01/13/2022	<u>\$80.25</u>
64414	30	Community Eye Care	01/13/2022	<u>\$92.84</u>
64415	30	Company Wrench	01/13/2022	<u>\$341.08</u>
64416	30	Core & Main	01/13/2022	<u>\$436.89</u>
64417	30	NC DEPARTMENT OF REVENUE	01/13/2022	<u>\$31.12</u>

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Check Number	Bank	Vendor	Date	Amount
64418	30	NORTH CAROLINA 811, INC	01/13/2022	<u>\$25.00</u>
64419	30	RICK EDWARDS ELECTRIC	01/13/2022	<u>\$400.00</u>
64420	30	SOUTHERN SOFTWARE, INC.	01/13/2022	<u>\$481.66</u>
64421	30	UNITED PARCEL SERVICE	01/13/2022	<u>\$36.00</u>
64422	30	WARREN AUTO PARTS, INC.	01/13/2022	<u>\$231.72</u>
64423	30	BOUND TREE MEDICAL LLC	01/14/2022	<u>\$170.73</u>
64424	30	Carolina Images by Angela, LLC	01/14/2022	<u>\$320.00</u>
64425	30	DOCUMENT SYSTEMS, INC	01/14/2022	<u>\$29.60</u>
64426	30	FIRST CITIZENS BANK	01/14/2022	<u>\$1,133.87</u>
64427	30	NC STATE BUREAU OF INVESTIGATION	01/14/2022	<u>\$150.00</u>
64428	30	NEWCOMB TECH	01/14/2022	<u>\$328.79</u>
64429	30	WRIGHT EXPRESS FSC	01/14/2022	<u>\$1,901.78</u>
64430	30	AXON ENTERPRISE, INC.	01/18/2022	<u>\$14,987.70</u>
64431	30	BLUE RIDGE SPRINGS, INC	01/18/2022	<u>\$30.00</u>
64432	30	CENTURY LINK COMMUNICATIONS	01/18/2022	<u>\$287.81</u>
64433	30	DOCUMENT SYSTEMS, INC	01/18/2022	<u>\$113.14</u>
64434	30	DUKE ENERGY PROGRESS	01/18/2022	<u>\$3,339.33</u>
64435	30	PROFESSIONAL MAIL SERVICES, INC	01/18/2022	<u>\$414.14</u>
64436	30	PROFESSIONAL MAIL SERVICES, INC	01/18/2022	<u>\$143.45</u>
64437	30	SONITROL INTEGRATED SECURITY	01/18/2022	<u>\$804.00</u>
64438	30	WARREN COUNTY PUBLIC WORKS	01/18/2022	<u>\$1,591.92</u>
64439	30	WATER GUARD, INC.	01/18/2022	<u>\$1,670.85</u>
64440	30	AAA GAS AND APPLIANCE CO.	01/20/2022	<u>\$59.68</u>
64441	30	AMAZON CAPTIAL SERVICES, INC.	01/20/2022	<u>\$189.94</u>
64442	30	CARDNO USA, INC.	01/20/2022	<u>\$500.00</u>
64443	30	DOCUMENT SYSTEMS, INC	01/20/2022	<u>\$347.89</u>
64444	30	DUKE ENERGY PROGRESS	01/20/2022	<u>\$61.43</u>
64445	30	LIME ENERGY SERVICES CO.	01/20/2022	<u>\$1,636.36</u>
64446	30	PETE SMITH TIRE & QUICK LUBE, INC	01/20/2022	<u>\$1,253.16</u>
64447	30	UNITED PARCEL SERVICE	01/20/2022	<u>\$60.46</u>
64448	30	USA Bluebook	01/20/2022	<u>\$338.13</u>
64449	30	WALKER AUTO STORES	01/20/2022	<u>\$20.18</u>

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Check Number	Bank	Vendor	Date	Amount
64450	30	WARREN AUTO PARTS, INC.	01/20/2022	<u>\$37.12</u>
64451	30	WARREN RECORD	01/20/2022	<u>\$272.03</u>
64452	30	H.G. REYNOLDS COMPANY, INC	01/24/2022	<u>\$43,131.00</u>
64453	30	MUNICIPAL ENGINEERING INC	01/24/2022	<u>\$3,637.00</u>
64454	30	MUNICIPAL INSURANCE TRUST	01/24/2022	<u>\$768.79</u>
64455	30	SERIOUS BUSINESS, INC	01/24/2022	<u>\$131.81</u>
64456	30	TIME WARNER CABLE	01/24/2022	<u>\$97.97</u>
64457	30	United Healthcare	01/24/2022	<u>\$13,508.07</u>
64458	30	WALKER AUTO STORES	01/24/2022	<u>\$17.44</u>
64459	30	WHITCO TERMITE & PEST CONTROL	01/24/2022	<u>\$350.00</u>
64460	30	ALANNA FLYNNE MEARES	01/26/2022	<u>\$1,000.00</u>
64461	30	AMAZON CAPTIAL SERVICES, INC.	01/26/2022	<u>\$192.14</u>
64462	30	DUKE ENERGY PROGRESS	01/26/2022	<u>\$188.03</u>
64463	30	FLEMING INVESTMENT COMPANY	01/26/2022	<u>\$3,000.00</u>
64464	30	FRONTIER NATURAL GAS	01/26/2022	<u>\$110.55</u>
64465	30	HUMANA SPECIALTY BENEFITS	01/26/2022	<u>\$29.38</u>
64466	30	INFORMATION TECHNOLOGY SERVICE	01/26/2022	<u>\$175.42</u>
64467	30	KING'S FITNESS & NUTRITION CENTER	01/26/2022	<u>\$375.00</u>
64468	30	Lee Roy West Plumbing & Heating	01/26/2022	<u>\$6.39</u>
64469	30	US CELLULAR	01/26/2022	<u>\$1,472.57</u>
64470	30	WRIGHT EXPRESS FSC	01/26/2022	<u>\$2,044.73</u>
64471	30	AMAZON CAPTIAL SERVICES, INC.	01/27/2022	<u>\$407.17</u>
64472	30	FRONTIER NATURAL GAS	01/27/2022	<u>\$100.22</u>
64473	30	JOHN W RIGGAN	01/27/2022	<u>\$1,000.00</u>
64474	30	PETE SMITH TIRE & QUICK LUBE, INC	01/27/2022	<u>\$506.85</u>
64475	30	PITNEY BOWES GLOBAL	01/27/2022	<u>\$224.18</u>
64476	30	PRUDENTIAL RETIREMENT	01/27/2022	<u>\$1,288.75</u>
64477	30	VERIZON WIRELESS	01/27/2022	<u>\$280.07</u>
64478	30	COLUMBIAN MUTUAL LIFE INS CO	01/28/2022	<u>\$37.88</u>
64479	30	FRONTIER NATURAL GAS	01/28/2022	<u>\$104.47</u>
64480	30	KPH PAVING & LANDSCAPING, INC.	01/28/2022	<u>\$6,814.00</u>

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Check Number	Bank	Vendor	Date	Amount
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Totals By Fund

	Checks	Voids	Total
34	\$3,719.30		\$3,719.30
36	\$1,957.16		\$1,957.16
37	\$33,946.83		\$33,946.83
38	\$36,282.31		\$36,282.31
39	\$20,836.41		\$20,836.41
55	\$46,768.00		\$46,768.00
67	\$272.03		\$272.03
68	\$50,000.00		\$50,000.00
71	\$2,430.00		\$2,430.00
73	\$14,040.00		\$14,040.00
Totals:		\$210,252.04	\$210,252.04

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: February 8, 2022
Re: January 2022 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) 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). (3) Purchase water and sewer line camera/locating equipment. (4) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – Street Asphalt Repair – 107 S. Hall St. for new water tap. – Contractor: KPH Paving (Labor and Materials - \$1,014.00).

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

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$1,014.00

Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up.

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works
Date: February 8, 2022
Re: January 2022 Monthly Activity Report for WWTP

- **Pending Equipment 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)**
- **Completed Plant Maintenance/Repair Related Information: (1)** Conversion – Facility Buildings Interior Lighting. Converted all interior fluorescent lighting fixtures to LED. Contractor: Lime Energy Services (Labor and Materials - \$1,636.36).

Total cost for Repairs (Account No. 39-861-342) - \$1,636.36

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 22.93 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(01/01/2022 - 01/31/2022)

Incident\Investigations

09A - Murder and Non-negligent Manslaughter	1
13A - Aggravated Assault	5
13B - Simple Assault	3
220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	2
240 - Motor Vehicle Theft	1
26A - False Pretenses/Swindle/Confidence Game	2
26B - Credit Card/Automatic Teller Machine Fraud	2
290 - Destruction/Damage/Vandalism of Property	8
90J - Trespass of Real Property	1
90Z - All Other Offenses	6
Total Offenses	32
Total Incidents	15

Arrests

09A - Murder and Non-negligent Manslaughter	1
13A - Aggravated Assault	1
290 - Destruction/Damage/Vandalism of Property	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	3
Total Charges	7
Total Arrests	3

Accidents

Total Accidents 0

Citations

Secondary Charge	0
Total Charges	0

Activity Detail Summary (by Category)

Warrenton Police Department

(01/01/2022 - 01/31/2022)

Citations

Total Citations 0

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(01/01/2022 - 01/31/2022)

<No Event Type Specified>	1	911 Hang-up	1
Accident	3	Alarm Activation	18
Animal Complaint	2	Assault-Physical	3
Assist Motorist	1	Assist NPD	1
Assist Other Department	1	Assist WC EMS	10
Assist WCSO	4	B & E	1
Complaint	1	Dispute	1
Disturbance	6	Escort	1
Fight	1	Follow up Investigation	3
Foot Patrol	1	Funeral Escort	3
Information by Phone	1	Injury to Personal Property	1
Investigation and/or Interview	4	Larceny	1
Lost property	1	Non Law Enforcement Issue	1
Parking Violation	4	Property Check – Business	50
Shots fired	1	Stolen Vehicle	1
Suspicious Person / Vehicle	5	Talk with Officer	7
Traffic Control	3	Traffic Stop	8
Trespassing	4	Vandalism	2
Vehicle Maintenance	1	Welfare Check	2

Total Number Of Events: 160



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 January 2021 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
 - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Work with town attorney and Police Chief to reconstruct a tethering ordinance for Board discussion, taking into consideration misdemeanor penalty.
 - ✓ Underway
3. Make adjustments to water/sewer rates, effective January 16, 2022, which will show up in the bill due on March 15.
 - ✓ Working with Bill and Greg.
4. Contact Margaret Brake at Warren County Health Department for latest information on COVID recommendations.
 - ✓ Spoke with Margaret Brake.
5. Contact KPH Paving to begin work on Hayley-Haywood Park walking trail.
 - ✓ Underway

Warrenton Budget Amendments

Date: 2/14/2022
 Number: #6

Purpose of Amendment: To increase CIP-G Parking Lot Fund for Parking Lot Design

Fund Name: (CIP-G) Parking Lot Fund

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Ap. Fund Balance 37-395-396	25,000	
Transfer in from GF 32-381-037	25,000	

Subtotal 50,000 -
 Total 50,000
 Grand Total -

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Transfer Out to CIP-G Parking Lot 37-901-032	25,000	
Parking Lot Design Exp 32-430-600	25,000	

Subtotal 50,000 -
 Total 50,000

Warrenton Budget Amendments

Date: 2/14/2022
Number: #7

Purpose of Amendment: The purpose of this budget amendment is to increase the revenue and expense for town taps.

Fund Name: Water/Sewer

Account Title/Number:	Increase Amount	Decrease Amount
Town Taps/38-351-408	10,957	

Subtotal 10,957 -
Total 10,957
Grand Total -

Account Title/Number:	Increase Amount	Decrease Amount
External Contract/38-851-448	5,479	
External Contract/38-852-448	5,479	

Subtotal 10,957 -
Total 10,957
Grand Total -

Warrenton Budget Amendments

Date: 2/14/2022
Number: #8

Purpose of Amendment:

The purpose of this budget amendment is to receive reimbursement for the damage to the side walk and ADA curb ramp.

Fund Name: Streets

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Insurance Proceeds GF/ 37-365-374	13,240	
Subtotal	13,240	-
Total	13,240	-
Grand Total	-	-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Street Mtn/37-701-256	13,240	
Subtotal	13,240	-
Total	13,240	-

Town of Warrenton
Market Pay Comparison Study Discussion



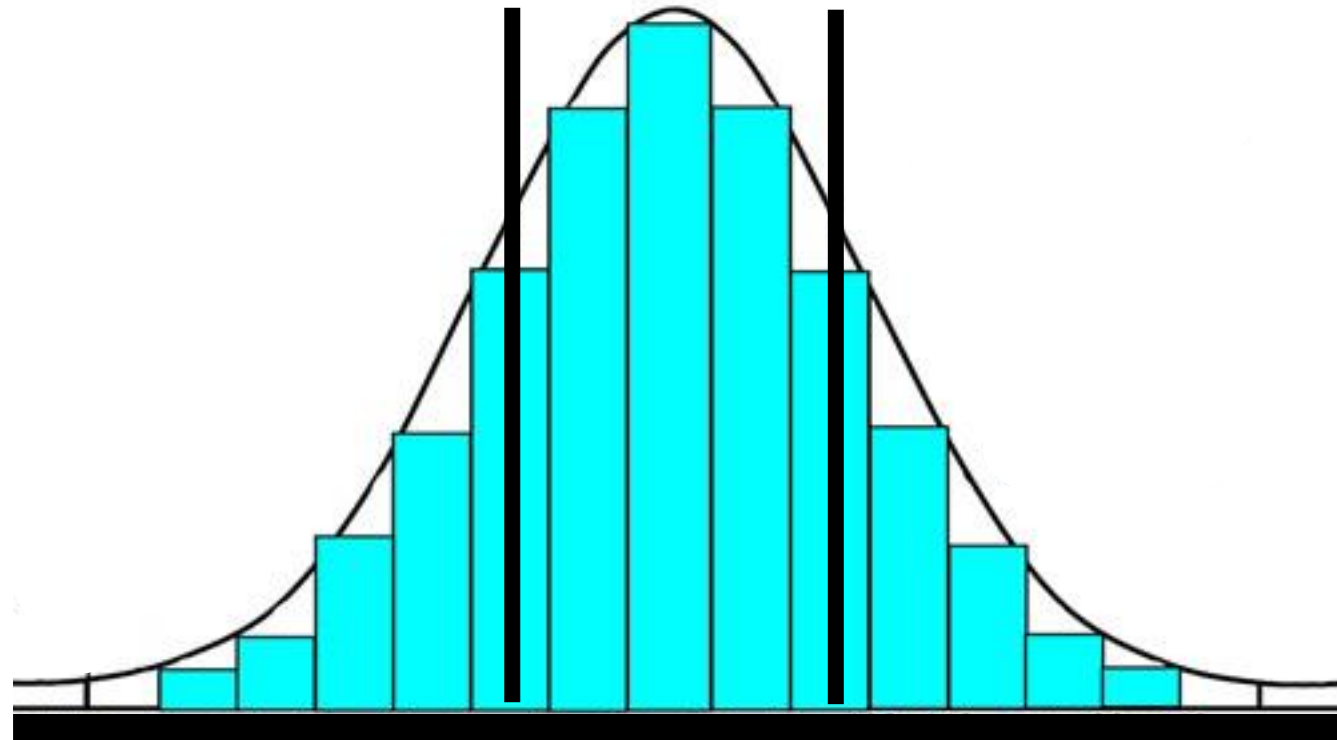
January 10, 2022

A WORKFORCE SNAPSHOT AT BEGINNING OF STUDY

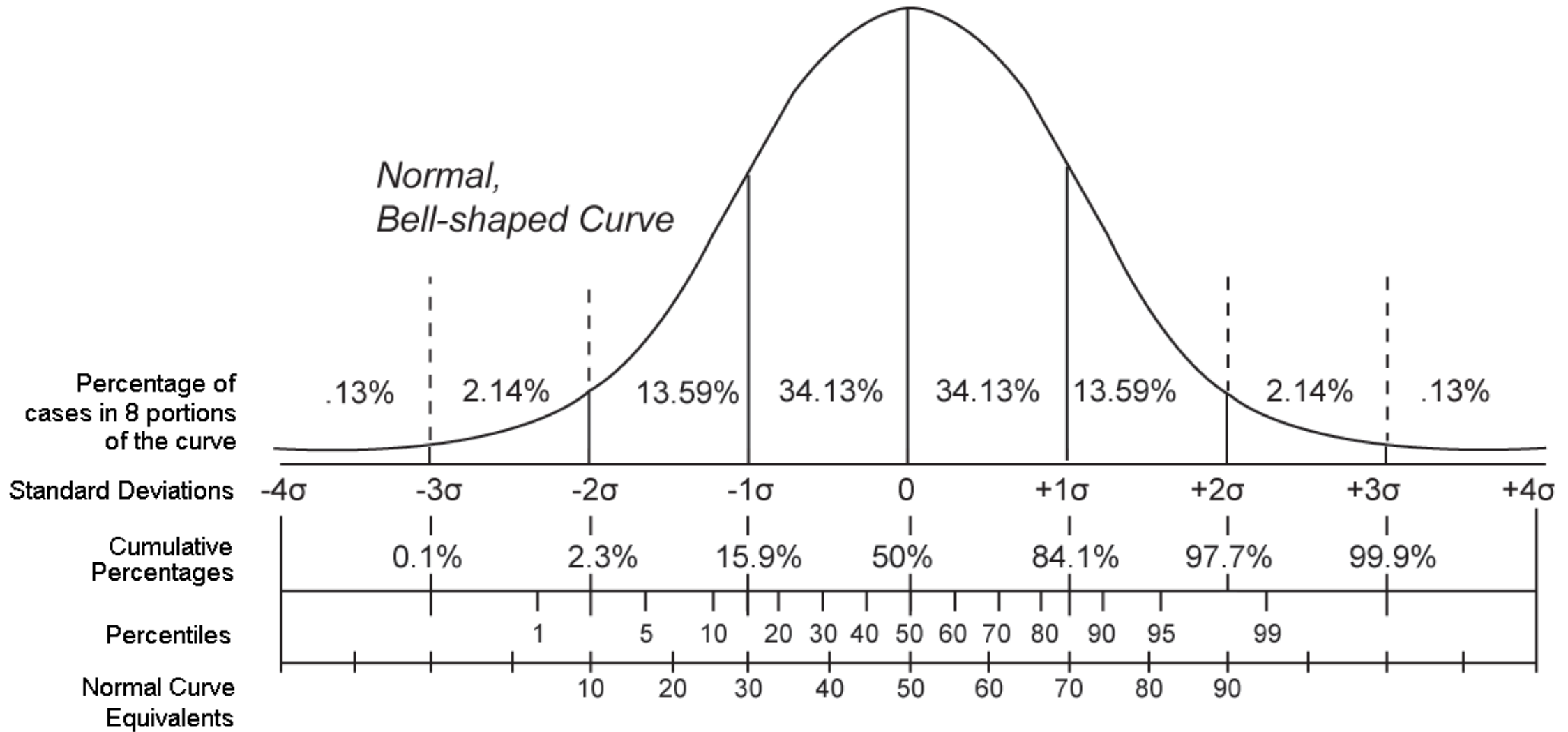
Standard Deviation “Bell” Curve

In a mature workforce, practically every element regarding employees’ pay and performance would expect to be within standard deviations and resemble the “Bell Curve”

Two-thirds of workforce, typically, should be located within the middle third of the measured metric.

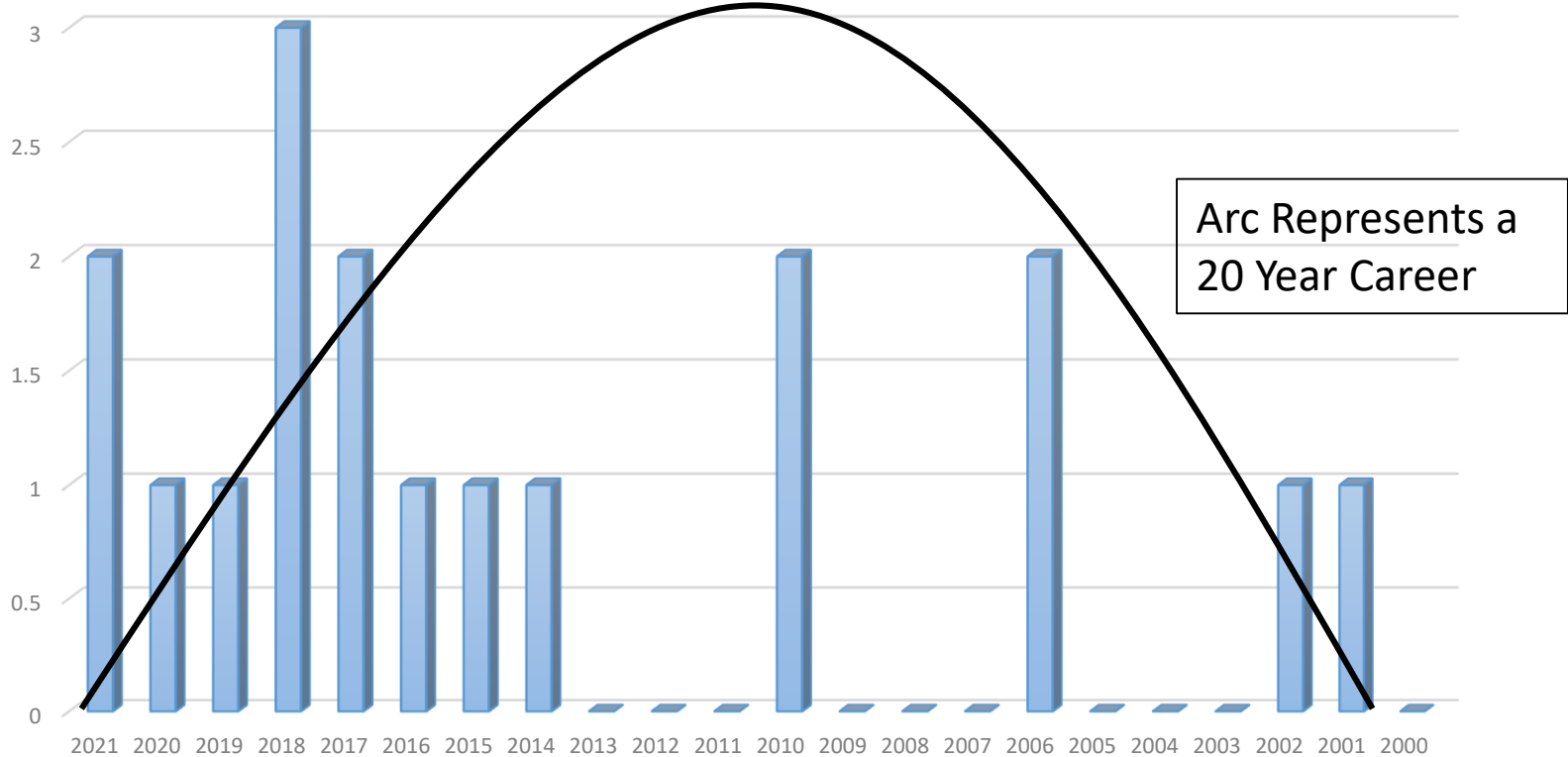


Standard Deviation “Bell” Curve



DISTRIBUTION OF EMPLOYEES BY YEAR EMPLOYED

AVERAGE YEARS OF SERVICE: 7.7



Each bar represents the number of employees employed in each calendar year who are still employed.

OF THE TOWN'S 18 EMPLOYEES

A LOOK AT THE LAST 9 EMPLOYED

DEPARTMENT	YEAR EMPLOYED
Wastewater	2021
Police	2021
Administration	2020
Police	2019
Administration	2018
Police	2018
Police	2018
Wastewater	2017
Streets	2017

CURRENT PAY PLAN

Grade	Hire	Min	Midpt	Max	Range	Differential
10	19,847	20,840	26,050	31,260	57.5%	
11	20,840	21,882	27,353	32,823	57.5%	5.0%
12	21,882	22,976	28,720	34,464	57.5%	5.0%
13	22,976	24,124	30,155	36,186	57.5%	5.0%
14	24,124	25,331	31,664	37,997	57.5%	5.0%
15	25,331	26,597	33,246	39,896	57.5%	5.0%
16	26,597	27,927	34,909	41,891	57.5%	5.0%
17	27,927	29,323	36,654	43,985	57.5%	5.0%
18	29,323	30,790	38,488	46,185	57.5%	5.0%
19	30,790	32,329	40,411	48,493	57.5%	5.0%
20	32,329	33,945	42,431	50,917	57.5%	5.0%
21	33,945	35,642	44,553	53,463	57.5%	5.0%
22	35,643	37,424	46,780	56,136	57.5%	5.0%
23	37,425	39,296	49,119	58,943	57.5%	5.0%
24	39,296	41,260	51,575	61,890	57.5%	5.0%
25	41,261	43,323	54,154	64,984	57.5%	5.0%
26	43,324	45,490	56,862	68,234	57.5%	5.0%
27	45,490	47,764	59,705	71,645	57.5%	5.0%
28	47,765	50,152	62,690	75,228	57.5%	5.0%
29	50,153	52,660	65,824	78,989	57.5%	5.0%
30	52,661	55,293	69,116	82,938	57.5%	5.0%
31	55,294	58,057	72,571	87,085	57.5%	5.0%
32	58,058	60,960	76,200	91,440	57.5%	5.0%
33	60,961	64,008	80,010	96,012	57.5%	5.0%
34	64,009	67,209	84,010	100,812	57.5%	5.0%
35	67,210	70,569	88,211	105,853	57.5%	5.0%
36	70,570	74,098	92,622	111,145	57.5%	5.0%

PROPOSED PAY PLAN

Grade	Min	Midpt	Max	Range	Differential
10	24,564	30,705	36,846	50.0%	
11	25,792	32,240	38,688	50.0%	5.0%
12	27,082	33,852	40,623	50.0%	5.0%
13	28,436	35,545	42,654	50.0%	5.0%
14	29,858	37,322	44,787	50.0%	5.0%
15	31,351	39,188	47,026	50.0%	5.0%
16	32,918	41,148	49,377	50.0%	5.0%
17	34,564	43,205	51,846	50.0%	5.0%
18	36,292	45,365	54,438	50.0%	5.0%
19	38,107	47,634	57,160	50.0%	5.0%
20	40,012	50,015	60,018	50.0%	5.0%
21	42,013	52,516	63,019	50.0%	5.0%
22	44,113	55,142	66,170	50.0%	5.0%
23	46,319	57,899	69,479	50.0%	5.0%
24	48,635	60,794	72,953	50.0%	5.0%
25	51,067	63,833	76,600	50.0%	5.0%
26	53,620	67,025	80,430	50.0%	5.0%
27	56,301	70,376	84,452	50.0%	5.0%
28	59,116	73,895	88,674	50.0%	5.0%
29	62,072	77,590	93,108	50.0%	5.0%
30	65,176	81,470	97,763	50.0%	5.0%
31	68,434	85,543	102,652	50.0%	5.0%
32	71,856	89,820	107,784	50.0%	5.0%
33	75,449	94,311	113,173	50.0%	5.0%
34	79,221	99,027	118,832	50.0%	5.0%
35	83,182	103,978	124,774	50.0%	5.0%
36	87,342	109,177	131,012	50.0%	5.0%
37	91,709	114,636	137,563	50.0%	5.0%
38	96,294	120,368	144,441	50.0%	5.0%
39	101,109	126,386	151,663	50.0%	5.0%
40	106,164	132,705	159,246	50.0%	5.0%

THE MARKET COMPARISON PAY STUDY

Comparison Methodology

Local Governments included in the study

- Similar in provision of services & geographic region
- Variations of size of governments (large & small)
- Comparable job functions
- Direct competitors for labor

Clarksville, Va	Nashville	Youngsville	Warren County
Enfield	Norlina	Franklin County	
Franklinton	Oxford	Halifax County	
Henderson	Roanoke Rapids	Mecklenburg Co. Va	
Louisburg	Scotland Neck	Vance County	

Example of Market Data Collection

Police Officer	Grade	Minimum	Mid-Point	Maximum	Average Salary	CR	% Above Min	Range	Compared Classification
Clarksville, Va									
Enfield		31,231	38,797	46,363				48.45%	Police Officer
Franklinton					44,111				Police Officer No Pay Plan
Henderson		41,466	51,832	62,199	44,014	0.85	6.14%	50.00%	Police Officer I
Louisburg		40,955	45,983	51,012	45,453	0.99	10.98%	24.56%	Police Officer
Nashville		38,779	48,473	58,169	41,053	0.85	5.86%	50.00%	Police Officer
Norlina		28,324	34,393	40,463	43,750	1.27	54.46%	42.86%	Police Officer
Oxford		37,390	45,402	53,414	39,286	0.87	5.07%	42.86%	Police Officer
Roanoke Rapids		38,000	43,980	49,961	38,166	0.87	0.44%	31.48%	Police Officer
Scotland Neck									
Youngsville		40,086	50,107	60,129	52,612	1.05	31.25%	50.00%	Police Officer
Franklin County		38,080	51,108	62,131	46,417	0.91	21.89%	63.16%	Deputy Sheriff
Halifax County		34,539	45,302	56,066	38,966	0.86	12.82%	62.33%	Deputy Sheriff
Mecklenburg County, Va		34,069	42,587	51,104				50.00%	Deputy Sheriff
Vance County		37,416	47,214	57,012	38,405	0.81	2.64%	52.37%	Deputy Sheriff
Warren County		34,042	43,404	52,766				55.00%	Deputy Sheriff
Warrenton	20	32,329	42,431	50,917	35,207	0.83	8.90%	57.50%	
Average (Overall)	12.9%	36,491	45,276	53,907	42,930	0.95	17.65%	47.73%	21.9%
Median (Overall)	15.7%	37,416	45,402	53,414	43,750	0.96	16.93%	42.76%	24.3%
Average (Municipal)	14.5%	37,029	44,871	52,714	43,556	0.97	17.63%	42.36%	23.7%
Median (Municipal)	18.7%	38,390	45,693	52,213	43,882	0.96	14.31%	36.01%	24.6%
Average (Counties)	10.2%	35,629	45,923	55,816	41,263	0.90	15.81%	56.66%	17.2%
Median (Counties)	6.8%	34,539	45,302	56,066	38,966	0.86	12.82%	62.33%	10.7%
RECOMMENDED GRADE	18	36,292	45,365	54,438				50.00%	

Recommendations

Recommendations

CONSIDERATIONS

Town of Warrenton employees, especially those working in Public Works/Utilities, wear a number of hats and perform duties and responsibilities typically performed in other local governments by employees in separate departments, such as Streets, Stormwater, Water Plant and Wastewater Plant Operation, W/S Distribution and Collection, Sanitation, etc.

Consideration of these multi-tasks is provided in the following recommendations.

Recommendations

- Assign each position to the recommended pay grade supported by the compared market data.
- Adopt recommended Pay Plan
- Approve 3 new classifications within PW/Utilities:
 - PW/Utilities Worker I
 - PW/Utilities Worker II
 - PW/Utilities Worker III

Provides opportunity for increased skill levels to be recognized through cross-training in each area of department responsibility.

Recommendations

- After adoption of recommended Pay Plan, annually review it for needed market adjustments and formally approve the Pay Plan as part of the Annual Fiscal Year Budget.
- Regarding employee salary adjustments, assign each employee's salary to the minimum salary of their new grade assignment; or, their current salary, whichever is greater (exception: set Police Officer salaries at 5% above their new grade minimum so that new Officers' salaries will not be the same, or greater than current Officers' salaries). If employed more than 20 years use midpoint.
(This is Implementation Option I of II)

Recommendations

- Adoption of the preceding recommendation results in some employees not receiving a market adjustment. Recommend consideration of implementing a 2% COLA for each employee and then set employee salaries with the 2% COLA, or the market adjustment, whichever is greater.
(This is Implementation Option II of II).

Recommendations

Projected Funding Requirement:

<u>Option I:</u>	<u>Funding</u>
Adopt Recommendations	\$61,746.00
25% (FICA/Retirement/401(k), etc.)	<u>\$15,436.00</u>
Total Projected Required Funding	\$77,182.00

<u>Option II:</u>	<u>Funding</u>
Adopt Recommendations	\$71,211.00
25% (FICA/Retirement/401(k), etc.)	<u>\$17,803.00</u>
Total Projected Required Funding	\$89,014.00

I Welcome Your Questions



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SALARY STUDY SUMMARY

Current salaries for the top four positions as well as police department positions at the Town of Warrenton were identified as significantly lower than salaries of other municipalities and governments in the region. However, positions that include recent hires reflect a more competitive rate.

Adopting New Salary Ranges

In adopting the new salary ranges for all the job positions in Warrenton, adjustments would need to be made for the employees with significant deficiencies... to bring their salaries in line with other town employees who are above the minimum salary in their salary range. Adopting an approach along the lines of Warren County would include all staff reaching at least the minimum with staff of twenty years of tenure or more reaching at least the midpoint.

Positions currently below the minimum:

- Town Administrator current compared to next two smallest towns – average deficiency of \$35,000
- Finance Director current compared to next smallest town – average deficiency \$12,000
- Police Chief current compared to next two smallest towns – average deficiency \$14,000
- Public Works Director / WWTP Director compared to next two smallest towns – average deficiency of \$60,000 when comparing to two jobs combined into one. (Not taking into account management of third department, Streets and Sanitation.)
- Police Sergeant compared to next two smallest towns – average deficiency \$8000
- Police Officer compared to next two smallest towns – average deficiency \$1000

Feasibility

Sales Tax Increases

From recent information obtained from the NC Department of Revenue and NC Office of State Budget and Management, the sales taxes distributed to counties and municipalities will be updated in October 2021 based on the new 2020 Census data. Warrenton population declined at a much smaller rate than Warren County and Norlina and so its percentage of total county population increased. Expected is a 10% increase in sales tax revenue, annually, which could total \$30,000. The increased revenue would be seen as early as January 2022. The current run

rate for sales tax is already up 15% over the budgeted amount. So final sales tax revenues could come in around \$330,000, or \$60,000 above budget.

Property Tax Increases

Based on information obtained from the Warren County Tax Assessor's office, the first tax bill to include a significant increase in property valuations will be January 2025 due to a revaluation. In three years from the current FY the Town would receive an expected increase in ad valorem tax revenue based upon an expected increase in valuations, keeping the property tax rate to the current 65 cents per 100 dollars.

Water and Sewer Revenue Increases

The increases needed to reach 100% grant status with NC DEQ, will provide sufficient funding for salary increases among other items. Anticipated growth in the number of new water users should offset other future expenses in water/sewer rates.

Recommendation

Salary adjustments can be worked on during the budget process for FY 2022-23 and after staff are able to determine the exact amount of sales tax increases and resolve the ad valorem valuation with the Warren County Tax office.



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STATUS OF GRANTS

(Fund 53) NC Commerce Main Street Downtown Redevelopment -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Town placed building under its insurance policy.
- Project received extension to June 30, 2022.

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$2,100,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee. Town borrowing additional \$500,000 to pay for cost increases in marketplace.
- Work from Change Order being done.

(Fund 72) NC Main Street Solutions Warrenton Brewery Grant - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- NC Commerce and Main Street extended the grant deadline to December 31, 2021. New owners have applied for transfer of grant funding from Commerce. Commerce has approved transfer of grant.
- Construction target completion date February 28, 2022.

(Fund 67) NC Neighborhood Revitalization Program

- CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Preliminary title work completed (legal).
- Continuing to check pricing on modular homes and building materials.
- Received results from lead based paint and asbestos analysis of properties.

(Fund 68) Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Grant deadline extended to December 12, 2022.
- Reimbursement from NC Commerce has been received and paid out to Warrenton Veterinary Clinic

(Fund 69) Volkswagen Settlement Grant

- Town awarded \$218,000 for new garbage and dump trucks.
- Garbage truck destroyed per grant requirement. Expect to receive small amount for recycling of material.
- Utility/dump truck scheduled to be built week of February 28th. Upon completion of manufacturing, 8 additional weeks needed for addition of lights, signage on truck. Will have to make up some funding from budget because of price increases since grant was awarded.

(Fund 71) Brownfield Grant

- This grant will analyze the environmental issues with multiple properties in Warrenton.
- The Town has been officially been awarded a grant of \$300,000.
- Town receiving reimbursement on initial engineering fees.

(No Fund) NC IDEA – Ice House Grant

- Town awarded and received \$5,000 from NC IDEA to pay for teachers for two more Ice House classes.
- Awaiting to establish dates for 2nd class or cohort.



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ARP APPROPRIATIONS FY 2021-22

ARP Approved Expenditure in General Fund

- Hayley-Haywood Park Trail Paving (\$23,100)

Sub-total \$23,100

General Fund Expenditures Already Approved/Spent -- Attribute to ARP Expenditures

- Crocket St Storm Water Repairs and Paving (\$12,923 + \$4,707)
- Spring St Storm Water Repairs and Paving (\$9,558 + \$1,053)
- Battle Ave Storm Water Survey of Properties (\$4,900)

Sub-total \$33,141

Budgeted Expenditure in Water/Sewer Expenditures – Attribute to ARP Expenditure

- Water/Sewer Repairs (F&M pump station) \$29,000

Sub-total \$29,000

Total \$85,241

<p><i>ARP Funds Received In Current FY: \$132,737</i></p> <p><i>ARP Funds Expected In 2022-23 FY: \$132,737</i></p>

Future ARP Expenditure

- Battle Ave Storm Water Repair (estimate \$25,000)

** Note: \$10,000 of Appropriated Fund Balance for Frontier Warren cannot be transferred to ARP Funds.

Board Action: Motion requested to attribute expenditures of \$33,141 and \$29,000 to ARP Funds.

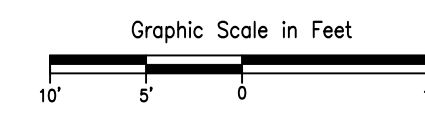
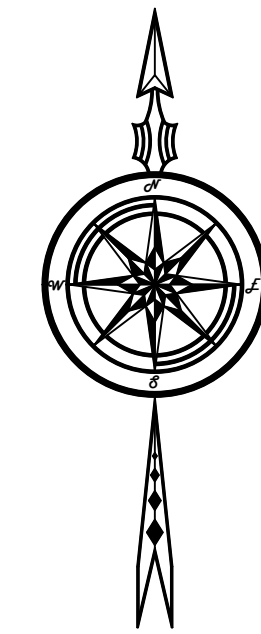
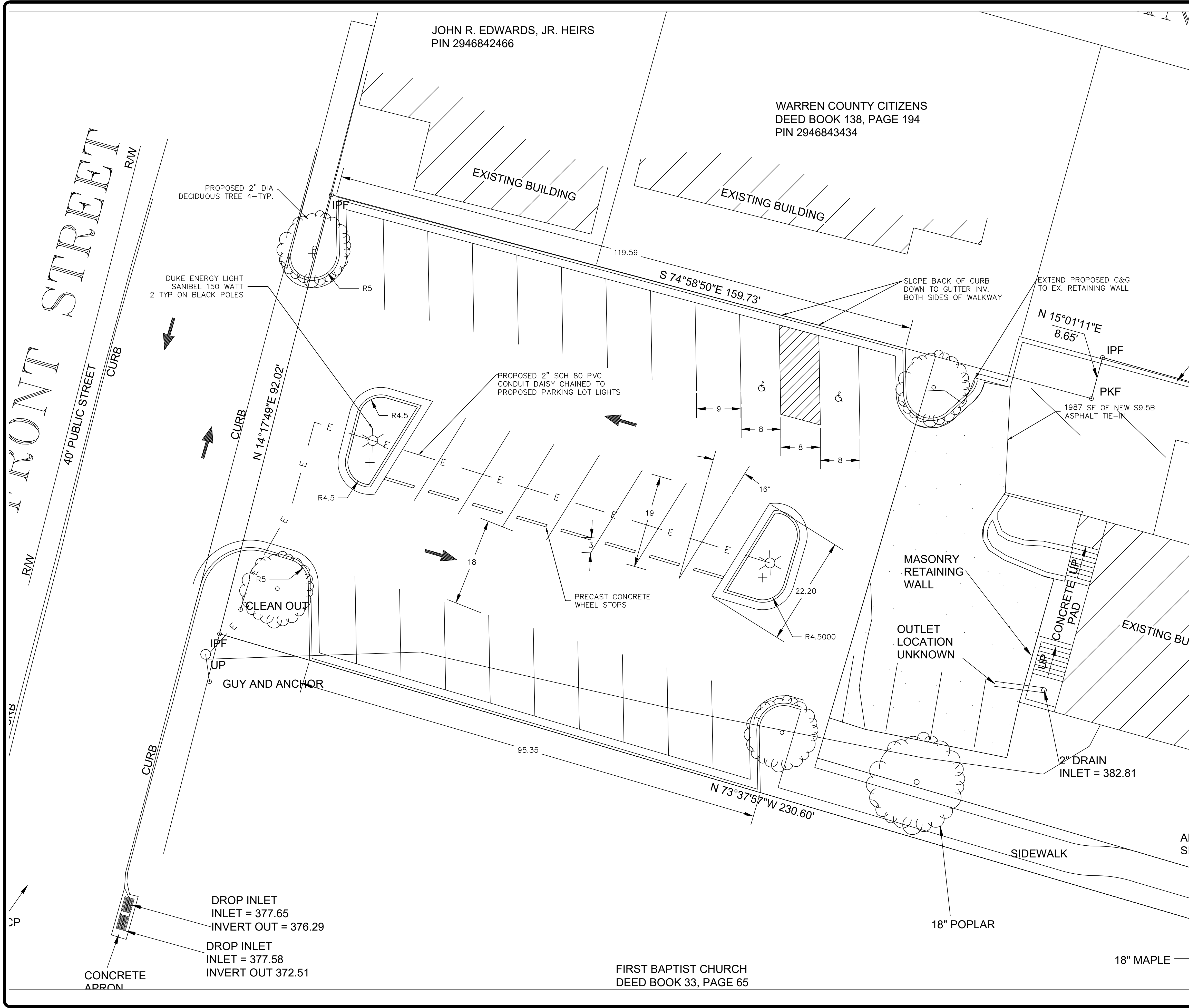
FUND BALANCE APPROPRIATIONS FY 2021-22

General Fund, Fund Balance Expenditures Already Approved

- Historic District Update (\$14,870 budgeted, \$1,806 spent)
- Legal Fees (Milanos grant) (\$17,000 budgeted, \$17,000 spent)
- Reducing Town Hall roof loan principal (\$3220 budgeted, \$3220 spent)
- S. Front St. Parking Lot Engineering, Permitting, Bidding, Construction Administration (\$22,000)

Totals:

\$83,823 is current amount of appropriated fund balance in the budget. Adding the \$22,000 Parking Lot Engineering budget amendment will increase the total appropriated fund balance to **\$105,823.**



**PROPOSED PARKING 30 SPACES
WARRENTON PARKING LOT
207 S FRONT ST
WARRENTON, NC 27589**

1. PROPOSED 28 STD PARKING SPACES 9'x19' AND SKEWED AT 74-DEG OFF FACE OF CURB.
2. PROPOSED 2 HANDICAP SPACES 8'x19' WITH AN 8' AISLE BETWEEN THE HC SPACES.
3. PROVIDE 2 HANDICAP PARKING SIGNS WHERE THE LEFT SIGN IS FOR VANS.
4. WHEEL STOPS IN CENTER BAY SHALL BE INSET 3' INTO PARKING SPACE.
4. PROPOSED ASPHALT SECTION IS 2" S9.5B OVER 8" OF ABC.
5. STRIPING SHALL BE THERMO-PLASTIC
6. CURB SHALL SLOPE DOWN AT HC AISLE. AND THREE(3) SIDEWALK INTERSECTIONS.
7. PROPOSED 6" SIDEWALK FROM PROPOSED PARKING LOT TO S. MAIN ST. SHALL BE CONCRETE, DYED RED AND STAMPED IN THE SAME BRICK PATTERN AS THE SIDEWALK ON S. MAIN ST.
8. PROPOSED SIDEWALK RUNNING PARALLEL TO FRONT ST SHALL BE 5' WIDE AND RUN FROM THE SOUTHERN PROPERTY LINE AT THE PARKING LOT TO THE EXISTING SIDEWALK ON THE NORTHERN END OF FRONT ST.
9. PROPOSED CURB AND GUTTER SHALL TIE-IN TO THE EXISTING CURB AND GUTTER ON FRONT ST.
10. PROPOSED C&G IN THE NE QUADRANT SHALL TIE-IN TO THE EXISTING RETAINING WALL.
11. CONTRACTOR SHALL RESTRIPE NATIONWIDE'S PARKING LOCATED IN THE SOUTHWEST CORNER OF THEIR LOT BEHIND THE BUILDING.
12. CONTRACTOR SHALL INSTALL 2" SCH 80 PVC FROM THE EXISTING POWER POLE IN THE SE CORNER TO ALL THREE(3) PROPOSED PARKING LOT LIGHTS. DUKE ENERGY SHALL BUILD THE FOUNDATIONS, SET THE LIGHTS AND PULL THE WIRE.



Final Drawings
Review Purposes ONLY

NO.	DATE	DESCRIPTION	BY	CAD

21-118



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Parking Lot Update

Expenses:

Estimated Cost of Construction: \$208,000
Estimated Cost of Land Purchase: \$45,000
Engineering Costs \$22,000
Total: \$275,000

Payment Options:

- Pay 100% out of General Fund, Fund Balance
- Pay 50% out of General Fund, Fund Balance, and finance rest with USDA less \$50,000 USDA grant
- Finance 100% from USDA less \$50,000 USDA grant

* Any financing option will require approval by the LGC because this is a purchase and improvement of real property.

Little Environments, PLLC
 Construction Cost Estimate
 Warrenton - Municipal parking lot Project
 207 S. Main St, Warrenton, NC

Bid Item #	Bid Description	Quantity	Units	Unit Cost	Sub-Total
1.	Mobilization		1 LS	\$ 5,000	\$ 5,000
2.	Demo		1 LS	\$ 4,500	\$ 4,500
	Tipping Fees - for demo				
	Asphalt		50 Tons	\$ 50	\$ 2,500
	concrete		20 Tons	\$ 50	\$ 1,000
	Earthwork - Rough Grade (potential export)		1 LS	\$ 20,000	\$ 20,000
3.	Erosion Control		1 LS	\$ 3,000	\$ 3,000
4.	Curb & gutter		310 LF	\$ 35	\$ 10,850
5.	Driveway Cuts		1 LS	\$ 5,556	\$ 5,556
6.	ABC		500 Tons	\$ 35	\$ 17,500
7.	Asphalt		200 Tons	\$ 250	\$ 50,000
8.	Striping		750 LF	\$ 7	\$ 8,250
9.	Landscaping		1 LS	\$ 7,500	\$ 7,500
10.	Final Clean-up & Seeding		1 LS	\$ 5,000	\$ 5,000
11.	Sidewalk - 5' ProWag		150 LF	\$ 40	\$ 6,000
12.	Electrician		1 ls	\$ 7,500	\$ 7,500
13.	mark-up		1	\$	\$ 39,000
	Construction			\$ 193,156	\$ 193,156
	Contingency			\$ 19,400	\$ 19,400
				\$	\$ 212,556



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CAPITAL PROJECT ORDINANCE
(Parking Lot)

BE IT ORDAINED by the Board of Commissioners of the Town of Warrenton, North Carolina that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The Capital Project authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds appropriated from Fund Balance to design a parking lot.

Section 2: The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Capital Project within the terms of the statutory rules and regulations and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete the design portion of the project:

Fund Balance	\$25,000
Total	\$25,000

Section 4: The following amounts are appropriated for the project activities: Design of parking lot \$25,000
Total \$25,000

Section 5: The Town Administrator is hereby directed to maintain within the Capital Project fund sufficient specific detailed accounting records to provide the accounting required by Federal and State regulations.

Section 6: The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Capital Project in every budget submission made to this Board of Commissioners.

Section 7: The Town Administrator shall be authorized to transfer appropriations within the various line items of this Capital Project ordinance, as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

Walter M. Gardner, Jr. - Mayor

Date

Meredith Valentine -Interim Town Administrator

Date

Average Monthly Usage 2019	6,675,000
Average Monthly Billing 2019	4,556,000
Unaccounted for water	32%
State preferred unaccounted	10-15%

In-town water customers	538
In-town sewer customers	520
Out town water customers	440
Out town sewer customers	255

IN-TOWN WATER	
Availability Rate	22.53
Rate per 1000 Gal water	7.36

OUT-TOWN WATER	
Availability Rate	38.68
Rate per 1000 Gal water	11.11

IN-TOWN SEWER	
Availability Rate	13.92
Rate per 1000 Gal sewer	9.01

OUT-TOWN SEWER	
Availability Rate	38.09
Rate per 1000 Gal sewer	13.65

	In Water	In Sewer			100% grant
Availability Rate	\$ 23.00	\$ 14.50		Target	\$ 129.00
Usage Rate per 1000 gal	\$ 8.36	\$ 10.00		Actual	\$ 129.30

IN-TOWN WATER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 31.36	\$ 39.72	\$ 48.08	\$ 56.44	\$ 64.80
Current	\$ 29.89	\$ 37.25	\$ 44.61	\$ 51.97	\$ 59.33
Difference	\$ 1.47	\$ 2.47	\$ 3.47	\$ 4.47	\$ 5.47

IN-TOWN SEWER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 24.50	\$ 34.50	\$ 44.50	\$ 54.50	\$ 64.50
Current	\$ 22.93	\$ 31.94	\$ 40.95	\$ 49.96	\$ 58.97
Difference	\$ 1.57	\$ 2.56	\$ 3.55	\$ 4.54	\$ 5.53

OUT OF TOWN WATER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 51.26	\$ 63.37	\$ 75.48	\$ 87.59	\$ 99.70
Current	\$ 49.79	\$ 60.90	\$ 72.01	\$ 83.12	\$ 94.23
Difference	\$ 1.47	\$ 2.47	\$ 3.47	\$ 4.47	\$ 5.47

OUT OF TOWN SEWER	1000 Gal	2000 Gal	3000 Gal	4000 Gal	5000 Gal
Proposed	\$ 53.21	\$ 67.95	\$ 82.59	\$ 97.23	\$ 111.87
Current	\$ 51.74	\$ 65.39	\$ 79.04	\$ 92.69	\$ 106.34
Difference	\$ 1.47	\$ 2.56	\$ 3.55	\$ 4.54	\$ 5.53

Depreciation not taken into account for any rates.

Shortfall in water revenues FY 2021	\$ (44,316.00)
Surplus in sewer revenues FY 2021	<u>\$ 29,032.00</u>
Net Shortfall/surplus	\$ (15,284.00)
Possible additional water revenue	25695.84
Possible additional sewer revenue	17987.09

	Out Water	Out Sewer	In Water	In Sewer
Avail	\$ 39.15	\$ 38.56	\$ 23.00	\$ 14.50
Usage	\$ 12.11	\$ 14.65	\$ 8.36	\$ 10.00

Out Town	1000	2000	3000	4000	5000
Water	\$ 51.26	\$ 63.37	\$ 75.48	\$ 87.59	\$ 99.70
Sewer	\$ 53.21	\$ 67.86	\$ 82.51	\$ 97.16	\$ 111.81

In Town	1000	2000	3000	4000	5000
Water	\$ 31.36	\$ 39.72	\$ 48.08	\$ 56.44	\$ 64.80
Sewer	\$ 24.50	\$ 34.50	\$ 44.50	\$ 54.50	\$ 64.50

Changes are only in Out of Town Sewer

9 cents less for 2000 gallon user

8 cents less for 3000 gallon user

7 cents less for 4000 gallon user

6 cents less for 5000 gallon user



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Summary – Adoption of IVC Transportation Plan

The State amended the IVC (Involuntary Commitment) process in 2018, asking that Counties have a transportation plan that includes the Cities of that County. This plan will make Warren County compliant with the State's request in the law. The Sheriff's Office is responsible for IVC transportation, but this would give the Warrenton PD authority through the law and Warren County Sheriff's Office. Transporting IVCs by the Warrenton PD would require additional staffing hours, which would cost more in overtime pay.

Below are two sections of the law NCGS 122C-251 that may help explain.

122C-251. Transportation

(a) Except as provided in subsections (f) and (g), transportation of a respondent within a county under the involuntary commitment proceedings of this Article, including admission and discharge, shall be provided by the city or county. The city has the duty to provide transportation of a respondent who is a resident of the city or who is taken into custody in the city limits. The county has the duty to provide transportation for a respondent who resides in the county outside city limits or who is taken into custody outside of city limits. However, cities and counties may contract with each other to provide transportation.

(g) The governing body of a city or county may adopt a plan for transportation of respondents in involuntary commitment proceedings in this Article. Law-enforcement personnel, volunteers, or other public or private agency personnel may be designated to provide all or parts of the transportation required by involuntary commitment proceedings. Persons so designated shall be trained and the plan shall assure adequate safety and protections for both the public and the respondent. Law enforcement, other affected agencies, and the area authority shall participate in the planning. If any person other than a law-enforcement agency is designated by a city or county, the person so designated shall provide the transportation and follow the procedures in this Article. References in this Article to a law-enforcement officer apply to this person.

Thank You,
Goble E. Lane
Chief of Police
Warrenton Police Department

Warren County Transportation Plan for Involuntary Commitments 2021-2022

This transportation plan has been agreed to by Warren County Sheriff's Office, the Warrenton Police Department, and the Town of Norlina Police Department who handle the transportation of involuntary commitments. We also consulted with the Warren County Health Department, Warren-Vance Community Health Center, Inc., the Warren County Manager's Office, and other community partners. The purpose of this agreement is to meet the requirements of N.C.G.S. § 122C-251(g) as modified by NC Session Law 2018-33.

For the purpose of this agreement, "IVC" refers to individuals in the process of an involuntary commitment to an institution for treatment.

CUSTODY & INITIAL TRANSPORT OF IVC INDIVIDUALS IN WARREN COUNTY:

This stage refers to the initial law enforcement custody and transport process for individuals, regardless of place of residency, taken into custody within Warren County and who are facing involuntary commitment under the provisions of G.S. § 122C. The individuals are transported from the initial location where they are taken into custody and transported to a hospital or other identified community location for IVC examination and treatment approval by a clinician authorized to sign off on IVCs. The responding law enforcement agency will retain custody of the individual until the provider initiates processing, but may remain for a longer period due to safety concerns.

Primary responsibilities for initial transport are shown below. Each law enforcement agency agrees to provide mutual support for IVC incidents when necessary in order to manage emergent incidents.

- Warren County Sheriff's Office has primary responsibility for taking custody of and transporting an IVC individual who is physically located within Warren County, but outside the town limits of any incorporated town with an established police department at the time of initial custody. These individuals are typically transported to Maria Parham Hospital, Maria Parham Franklin, or Halifax Regional Medical Center for IVC authorization, but they may be transported to other qualified facilities as appropriate.
- The police departments of Warrenton and Norlina have primary responsibility for taking custody of and transporting individuals who are physically located within their town limits at the time of initial custody.
 - The Warrenton Police Department primarily transports IVC individuals to mental health facilities inside Warren County, but they may also be transported to Maria Parham Hospital, Maria Parham Franklin, Halifax Regional Medical Center, or other qualified facilities as appropriate for IVC authorization by the Warren County Sheriff's Office.
 - The Town of Norlina Police Department primarily transports IVC individuals to mental health facilities inside Warren County, but they may also be transported

to Maria Parham Hospital, Maria Parham Franklin, Halifax Regional Medical Center, or other qualified facilities as appropriate for IVC authorization by the Warren County Sheriff's Office.

TRANSFER TO INITIAL TREATMENT FACILITY:

Once an IVC has been approved by a certified examiner at one of the identified locations, the Warren County Sheriff's Office has the responsibility to transport all Warren County residents to treatment locations outside Warren County, such as transport from any primary transport hospital to a residential facility that has agreed to accept the person for treatment, when the treatment facility is located in the State of North Carolina. The Warren County Sheriff's Office may, at its option, contract for transportation services performed by other County Sheriff's Offices when providing for services to and between facilities in other counties. City police departments are responsible for transportation of city residents from one treatment site to another when those transports are between locations in Warren County.

ADDITIONAL TRANSFERS:

In some cases, IVC patients are transferred to more than one facility. The Warren County Sheriff's Office is often contacted by the facility to provide this transportation unless the facility has identified another lawful, viable transportation option. The IVC patient's county of residence is responsible for transfers from one county to another outside of Warren County.

PATIENT RELEASE TRANSPORTATION:

When it is time to release the IVC patient from care, the facility may find a family member or friend to handle transport. However, if no other option is available, the county of residence of the respondent will be expected to provide for this transportation.

TRANSPORTATION PROCEDURES:

The designated agencies transporting IVC individuals pursuant to this plan shall conduct such transportation in compliance with the recommendations and requirements related to transporting IVC individuals set out in N.C. G.S. § 122C-251, included, but not limited to:

- Implement and abide by transportation procedures designed to assure adequate safety and protections for both the public and the IVC individual. (G.S. § 122C-251(g)(2))
- Whenever possible and as funding and resources allow, law enforcement officers transporting IVC individuals will wear plain clothes and travel in unmarked vehicles. (G.S. § 122C-251(c))
- Law enforcement officers should advise respondents when taking them into custody that they are not under arrest and have not committed a crime, but are being taken into custody and transported to receive treatment and for their own safety and that of others. (G.S. § 122C-251(c))

- To the extent feasible, the law enforcement agencies transporting an IVC individual should provide a driver or attendant of the same gender or, alternatively, allow a family member of the IVC individual to accompany them. (G.S. § 122C-251(d))
- Law enforcement officers may use reasonable force to restrain the IVC individual if it appears necessary for protection of themselves, the IVC individual or others. Officers shall use every effort to avoid restraint of a child under age 10 unless the child's behavior or other circumstances dictate that restraint is necessary. (G.S. § 122C- 251(e))
- Law enforcement officers shall respond to all inquiries from the destination facility concerning the IVC individual's behavior and any use of restraints during custody or transport, unless the information is confidential or would compromise a law enforcement investigation. (G.S. § 122C-251(e))

Upon signing of this agreement by all parties, the governing boards of each entity shall adopt this agreement in a voting session. After adoption by the Warren County Board of Commissioners, the Warrenton Town Council, and the Norlina City Council, copies will be shared with the Warren County Clerk of Court, Warren County Magistrate's Office, Eastpointe Behavioral Health Services (MCO), Warren-Vance Community Health Center, Inc., and the NC Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.

	Signatures:	Date:
Warren County Sheriff Johnny Williams	_____	_____
Warrenton Chief of Police Goble Lane	_____	_____
Town of Norlina Police Chief Keishawn Mayes	_____	_____



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Robert F. Davie, Jr. – Town Administrator

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Back-Up Operator In Responsible Charge Services:

During 2021, the NC Division of Water Quality reclassified Warrenton’s WWTP to a Grade 4 facility. Previously, it was classified as a Grade 3 facility.

All WWTP facilities in North Carolina must have a designated Operator in Responsible Charge (ORC) as well as a Back-up ORC. The Back-up ORC must have a certification that is no more than one grade less than the facility.

Previously, Kenneth Champion qualified to be the designated Back-up ORC with his Grade 2 Wastewater certification. Due to the COVID situation, there have been no offerings for the Grade 3 certification classes. Kenneth Champion will be pursuing a Grade 3 certification as soon as classes are available again.

In the interim and in order to stay compliant with our permit requirements, the Town must contract with an operator who has the Grade 3 certification. Staff recommends contracting with Dennis Wilson who is already familiar with our facility and possesses a grade 4 Wastewater certification. Mr. Wilson is the retired Operator of the Oxford treatment facility.



1-26-22

Work for Hire Agreement

This Work for Hire Agreement (this "Agreement") is made effective as of February 1, 2022, by and between **The Town of Warrenton 113 South Bragg St Warrenton NC 27589** and Dennis M. Wilson, **DBA Wilson's Water Services 3704 Ben Mil Court Franklinton NC 27525**.

In this Agreement, the party who is contracting to receive the services shall be referred to as "Town of Warrenton", and the party who will be providing the services shall be referred to as "Wilson's Water Services".

DESCRIPTION OF SERVICES. Beginning on February 1, 2022, Wilson's Water Services will provide the following services (collectively, the "Services"): Regular Back- up ORC operations including official designation and up to 25 requested on-site visitations.

Scope of Work

Wastewater Treatment Plant

- Sign on as official Back-up operator for the Town of Warrenton WWTP
- On-site visitation (Max 25) during the absence of WWTP Superintendent as required by state regulations

Exclusions: *No work will be performed by Dennis Wilson above the duties described above unless requested, and any additional work will alter the contract price.*

No extra truck fees, or hourly fees will be charged within the agreed upon 25 maximum visitations.

Any requested visitations beyond the requested 25 will be billed at the rate of \$300 per visit plus \$150 truck charge.

PAYMENT FOR SERVICES. *The Town of Warrenton will pay compensation to Wilson's Water Services for the Services in the amount of \$750 per month This compensation shall be paid within 10 days of invoice.*

All checks shall be made payable to Wilson's Water Services.

TERM/TERMINATION. The Agreement shall be in effect for a term of (1) year commencing February 1, 2022 and will terminate automatically January 31, 2023. Due to the nature of this contract the Town of Warrenton may terminate this contract at any point within the term if they feel the service is no longer needed.

RELATIONSHIP OF PARTIES. It is understood by the parties that Wilson's Water Services is an independent contractor with respect to the Town of Warrenton and not an employee of The Town of Warrenton.



1-26-22

5. CONFIDENTIALITY. Wilson's Water Services will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Wilson's Water Services, or divulge, disclose, or communicate in any manner any information that is proprietary to The Town of Warrenton. Wilson's Water Services will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

Upon termination of this Agreement, Wilson's Water Services will return to The Town of Warrenton all records, notes, documentation, and other items that were used, created, or controlled by Wilson's Water Services during the term of this Agreement.

6. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

7. I Dennis Wilson (DBA Wilson's Water Services) do state that I hold a NCDWQ WW Grade IV Certification number: 12972 and that during all times of the contract I Agree to maintain the certification with NCDWQ. Also, if my certification is cancelled, revoked or allowed to lapse I will inform the Town Of Warrenton and this contract will be terminated.

Party contracting services:

By: _____
Town Of Warrenton Date
Town Manager

Service Provider:
Wilson's Water Services

By: _____
Wilson's Water Services Date
Dennis M. Wilson
Owner



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

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No Parking on Hall Street Recommended

Due primarily to blocking of traffic along S. Hall Street but also due in part to recent shootings along S. Hall Street, staff recommends posting of no-parking signs along both sides of S. Hall Street between E. Franklin and E. Macon Streets.

At certain times, typically in the evening hours, cars are parked on both sides of S. Hall Street restricting traffic and creating accessibility problems for neighboring businesses and residences.

No change in town ordinances is needed, just an approval by the Board of Commissioners, as there is no listing of streets identified as “no-parking” in the ordinances.



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January 28, 2022

NC Civil Rights Trail Marker Program
NC African American Heritage Commission
4632 Mail Service Center
Raleigh, NC 27699-4632

NC African American Heritage Commission:

This letter serves to express the whole-hearted support by the Town of Warrenton for the Community Center's application of a North Carolina Civil Rights Trail Marker. The Warren County Community Center has served the African American citizenry of the Town and the entire County for decades, when no other space was available for use by African Americans.

Access to books was important to the African American community and a library was established inside the community center.

For its part, the Town of Warrenton, will be constructing a parking lot and handicapped spaces in cooperation with the Community Center to address parking needs.

It is with pleasure that the Town of Warrenton whole-heartedly supports the application by the Warren County Community Center for the Civil Rights Trail Marker.

Kind regards,

A handwritten signature in blue ink, appearing to read "Robert Davie".
Robert Davie



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Robert F. Davie, Jr. – Town Administrator

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Tethering Ordinance Update

Considerations:

- 3 hour hard to enforce, may result in ineffectiveness of the ordinance, burden on officer to measure the time and basically asking officer to stay in one place for 3 hours or more. Unreasonable expectation on an officer.
- Like high grass ordinance, only enforced when need arises. Meant to address irresponsible and inadequate care for dogs, not responsible dog owners.
- Unattended does not mean you have to stay outside with dog in cold or heat.
- Having no dog problems makes Warrenton a more desirable place to live.
- Not punitive, warning on first offense.
- Designed so not on tether 24x7



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Tethering Issue

Town is receiving complaints from neighbors regarding tethered dogs that are causing noise nuisances. Several known situations in town of tethering: S. Main, Hazelwood, Ridgeway, etc. (South Main has recently installed a fenced in kennel area.)

Current Town of Warrenton Tethering Ordinance - Adopted June 2018

§90.01 DOGS RUNNING AT LARGE

A. LEASH

It shall be unlawful for dogs to run unrestrained within the Town Limits. They must be confined to their guardian's property or walked on a leash. It is hereby declared the duty of the Police Department to notify the owner of any dog found running at large on the streets or sidewalks to place same under proper control or confinement.

B. TETHERING

The Town of Warrenton's dog tethering ordinance regulates the unattended restraint or tethering of dogs.

It shall be unlawful to tether a dog outside in such a manner that endangers the dog and

- 1) creates the likelihood of choking,
- 2) subjects the dog to periods of exposure to extreme elements without access to shelter, whether heat or cold, and or
- 3) prevents access to water and/or adequate food,

PENALTY

Violation of the dog tethering ordinance would be subject to a civil penalty of \$50 per day for each day of violation.

Warren County Tethering Ordinance:

Warren County does NOT have a tethering ordinance of any kind and would not enforce any ordinance that the Town adopted and that exceeds their ordinances.

Halifax County Tethering Ordinance:

Sec. 14-12. - Mistreatment of animals prohibited.

(3)b. Prohibition against tethering of dogs. It shall be unlawful to tether an unattended dog outdoors, including hunting dogs. When on the property of the dog owner, dogs may run loose when attended by a responsible person who can control the dogs either by voice commands or by a leash. When on the property of the dog owner, dogs may run unattended if kept in a penned area, secured enclosure or an area surrounded by an effectively operating electronic fence. The prohibition regarding when or where dogs may run loose shall not apply to hunting dogs when they are being used for lawful hunting purposes. For the first six months following the effective date of this subsection, only warning citations shall be issued for violations.

Halifax County and Roanoke Rapids both prohibit tethering altogether. The Director of Animal Control of Halifax County stated that the prohibition of tethering has “reduced cruelty substantially”.

Staff Recommendation

Update the Town’s current tethering ordinance along the lines of Halifax County and Roanoke Rapids and prohibit tethering of dogs altogether. This would be the easiest ordinance to enforce by town police, who are not trained in animal control. At the same time specify in the ordinance a minimum size for backyard fencing, for example 10 by 10 feet for dogs over 29 pounds, and 6 by 6 feet for dogs under 29 pounds, as a relatively inexpensive way for dog owners to comply with non-tethering.

Work with Town attorney to develop prohibition language and further investigate extreme weather conditions for future discussion.