



**ROBERSONVILLE TOWN COUNCIL
REGULAR MEETING AGENDA
109 South Main Street, Robersonville, NC 27871
February 14, 2023
6:00p.m.**

A. CALL TO ORDER

1. Opening Prayer
2. Pledge of Allegiance

B. APPROVE AGENDA

C. PUBLIC COMMENT

D. PRESENTATIONS

1. David Hill, Piedmont Triad Regional Council - Pay Plan/Position Classification Study and Personnel Policy Update

E. APPROVE MINUTES (1/10/23 Regular Meeting Minutes and 2/4/23 Special Called Meeting)

F. OLD BUSINESS

G. NEW BUSINESS

1. FY 2023-2024 Budget Calendar - **ACTION**
2. Amended Utility Customer Service Policy and Guideline – **ACTION**
3. Board Retreat Results and Mission/Vision Statement – **ACTION**
4. Set public hearing for March 14, 2023 at 6:00 p.m.
- 2015 CDBG Closeout - **ACTION**

H. DEPARTMENTS MONTHLY REPORTS (See enclosed reports)

- Grants (Municipal Engineering Report is forthcoming)
- Public Works/Utilities/Envirolink
- Police
- Fire
- Rescue/EMS
- Finance
 - January, 2023 Budget vs. Actuals
 - January 15, 2023 LGC Report (forthcoming)



I. MANAGER'S REPORT

- Manager's Monthly Report – January, 2023
- Updates/Additional Information

J. MAYOR AND COUNCIL COMMENTS

K. ADJOURNMENT

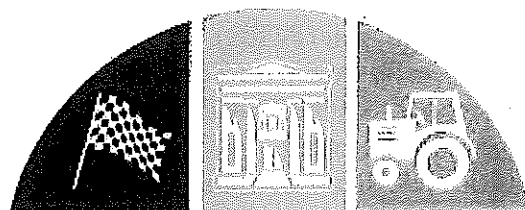


PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284
(336) 904-0300

MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

Pay Plan and Position Classification Study



ROBERSONVILLE
== *martin county* ==

February 6, 2023

Prepared and Presented By

Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284



PIEDMONT TRIAD REGIONAL COUNCIL

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MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

February 6, 2023

Mr. Chris Roberson, Interim Manager
Town of Robersonville
109 South Main Street
Robersonville, North Carolina 27871

RE: Pay Plan and Classification Study

Dear Mr. Roberson,

On behalf of Piedmont Triad Regional Council (PTRC), I thank you for the opportunity to conduct this Pay Plan and Classification Study for the Town of Robersonville (the "Town"). The report which follows represents an analysis of the Town's present position classification system as well as includes our methodology with respect to pay comparisons with competing labor markets, updates to existing classifications and recommendations on establishing the Town's Pay Plan. Also included are recommendations for changes regarding employee pay changes.

The effectiveness of local government is measured in several ways. Two of the most important dimensions are the stewardship of public dollars and the delivery of services to citizens. The information contained in this report is based on a comprehensive review and comparable analysis of the Town's classification system with previously identified local government entities in the Town's relevant labor market. The analysis provides the data to ensure the Town's salary grade structure is competitive with other employers in the relevant market area. The recommendations are designed to ensure both salary grades and salary ranges are sufficient for the Town to attract and retain well qualified employees as well as retain existing staff to meet varied service delivery requirements.

I very much appreciate the hospitality and cooperation extended to me by everyone in the Town, especially during the completion of the Position Analysis Questionnaires and the employee interviews.

Respectively Submitted,

David Hill

Management Analyst
Piedmont Triad Regional Council

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I. Overview

Piedmont Triad Regional Council (PTRC) was contracted to conduct a Pay and Classification study for each approved and budgeted position to determine the effectiveness of the Town's pay structure and analyze each position for correct placement within the recommended pay plan vis-à-vis market and internal relationships.

A pay and classification system establishes the basis by which employees are compensated and periodic studies will ensure external competitiveness and internal equity. The external competitive analysis of this study focused on those geographically located peer entities that were identified as being:

- Competitors for talent
- Similar in size and/or services provided
- Similar in job functions

Those identified and surveyed local government entities are:

Ahoskie	Farmville	Snow Hill
Ayden	Martin County	Tarboro
Beaufort County	Pinetops	Washington
Edenton	Pitt County	Williamston
Enfield	Plymouth	

A formal job analysis of each position was completed to gain an understanding of the scope of responsibilities and the major job functions associated with each job. Employees completed a Position Description Questionnaire (PDQ) which was reviewed by the employee's supervisor before being forwarded to PTRC staff. The PDQ then was underwent a comprehensive analysis of the data and information contained within each PDQ. Selected employee interviews were conducted providing an opportunity for employees to ensure we had a full understanding of the uniqueness of each position. After submission of the preliminary data a meeting was held with the Interim Town Manager and Finance Director to provide an overview of the preliminary study results and recommendations.

The relevancy of an effective market-based pay plan lies within the administration and methodology of establishing starting salaries for new employees and the systematic means by which experienced employees may advance across the salary range. Without an approved Pay Plan and salary administration methodology there will typically be a lack of consistency in salary administration as it relates to the establishment of new employee salaries as well as the

systematic advancement of experienced employees. To that end, a recommended Pay Plan with established pay grades and pay ranges is included in this report.

As Robersonville continues to grow and change, it will be imperative for the Town to offer competitive salaries to attract the best possible talent to serve the citizens. In order to remain competitive geographically and ensure all positions are properly classified and compensated, the pay and classification system must be properly maintained. To ensure this proper maintenance, a periodic and ongoing process is needed to review job responsibilities and that each individual job has a proper pay grade assignment which are both internally and externally competitive. This, in combination with an effective employee performance evaluation system, will provide overall performance management for the Town, for each Town Department, and for each individual employee.

II. Methodology

The following methodology was established and utilized to arrive at the stated and recommended outcomes contained herein:

Methodology for Position Classification:

- Initial meetings and communications included discussions with the former as well as Interim Town Manager and Finance Director to discuss the methodology of the study, potential issues regarding the full scope of work as well as discussing the study schedule, procedures, goals, project deliverables, Position Description Questionnaires and job descriptions.
- The Finance Director provided necessary and timely reports and documentation to assist in developing a full understanding of the Town's present position classification structure.
- Employee position information generated by the PDQs was supplemented by employee and supervisor interviews to ensure we received complete and accurate information regarding Town positions.
- Collected data was analyzed to identify job families and to define the scope and different levels of work within each job family. Typical duties, knowledge, skills, abilities and other job-related characteristics were identified as required to perform the work. Based on this data, initial classification concepts and recommendations were produced and designed to appropriately describe the body of work being performed by employees.
- PTRC utilizes the whole job comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in human resources position analysis. The following are among the classification factors used in determining the level of each position:
 - Knowledge, skills, and abilities required
 - Difficulty, complexity, and variety of work performed
 - Decision making and judgment
 - Consequence of error
 - Nature, type, and significance of public contacts
 - Supervision given
 - Supervision received
 - Working conditions

- Each classification was evaluated to ensure that content and titles were current, accurate, and consistent with Fair Labor Standards Act, Equal Employment Opportunity and Americans with Disabilities Act considerations.
- A meeting was held with the Interim Town Manager and Finance Director to review and discuss the preliminary study findings and recommendations to solicit review and comments.
- Study results and recommendations were finalized and are presented to the Interim Town Manager and Town Council by way of this report.
- Finalized study findings and recommendations are scheduled for presentation to the Town Council.

Methodology for Pay Plan:

- Identified the relevant job market to base the comparative pay plan analysis. Primary emphasis was on those geographically similarly sized and comparatively staffed municipalities or who can be identified as natural competitors for the local workforce.
- Conducted the customized market salary survey focusing on identified benchmark positions within the workforce.
- Analyzed survey data and recommended a pay plan structure including pay grades and pay grade ranges as well as placement of individual classes within each pay grade.

III. Initial Workforce Analysis and Charts

Note: the following workforce analysis and chart information is based solely on the workforce demographics at the beginning of the pay and classification study and does not include any data associated with the pay and classification study. The pay and classification study data begins with Section V of this report.

The Town of Robersonville has a relatively immature workforce based on employees 4.8 average years of employment with the Town. Based on this initial workforce analysis, 59.1% of the Town's workforce has been employed less than two years and 77.3% have been employed less than five years. Four (18.2%) employees have been employed greater than 10 years.

Reviewing the length of employment in current position, the Town has 54.5% of its workforce in their current position less than one year and 90.0% in their current position less than two years. The average years in current position is 2.2 years. The above averages would be significantly higher if not for one employee who has been employed with the Town, and in their current position, since 1997. With the exception of that employee, all other employees have been in their current positions less than five years.

The Town's average years of employment is approximately half of the average years of employment we find in other municipal governments.

Initial Workforce Summary

Total Service

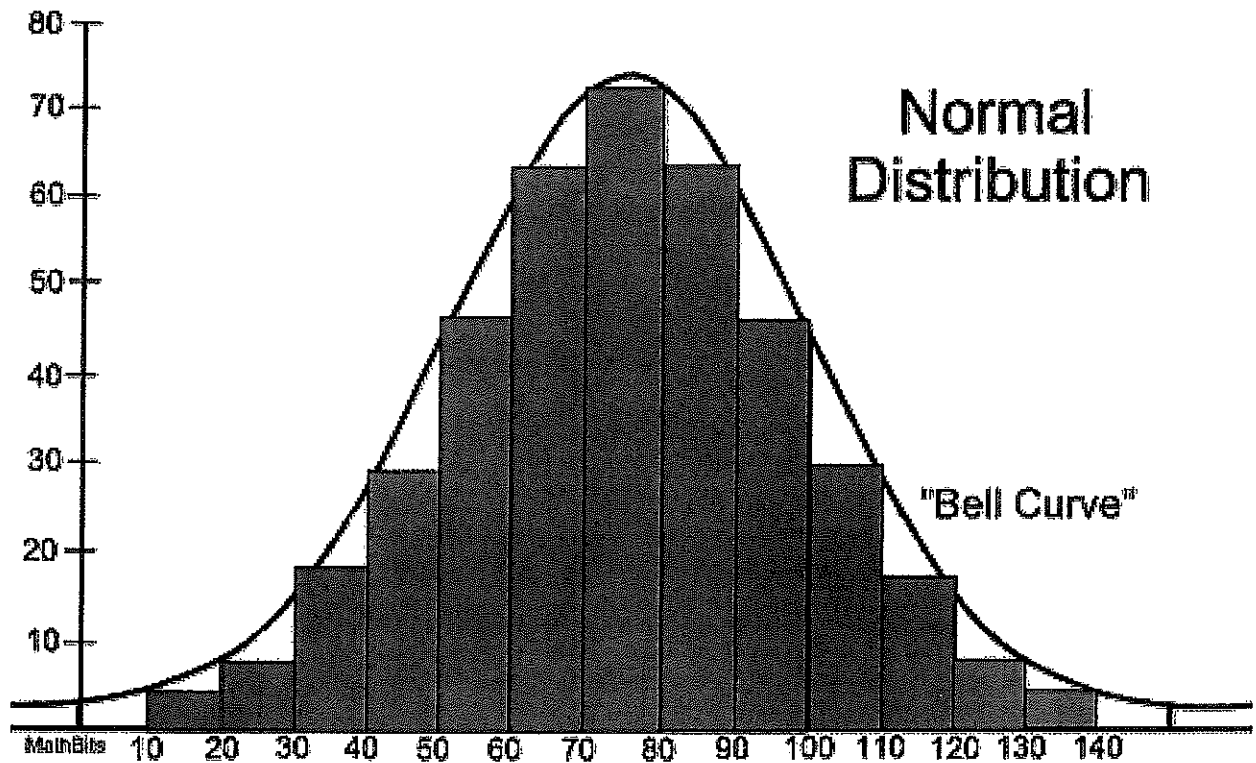
Employees By Total Service	Percentage
Less than 2 years	59.1%
Less than 5 years	77.3%
Average number of years employed	4.8 Years

Time in Current Position

Employed in Current Position	Percentage
Less than 1 year	54.5%
Less than 2 years	90.9%
Average years in current position	2.2%

The "Bell Curve"

The following workforce charts should be viewed with the backdrop of the standard deviation "Bell Curve". All workforce measurements should be considered in relation to standard deviation (normal distribution) where a relatively few employees will be found on the extreme left and right sides of the scale while the majority of employees would be expected to appear at, or near, the midpoint of the scale, whether measuring length of employment, salaries, employee performance or any other workforce metric.



We have a technical inability to produce an exact Bell Curve on the following charts and have substituted the Bell Curve with an arc to compare the Town's workforce data to the normal distribution.

Chart One Employees by Employment Date

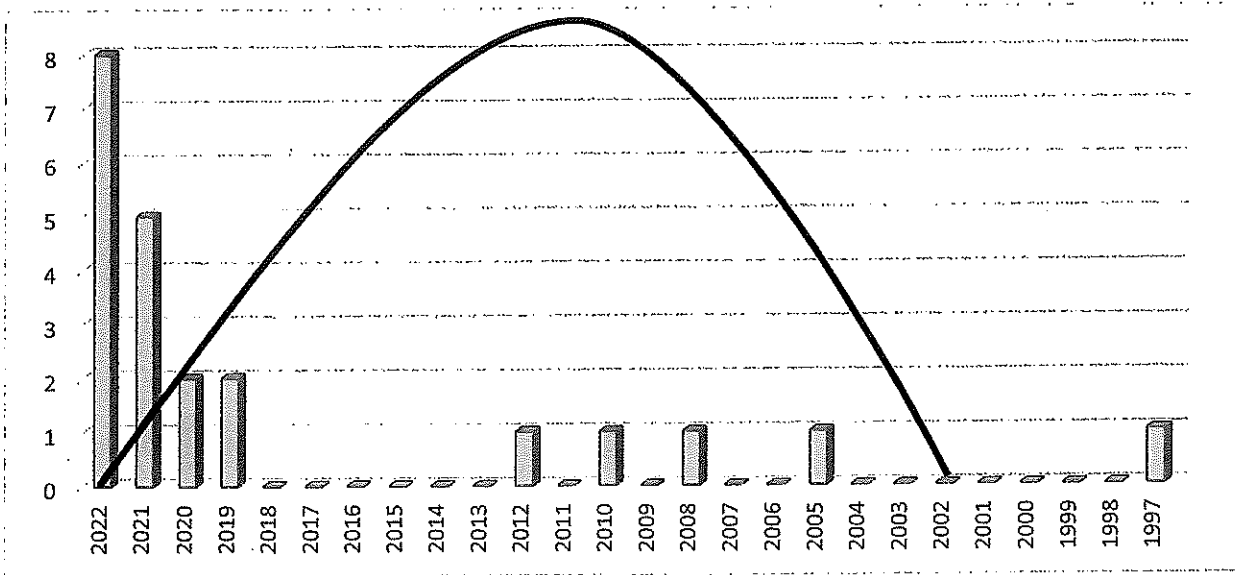


Chart One: This chart shows the distribution of all employees based on their year of employment. The average years of employment is 4.8 years. The arc represents a 20-year career.

This chart graphically shows 36.4% of employees have been employed less than one year; 59.1% less than two years and 77.3% have been employed less than five years.

While this distribution of employees is based on their year of employment, not known are the number of employees hired during each of those years who are no longer employed.

Chart Two Employees by Years in Current Position

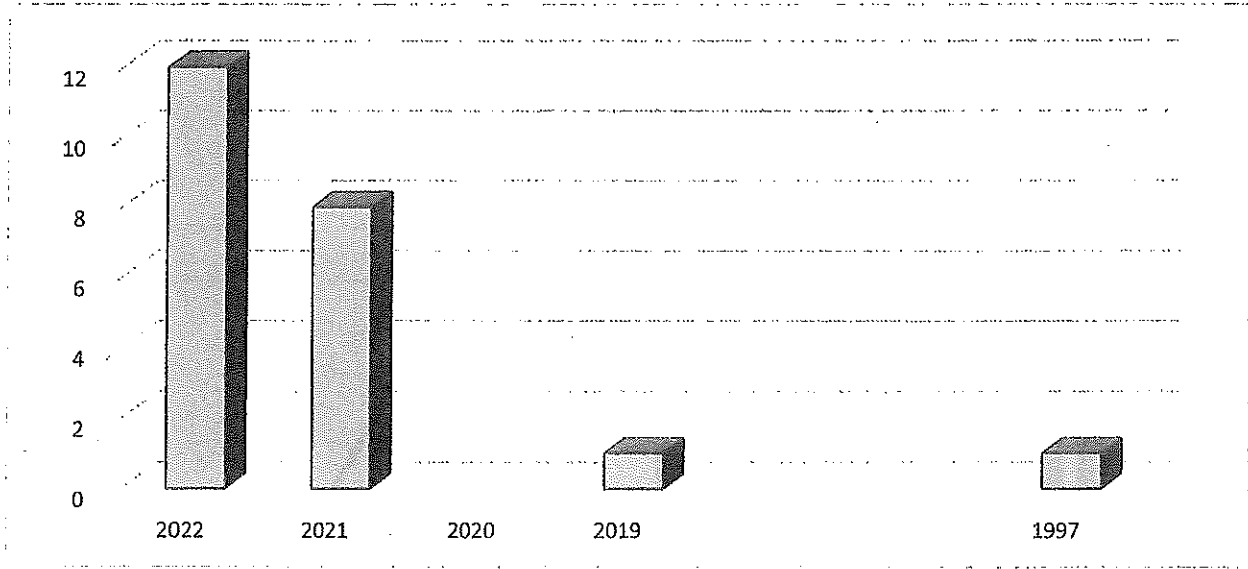


Chart Two: This chart shows the distribution of all employees based on their years in current position. The average years in current position is 2.2 years.

This chart graphically shows 54.5% of employees have been in their current position less than one year and 90.9% less than two years.

Reminder: *The data presented in this preceding Initial Workforce Analysis is a snap shot of the Town of Robersonville's Workforce as of April 13, 2019, the beginning of the pay study, and does not include any data, or interpretation of data, from the current pay and classification market study. The data from the current pay and classification market study is presented below.*

IV. General Recommendations

A. Adopt a Salary Administration Philosophy

The following *italicized* information was prepared by the Society for Human Resource Management (SHRM)

A Salary Administration/Compensation Philosophy is similar to a Mission and Vision Statement. It creates and supports a methodology of horizontal and vertical movement of employee compensation toward the Midpoint (Market Value) of an employee's salary range.

The philosophy is simply a formal statement documenting the employer's position about employee pay and total compensation. It essentially explains the "why" behind employee pay and creates a framework for consistency. Employers can benefit from being transparent about their compensation philosophy and having an official pay strategy.

The philosophy is based on many factors, including the employer's financial position, the size of the organization, the industry, business objectives, salary survey information, and the level of difficulty in finding qualified talent based on the economy, as well as the unique circumstances of the business. It is important for the compensation philosophy to be reviewed periodically and modified based on how well it is working and current factors affecting recruitment and retention. For example, market conditions may make it really difficult to find qualified talent in a particular specialization, and an employer may need to pay a premium for these candidates. If the employer's current compensation philosophy does not support this value, then the employer may need to change its philosophy to meet its current needs.

A well-designed compensation philosophy supports the employer's strategic plan and initiatives, business goals, competitive outlook, operating objectives, and compensation and total reward strategies.

As such, most compensation philosophies seek to:

- *Identify the organization's pay programs and total reward strategies*
- *Identify how the pay programs and strategies support the organization's business strategy, competitive outlook, operating objectives and human capital needs*
- *Attract people to join the organization*
- *Motivate employees to perform at the best of their competencies, abilities and skill sets*
- *Retain key talent and reward high-performing employees*
- *Define the competitive market position of the organization in relation to base pay, variable compensation and benefits opportunities*

- *Define how the organization plans to pay and reward competitively, based on business conditions, competition and ability to pay*

An effective compensation philosophy should pass the following quality test:

- *Is the overall program equitable?*
- *Is the overall program defensible and perceived by employees as fair?*
- *Is the overall program fiscally sensitive?*
- *Are the programs included in the compensation philosophy and policy legally compliant?*
- *Can the organization effectively communicate the philosophy, policy and overall programs to employees?*
- *Are the programs the organization offers fair, competitive and in line with the compensation philosophy and policies?*

While the Manager and Council are clearly in the lead in developing an organization's compensation philosophy and policy, success lies in close collaboration with the leadership team to obtain valuable input, direction, concurrence, and continuous funding.

Following are two of several models to consider:

Example #1:

The philosophy behind the Town of Robersonville's compensation program is to create a compensation program that supports our mission and values. We believe our compensation program is a management tool that, when aligned with an effective communication plan, is designed to support, reinforce and align our values, service delivery strategy, operational and financial needs with a goal of superior customer service.

The Town of Robersonville's compensation program is designed to attract, motivate, and retain talented employees who drive our success. We strive to provide base salaries that meet the market when employees are fully proficient and meeting expectations. We believe that employees consistently performing above expectations and who are proficient in their role should be rewarded with a higher base pay. Employees who are new to their role and/or not meeting expectations would be paid below the established market range. In addition to base salary, Robersonville will utilize incentive, longevity or career development pay as a way to meet our strategic goals. Incentive pay will be available to employees with consideration for a number of factors and will be based on individual goals that relate to the Town's objectives.

In alignment with our transparency culture and our vision statement, we will strive to communicate openly about the goals of the Town and the design of the compensation program. The compensation process is intended to be fair and simple so that all employees and managers

understand the goals and the outcomes of the process. The Town of Robersonville will administer the compensation program in a manner that is consistent and free of discrimination.

Example 2:

It is the policy of the Town of Robersonville to compensate its employees at a level sufficient to encourage excellence of performance and to maintain the labor market competitiveness necessary to recruit, retain, and develop a competent and diverse workforce. In order to meet this expectation, the Town Manager, or designee, will review the pay plan every 2-3 years and present recommendations to the Town Board of Commissioners.

B. Administer Market-Based Salary Administration Practices

1. The proposed Salary Schedule:
 - a. Is market based and proposed after an examination and comparison of Robersonville's workforce to similar workforces in the geographic area.
 - b. The recommendation is to establish the Salary Schedule with assigned pay grades numbered consecutively from grade 10 to grade 37. Each pay grade range (measured from minimum salary to maximum salary) is 40% and there is a 5% differential separating each grade range.
 - c. The recommendation, based on market data, is to assign each classification to the pay grade and range corresponding to the market comparison of each classification.

2. Going forward, it is recommended that the Town use the practice of reclassification (change in grade level) for individual classifications or specific job roles of employees (or job series) to ensure competitive salaries without the need to revise the entire Salary Schedule. A full compensation plan review should be conducted every 3 - 4 years with interim adjustments in certain classes and/or class series, at minimum, every 2 - 3 years.

3. The focus of salary administration should not only be the competitive minimum salaries, but, also, the midpoint (market value/job rate) of each job classification. With a 40% range, from Minimum to Maximum, the midpoint/market value is, typically, established at the 20% mark of the range, measured from the minimum salary. The market rate can also be established as a plus/minus relationship to the midpoint salary. For example, the market rate can be identified as plus/minus 3% or 5% of the salary grade midpoint.

4. Salary Schedule adjustments do not, necessarily, need to coincide with employee compensation and we recommend consideration of only amending them when the entry level salaries of a significant portion of the benchmark

classifications are no longer competitive. For example, after the adoption and implementation of these pay and classification study recommendations the salary grade ranges could remain unchanged even though the Town may have implemented a Cost of Living adjustment (COLA) in the following fiscal year. The Town could adjust employee salaries by the amount of the COLA but not move the salary grade ranges. This is effective only in the first year after the adoption of the recommendations and assists in addressing salary compression.

5. The focus of salary administration should be on advancing employees toward the mid-point (market value) of each pay grade with a market based compa-ratio established at, for example, .95 to 1.05 (plus/minus 5% of the midpoint) relative to the mid-point and also provide methodologies whereby employees may continue to advance across their salary grade range.

V. Implementation Recommendations

A. Adopt the Recommended Salary Schedule (see VI. - Proposed Pay Plan)

The below recommended market-based Salary Schedule (Section VI) is based on the collected and analyzed market data. Employees will be placed on the new Salary Schedule at the greater of their current salary or their new pay grade minimum salary.

B. Probationary Increase (Article III, Section 5 of Personnel Policies)

In classifications where there are two or more employees, for example, Police Officer I, we recommend that current employees, who have completed their probationary period of employment, be assigned to their new recommended Pay Plan grade and range and then be placed at a salary that is the greater of their current salary or 5% above their new pay grade range minimum. This implementation strategy is designed to prevent new employees, who will be employed at the new minimum salaries; and, who would then receive their 5% increase after the successful completion of their probationary period of employment, from having a salary greater than current employees. This strategy will only apply where there are two or more employees in the same classification.

C. Create Police Officer II Classification

As a result of recruitment and retention difficulties across the market and state, I recommend the establishment of the classification of Police Officer II to provide a promotional opportunity for Police Officers. Currently, the next opportunity for promotional advancement for a Police Officer is to the classification of Sergeant.

D. Implementation Costs

The projected salaries cost for the adoption and implementation of the above is \$135,700. With the addition of approximately 25% for F.I.C.A., Retirement, 401(k), etc., the total cost of implementation is projected to be \$169,625.

The actual required funding requirements will fluctuate up to the time of approval and implementation as employees terminate, are employed, are promoted, etc. The required funding amount will also fluctuate slightly based on the specific percentage required for FICA, Retirement, 401(k), etc. For purposes of this report we estimated that requirement at 25%

The recommendation for implementing changes for individual employees is provided in a separate spreadsheet which has been submitted to the Interim Town Manager and Finance Director.

VI. Proposed Pay Plan (40% Range)

Begins on Next Page

Grade	Minimum	Midpt	Maximum	Classification Title	FLSA
10	25,000	30,000	35,000		
11	26,250	31,500	36,750		
12	27,563	33,075	38,588		
13	28,941	34,729	40,517		
14	30,388	36,465	42,543		
15	31,907	38,288	44,670	Utility Billing Clerk (Part-Time)	NEX
16	31,907	38,288	44,670	Emergency Medical Technician (EMT)	NEX
16	33,502	40,203	46,903	Utilities and Public Works Maintenance Technician	NEX
17	35,178	42,213	49,249		
18	36,936	44,324	51,711	Lead Utility Billing Clerk	NEX
18	38,783	46,540	54,296	Utilities and Public Works Crew Leader	NEX
19	38,783	46,540	54,296	Advanced EMT	NEX
20	40,722	48,867	57,011	Police Officer I	NEX
21	42,758	51,310	59,862	Police Officer II	NEX
22	44,896	53,876	62,855		
23	47,141	56,569	65,998		
24	47,141	56,569	65,998	Police Sergeant	NEX
24	49,498	59,398	69,298	Town Clerk	NEX
25	51,973	62,368	72,762	Rescue Chief (Part-Time)	NEX
26	54,572	65,486	76,401		
27	57,300	68,761	80,221	Police Deputy Chief	NEX
28	60,165	72,199	84,232		
29	63,174	75,809	88,443	Utilities and Public Works Director	EX
30	66,332	79,599	92,865		
31	66,332	79,599	92,865	Fire Chief	EX
31	69,649	83,579	97,509	Police Chief	EX
32	73,132	87,758	102,384	Finance Officer	EX
33	76,788	92,146	107,503		
34	80,627	96,753	112,878		
35	84,659	101,591	118,522		
36	88,892	106,670	124,449		
37	93,336	112,004	130,671	Town Manager	EX
38	98,003	117,604	137,205		
39	102,903	123,484	144,065		
40	108,049	129,658	151,268		

VII. Definitions of Salary Survey Terms

<u>Terms</u>	<u>Description</u>
<u>Average</u>	The arithmetic mean of several reported salaries for a specific job classification (e.g., average salaries of all Firefighters as a class)
<u>Median</u>	The middle value (number) in a series of values in which half the values are above the middle number & half the values below the number
<u>Compa-Ratio</u>	The relationship (expressed as a decimal) between an employee's actual annual salary & the midpoint (market value) of the assigned pay grade (salary divided by the range's midpoint). The midpoint is represented as 1.00. Employee salaries below the midpoint are less than 1.0, & (e.g., .80, .95, etc.) & salaries above the midpoint are shown as 1.05, 1.10, etc., indicating a higher value to the midpoint (1.0)
<u>Market Rate</u>	The "market rate" for any job classification is determined by surveying other employer salaries of employees with similar skills & experience. This includes new and existing employees many of whom may have qualifications exceeding recent new hires. Market rates signify someone who is fully knowledgeable with the requisite experience, education, & years of consistent levels of performance with an employer. Salaries at this level should correspond to the Median (+/- 5%) or averages of competitors surveyed. Market rates vary by job classification, industry, location, size of employer, and the employer's competitive pay philosophy
<u>Grade Differential</u>	The percentage increase from one pay grade to the next highest pay grade, usually 5% or more depending on the design of a salary structure
<u>Minimum</u>	The beginning salary for each salary grade. With a 50% salary range (minimum to maximum), the value would be 25% less than the Midpoint
<u>Midpoint</u>	The arithmetic middle of the salary range for each salary grade. This value typically represents the "Market Value" (+/- 5%) for positions assigned to a salary grade
<u>Maximum</u>	The last or ending value for each salary grade. With a 40% salary range (minimum to maximum), this would be 20% greater than the Midpoint
<u>Range</u>	The arithmetic value of the difference between the minimum of a salary grade to the maximum of the salary grade represented as a percent.

VIII. Personnel Policies

The scope of work included a review and update of the Town's Personnel Policies. That review and update was completed and the updated Personnel Policies returned to the Finance Director.

Grade	Minimum	Midpt	Maximum	Classification Title	FLSA
10	25,000	30,000	35,000		
11	26,250	31,500	36,750		
12	27,563	33,075	38,588		
13	28,941	34,729	40,517		
14	30,388	36,465	42,543		
15	31,907	38,288	44,670	Utility Billing Clerk (Part-Time)	NEX
16	31,907	38,288	44,670	Emergency Medical Technician (EMT)	NEX
16	33,502	40,203	46,903	Utilities and Public Works Maintenance Technician	NEX
17	35,178	42,213	49,249		
18	36,936	44,324	51,711	Lead Utility Billing Clerk	NEX
18	38,783	46,540	54,296	Utilities and Public Works Crew Leader	NEX
19	38,783	46,540	54,296	Advanced EMT	NEX
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28	60,165	72,199	84,232		
29	63,174	75,809	88,443	Utilities and Public Works Director	EX
30	66,332	79,599	92,865		
31	66,332	79,599	92,865	Fire Chief	EX
31	69,649	83,579	97,509	Police Chief	EX
32	73,132	87,758	102,384	Finance Officer	EX
33	76,788	92,146	107,503		
34	80,627	96,753	112,878		
35	84,659	101,591	118,522		

36	88,892	106,670	124,449		
37	93,336	112,004	130,671	Town Manager	EX
38	98,003	117,604	137,205		
39	102,903	123,484	144,065		
40	108,049	129,658	151,268		

1 MINUTES FOR THE ROBERSONVILLE TOWN COUNCIL
2 Regular Meeting
3 109 South Main Street Robersonville
4 Tuesday, January 10, 2023
5 6:00pm
6
7

8 **PRESENT:** Mayor Tina Brown
9 Councilwoman Debra Armstrong
10 Councilwoman Chiquita Ward
11 Councilman Glen Cowan
12 Councilman David Jenkins
13

14 **ALSO PRESENT:** Town Manager, Chris Roberson
15 Town Attorney, Jim Batchelor
16 Finance Officer/HR, Angela Bagley
17 LGC Representatives, Becky Dzingeleski, Kendra Boyle
18 Police Chief, Pete Hendrix
19 Envirolink, Josh Powers
20

21 **ABSENT:** Mayor Pro Tem Wilkins
22
23

24
25 **CALL TO ORDER AND ROLL CALL**
26

27 Mayor Brown called the meeting to order at 6:00pm
28

29 Katina Harris led everyone in a word of prayer.
30

31 Mayor Brown led the Pledge of Allegiance.
32

33 **APPROVAL OF AGENDA**
34

35 **Motion:** Councilwoman Armstrong made a motion to approve the amended agenda to add item
36 3 (three) under New Business to Set Council Meeting Schedule and Holiday Schedule for 2023;
37 seconded by Council Cowan. Motion carried unanimously.
38

39 **PUBLIC COMMENT**
40

41 Juliet Sharpe, a citizen residing at 414 E. Purvis Street, have some concerns about the trucks
42 coming through town.
43

44 **APPROVE OF MINUTES**

45 Councilman Jenkins made a motion to approve the minutes of December 13, 2022, Regular
46 Meeting minutes; seconded by Councilwoman Ward. Motion carried unanimously.

47

48 **NEW BUSINESS**

49

50 **VOTE: SET DATE FOR 2023 BOARD RETREAT**

51

52 Town Manager Chris Roberson discussed the 2023 Board Retreat. This is an opportunity for the
53 Council to establish a vision goals and priorities for the upcoming Fiscal Year and subsequent
54 years. Staff will use this direction to develop a plan of implementation to achieve these goals as
55 directed by the Council. Town Manager Chris Roberson will facilitate this Retreat and provide
56 instructions once the time and date are set.

57

58 **Motion:** Councilman Jenkins made a motion to set date for 2023 Board Retreat February 4,
59 2023, 8:30am at the Town Hall; seconded by Councilwoman Ward. Motion carried unanimously.

60

61 **VOTE: AMENDED UTILITY CUSTOMER SERVICE POLICY AND GUIDELINE**

62

63 Town Manager Chris Roberson stated this was presented at the last meeting for review only and
64 now presented again for possible action by the Council.

65

66 No action was made Town Manager Chris Roberson stated he will get back with the Councils
67 and present the amended utility customer service policy and guideline next board meeting.

68

69 **SET COUNCIL MEETING SCHEDULE AND HOLIDAY SCHEDULE FOR 2023**

70

71 Town Manager Chris Roberson discussed the meeting schedule and holiday schedule for 2023.

72

73 **Motion:** Councilman Cowan made a motion to approve the Meeting/Holiday Schedule as
74 presented; seconded by Councilwoman Armstrong. Motion carried unanimously.

75

76 **DEPARTMENTS MONTHLY REPORT**

77

78 Pete Hendrix, Police Chief

79 Angela Bagley, Finance Officer/HR December 2022 Budget vs. Actuals, December 15, 2022,
80 LGC Report

81

82 **MANAGER'S REPORT**

83

84 Town Manager Chris Roberson presented a monthly report to the board. Town Manager
85 Roberson also discussed updates/additional information.

86

87 Town Manager Chris Roberson also discussed to the Councils about the T-Mobile stage; the
88 deadline is April 2023.

89

90 Councilman Jenkins made a motion to have the T-Mobile stage at the Recreation Park on 505 N.
91 Main Street; seconded by Councilwoman Ward. Motion carried unanimously.

92
93 Town Manager Chris Roberson stated we can establish park hours. Mayor Brown stated we
94 should revisit the time this in February/March.

95
96 Town Manager Chris Roberson stated we need appoint someone for NC League Delegate

97
98 Councilwoman Armstrong made a motion to appoint Town Manager Chris Roberson as the
99 delegate for North Carolina League of Municipalities; seconded by Councilman Cowan. Motion
100 carried unanimously.

101
102 Town Manager Chris Roberson stated we need a BHM Library replacement for Angela Roebuck
103 Councilman Jenkins stated we need to appoint a citizen.

104
105 Town Manager Chris Roberson stated we will revisit this in February.

106
107 **MAYOR AND COUNCIL COMMENTS**

108
109 Councilwoman Armstrong would like to thank the staff for 2022 training we do appreciate.

110
111 **ADJOURNMENT**

112
113 **Motion:** There being no further business to discuss. Mayor Brown asked for a motion to adjourn
114 the meeting. Motion made by Councilman Cowan; seconded by Councilwoman Ward. Motion
115 carried unanimously.

1 MINUTES FOR THE ROBERSONVILLE TOWN COUNCIL
2 Special Called Meeting
3 109 South Main Street Robersonville
4 Saturday, February 4, 2023
5 8:30 am
6

7 **PRESENT:** Mayor Tina Brown
8 Councilwoman Debra Armstrong
9 Councilwoman Chiquita Ward
10 Councilman Glen Cowan
11 Councilman David Jenkins
12

13 **ALSO PRESENT:** Town Manager, Chris Roberson
14 Finance Officer/HR Angela Bagley
15

16 **ABSENT:** Mayor Pro Tem Wilkins
17
18

19
20
21 **CALL TO ORDER AND ROLL CALL**

22
23 Mayor Brown called the special call meeting to order at 8:30am
24

25 **2023 BOARD RETREAT**

26
27 No motion or action was taken. The Council conducted an informal Council Retreat to establish
28 a vision, goals and priorities for the upcoming Fiscal Year and subsequent years. The Council
29 ranked their top three priorities for the next Fiscal Year and beyond. The Council agreed that
30 the rankings would be formally approved at the February 14, 2023 meeting.
31

32 **ADJOURNMENT**

33
34 **Motion:** There being no further business to discuss, Mayor Brown asked for a motion to adjourn
35 the meeting. Motion made by Councilman Cowan; seconded by Councilwoman Ward. Motion
36 carried unanimously.

**TOWN OF ROBERSONVILLE
TOWN COUNCIL**

Meeting Date:
14-Feb-23



Agenda Item
G1

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
FY 23-24 Proposed Budget Calendar

Brief Summary:

The FY 2023-2024 Budget Calendar is being presented for Council's consideration.

If the Council approves of the agenda item as presented, the following motion(s)
is (are) suggested:

Motion to approve the FY 23/24 Budget Calendar as presented

BACKGROUND

Originating Department
Administration

- Attachments:**
- 1 Proposed FY 23-24 Budget Calendar
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:
Town Manager

REVIEWED BY

Town Manager X
Clerk to the Board

Attorney
Finance Officer

ACTION TAKEN

Motion by:

Carried:

Second by:

Ayes:

Nays:



Town of Robersonville
FY 2023-2024 Budget Calendar

February 14, 2023 – Town Manager submits budget calendar to the Town Council

February 27, 2023 – Town Manager submits budget documents (including CIP) to Department Heads

March 13, 2023 – Department Heads submit budget requests (including CIP) to Town Manager

April 11, 2023 – Town Manager submits preliminary budget worksheets (including CIP requests) to Town Council

May 9, 2023 - Town Manager formally presents proposed budget to Town Council. Town Council sets budget workshops and public hearing for budget approval for June 13, 2023

May 11, 2023– 1st Budget Workshop at 6:00 p.m.

May 18, 2023 – 2nd Budget Workshop at 6:00 p.m. (Tentative as needed)

June 13, 2023 - Public hearing on budget and budget approval

**TOWN OF ROBERSONVILLE
TOWN COUNCIL**

Agenda Item
G2

Meeting Date:
14-Feb-23



Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Amended Utility Customer Service Policy and Guidelines

Brief Summary:

This was presented at the last meeting for review only and now presented again for possible action by the Council. There were recommended changes to the Policy prior to approval.

If the Council approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to approve the Amended Utility Customer Service Policy and Guidelines as proposed

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Manager

Attachments:
1 Amended Utility Policy
2 _____
3 _____
4 _____
5 _____

REVIEWED BY

Town Manager _____ X
Clerk to the Board _____

Attorney _____
Finance Officer _____

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____



Town of Robersonville
Utility Customer Service Policy and Guidelines

1. Residential: All utility accounts must include a guarantee of payment, which can be demonstrated by either:

a. Paying an account deposit. See below for the amount required.

Utilities Provided	Deposit Required
Electric, Water, and Sewer	\$350
Electric and Water	\$300
Water and Sewer	\$150
Water Only	\$100
Electric Only	\$250

--OR--

b. Providing a letter of credit from a current utility provider demonstrating good payment history with no late payments, no returned checks, no returned drafts, and no disconnects for nonpayment within the preceding 12 months.

2. Non-Residential: All non-residential electric accounts must include a guarantee of payment demonstrated by paying an account deposit of \$250. All non-residential water and/or sewer accounts must include a guarantee of payment demonstrated by paying an account deposit of \$250. Accounts with water and/or sewer and electric must include a guarantee of payment demonstrated by paying an account deposit of \$500.

3. Requesting customers will need to provide the following:

- Completed utility service application. If moving, a new application must be completed.
- Name
- Proof of identification (driver's license, state issued ID card, military ID card, or photo ID)
- Service address
- Mailing address
- Employer name
- Phone Number
- Copy of Rental Agreement, buyer's agreement, or official papers of ownership where utilities are requested.
- Social Security number (Disclosure of your SSN is voluntary. The Town may use it when collection efforts are warranted due to delinquency (not limited to utility account delinquencies).

Initial Connection

All utility accounts, residential and non-residential, will be charged a \$30 non-refundable fee for initial connection or change of account.

Future Deposits

Any customer whose service is involuntarily terminated for non-payment, meter tampering, or other reasons may be required to pay a deposit, or an additional deposit, as specified in the above information, prior to reconnection of service. This includes all customer accounts. The future deposit may be at a greater amount based upon account history. Any customer required to post a deposit under the provisions of this paragraph shall forfeit any right for refund of the deposit in advance of closing-out the account.

Refunding Deposits

A deposit will be credited to the customer's account upon disconnection of service. After the deposit is applied, all outstanding balances on a final bill will be the responsibility of the customer and must be paid within ninety (90) days or the balance will be turned over for collection. Deposits will not be refunded if the customer has another account with a past due balance. The remaining credit on the account will be transferred to the account with a past due balance.

Deposits for residential customers continuing service with twelve (12) months of good credit will be applied to the customer's account.

Billing

Each account shall be billed on a monthly schedule. From the date of the bill, the 15th of the month, the customer has until the 20th of the month to pay the account without penalty. On the 21st day of the month, a 5% penalty will be applied. If payment is not received prior to the 25th day of the month, the account will be disconnected. If the 25th of the month falls on a Friday or a day the Town is closed, cutoffs will take place the next business day.

Billing Adjustments

The Town makes every effort to accurately bill all utility accounts. From time to time, however, errors may occur. These errors may result in over billing or under billing a customer's account. Immediately upon discovery of such error, the Town shall begin the process of either billing the customer for undercharges or crediting the customer's account for overcharges. In no circumstance shall the Town back bill a customer or credit a customer's account for greater than a 24-month period.

An extension is a privilege and may be granted based on customer need and circumstances. Approval of an extension request is not guaranteed. No more than two (2) extensions shall be granted within a 12-month period. Extensions may be granted up to seven (7) calendar days after the day cut-offs begin by the Head Utility Billing Clerk.

Payment Plan Arrangement

Due to unforeseen circumstances, customers may need to spread a bill out over time to avoid disconnection. The Finance Officer, on a case-by-case basis, will review the circumstances and determine if a customer is eligible for a signed payment plan agreement. Only one signed payment plan agreement is allowed in a 12-month period. Maximum length for a signed payment plan agreement is six (6) months. Failure to make future utility payments timely will void signed payment plan agreement, requiring remaining amount due to be paid in full immediately or be subject to disconnection.

Email Authorization

Many times, the Town attempts to correspond with customers through email. By providing the Town an email address, a customer authorizes the Town to communicate with them in this manner. Such emails will not include private account information.

Returned Checks or Drafts

The Town will accept only cash, certified check, money order, or credit/debit card payment from any customer having two (2) returned checks or drafts. Upon receipt of the first returned check or draft, the customer will be informed by mail with notification to pay the returned item with either cash, certified check, money order, or debit/credit card within seven (7) days of the date of the notification letter. The second occurrence of a returned check or draft the customer will not receive notice prior to disconnection of service. Upon receipt of a second returned check or draft, the customer will be advised that all bills must be paid in cash, certified check, money order or credit/debit card for the duration of the account.

Customers disconnected due to a returned check or draft which has not been satisfied shall be notified that they have ten (10) days to clear the unpaid balance with the Town or the matter begins a legal procedure for collection. In the event a new customer posts a utility account deposit by personal or corporate check and the check is returned to the Town for any reason, a penalty of \$30 will be assessed and the account will be immediately disconnected without benefit of prior notification. A notation of this provision shall be

included on the customer service agreement signed by the customer at the time of account activation.

Any draft returned by the bank due to insufficient funds or a closed account will be treated as a returned check, charged the \$30 returned check fee, and released from the bank draft program. The payment for the NSF failed payment account balance shall be made in cash or certified check. Two (2) NSFs in a 12 month period will result in the forfeiture of being able to use automatic drafts or regular checks for a period of one (1) year from the date of the second NSF failed payment.

No payment extensions are allowed for Bank Draft customers. No exceptions.

Disconnecting Service

Voluntary Disconnection: A customer may request voluntary disconnection of service. Request must be made in writing or by email and should include service location, the date of service to be disconnected and the forwarding mailing address for the final bill. Upon receipt of the required information, the account shall be scheduled for disconnection. Customers may request disconnection dates in the future. Same day disconnections are not guaranteed.

It is the customer's responsibility to request service be disconnected. Request made by persons other than the customer account holder, including landlords, will not be honored. The customer will be responsible for all services and fees charged to the account up to the date of the requested disconnection.

Involuntary Disconnection of Service: The Town may discontinue utility service for any of the following reasons:

- a) Failure of the customer to pay bills for utility service.
- b) Failure of the customer to pay deposits for utility service.
- c) Failure of the customer to pay a returned check or draft.
- d) The inability of Public Works Staff to gain reasonable and secure access to the meter due to the meter location, fencing, animals, other obstacles preventing reasonable access to the meter including, but not limited to, a lack of cooperation from the customer in providing reasonable and secure access to Town staff. Reasonable access means that Staff will attempt to read your meter during its regular schedule. If staff cannot read your meter, they will leave you a note to reschedule the next reread within a 24 hour period. If staff is still unable to gain reasonable access to your meter, service will be disconnected and an additional reread charge of \$20.00 plus the normal disconnect and reconnect charges.
- e) Upon discovery of meter tampering including bypassing the meter or altering its function.

At the time of involuntary disconnection, there will be a \$50 fee applied to the account. There will be another \$50 fee to reconnect the utilities. These fees along with the account balance must be paid in full before service is restored.

Billing Inquiries

Customers may from time to time have an inquiry about their bill. Possible reasons for a higher than usual bill may include:

Water Leaks — If a customer receives a higher than normal reading and the reading has been verified for accuracy, the customer may wish to evaluate explanations for higher water consumption or leaks in their system. Leaks are not uncommon, and the following things should be checked:

- Toilet valves
- Drips from faucets
- Wet spots outside
- Cracks in the underground pipes

Leaks should be repaired promptly to prevent water loss and high water bills. If an outside water leak was repaired, the customer must present the Town with an invoice or documentation from a plumber that the outside repair has been made. For such outside water leaks where the water did not enter the sanitary sewer system, the customer's sanitary sewer charge will be adjusted to the customer's average use. If the leak is inside, such as toilet valves, the customer's sanitary sewer charge cannot be adjusted as the water entered the sanitary sewer system and was treated at the wastewater treatment plant with its accompanying costs to do so.

A customer may request a reread to ensure there is no longer a water leak from a fixed issue. A reread charge of \$20 will be applied for each trip made to a customer's house. If the reread finds a faulty meter or meter box, the reread charge will be waived.

If a resident believes there is a problem with their water or electric meter and thinks it is caused by a faulty meter, the customer may, by making a thirty-five dollar (\$35) deposit per meter with the Town, request that the meter be tested.

- If testing reveals a problem with the said meter, the thirty-five dollar (\$35) deposit will be refunded and the bill will be adjusted. The adjustment will be based on the percentage of the error in the meter.
- If testing reveals a correctly functioning meter, the thirty-five dollar (\$35) deposit will be retained by the Town.

Meter Tampering

All meters and other equipment furnished by the Town will be the property of the Town. It is unlawful for anyone other than a Town's agent to cut on or off utility services or otherwise tamper with a utility meter (including electric and water). Tampering with electric meters is prohibited by North Carolina Statutes 14-159-1 and 14-151-1. Tampering with a meter or bypassing a meter is the same as stealing. The majority of good paying customers who would be financially burdened with paying for the stolen services requires the assertive

enforcement of this policy. The Town will call for prosecution of cases of meter tampering, electric or water theft and fraud to the fullest extent of the law. Any damage to these devices will be paid by the customer. Should any Town personnel find an electric meter tampered with as defined in the North Carolina General Statutes 14-159-1 and 14-151-1, whether during utility disconnection or normal meter reading cycles, a charge of \$100 will be added to the customer's account, which will be subject to any utility payment policies of the Town. Should a customer discover and report tampering, no charge will be levied.

Any residential, commercial, or rental property served by the Town with one (1) or more documented incidences of meter tampering, whether voluntarily reported or through Town discovery, will face permanent discontinuance of service with the Town.

Adopted this ____ day of _____, 20__ at a regularly scheduled meeting of the Town Council.

Mayor Tina Brown

ATTEST: Wynesha Crandell, Town Clerk

**TOWN OF ROBERSONVILLE
TOWN COUNCIL**

Agenda Item
G3

Meeting Date:
14-Feb-23



Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Council Retreat Goals/Priorities Summary and Mission/Vision Statement

Brief Summary:

On February 4, 2023, the Council conducted a retreat to set goals and priorities for next FY and beyond. A summary of which is attached for the Council's approval.

If the Council approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to approve the Retreat Summary and the Mission/Vision Statement

BACKGROUND

Originating Department
Administration

- Attachments:**
- 1 Retreat Summary & Mission Vision Statement
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:
Town Manager

REVIEWED BY

Town Manager _____ X
Clerk to the Board _____

Attorney _____
Finance Officer _____

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____



2023 Council Retreat Priorities Summary – February 4, 2023

Streets

- 1) Clean out storm drainage
- 2) Perform necessary street repairs
- 3)

Ordinances/Policies

- 1) Review and modify our fines for violations
- 2) Continue updating ordinances – Recodify the Code Book
- 3) Tractor/Trailer Ordinance

Internal Communication

- 1) Keep Council Informed
- 2) Transparency
- 3)

Citizen Engagement & External Communication

- 1) Keep Town updated, Update Website/Social Media, FB Live for Meeting – Positive Spin
- 2) Encourage community involvement and participation
- 3)

Facilities

- 1) Upgrade Town Hall – new furniture
- 2) Upgrade other facilities
- 3)

Water/Sewer/Electrical Systems

- 1) Be more accountable, thorough, and accurate in job assignments
- 2) Automatic Meter Infrastructure
- 3) Drainage improvements

Staffing

- 1) Pay Increases
- 2) Customer Service Training
- 3) Dress Professionally

Vehicles/Equipment

- 1) Properly dispose of unused equipment
- 2) Keep equipment update and/or maintained
- 3)

Finance/Internal Controls

- 1) Explore Online Payment options for customers
- 2) Develop a plan of action for delinquent taxes
- 3) Better fiscal accountability – Achieve objectives established by LGC

Town Council

- 1) Attend meetings and accountability, engaged
- 2) Council to work together
- 3) Training

Planning & Economic Development

- 1) Market to attract new businesses
- 2) Plan for dilapidated buildings in Town
- 3)

Parks & Recreation

- 1) Gym/Community Building
- 2) More activities for Kids and adults
- 3) More Community Activities

Community/Housing

- 1) More affordable Housing
- 2) More inclusive/diversified housing
- 3) Downtown revitalization

Law Enforcement

- 1) Staffing for 24 hour coverage
- 2) Stay on top of training and certifications
- 3) Dress Better

Fire/Rescue

- 1) EMT certification for 24 hour coverage
- 2) Upgrade Building
- 3) Recognize volunteers

Miscellaneous/uncategorized

- 1) Alarm/video cameras for Town Hall
- 2) Improve Town image
- 3) improved partnerships with other governmental entities i.e., local, county, state and federal



Mission Statement

At the Town of Robersonville, we strive to provide affordable, high quality municipal services and responsive, accessible local governance ensuring all persons the opportunity to enjoy contributing to and being a part of the Robersonville community.

Vision Statement

To be a Town with a re-emerging sense of growth and revitalization guided by a small town sense of community.

Core Values

LEADERSHIP: We strive to uphold the highest work ethic, treat everyone fairly, empower people to do their best, promote continuous improvement, foster teamwork, communicate openly and respectfully so as to achieve trust and accountability throughout our community.

INCLUSIVENESS: We cultivate an environment of trust and respect for all residents and visitors alike. We strive to ensure that our actions are inclusive and reflective of the diverse community of which we aim to be.

INTEGRITY: We safeguard public trust through honest business practices and open communication. Our credibility with the public depends on our strong ethical stewardship of all resources.

COLLABORATION: We promote transparent engagement with citizens and stakeholders and expect our managers and employees to understand the needs and values of our community.

STEWARDSHIP: We serve and protect the public's financial, environmental, social, and physical resources with the goal to responsibly utilize, conserve and sustain for future generations to come.

**TOWN OF ROBERSONVILLE
TOWN COUNCIL**

Agenda Item
G4

Meeting Date:
14-Feb-23



Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Public Hearing for FY 15 Community Development Block Grant Closeout

Brief Summary:

The Council needs to set a public hearing for March 14, 2023 at 6:00 p.m. for the FY 15 Community Development Block Grant Closeout. This is for the East Carolina Antiques and Collectibles project.

If the Council approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to set a public hearing for the FY 15 Community Development Block Grant Project Closeout on March 14, 2023 at 6:00 p.m.

BACKGROUND

Originating Department
Administration

Attachments:
1 N/A
2 _____
3 _____
4 _____
5 _____

Staff Contact:
Town Manager

REVIEWED BY

Town Manager X
Clerk to the Board

Attorney
Finance Officer

ACTION TAKEN

Motion by:

Carried:

Second by:

Ayes:

Nays:

NOTICE OF PUBLIC HEARING
TOWN OF ROBERSONVILLE
FY15 Community Development Block Grant Closeout

Notice is hereby given that that the Town of Robersonville will hold a public hearing on Tuesday, March 14, 2023 at 6:00 PM or soon thereafter as time allows in the Robersonville Town Hall located at 109 S. Main St. Robersonville, NC 27871. The purpose of the public hearing is to close out the FY15 Community Development Block Grant- Downtown Redevelopment project for the East Carolina Antiques & Collectibles Project and allow the citizens of Robersonville an opportunity to express their views.

The Downtown Redevelopment project was financed with \$150,000 in CDBG funds from the NC Department of Commerce. The project provided funding for the renovation/upfit of a 3,600 square foot building located at 101 S. Main St. in Robersonville.

The Town of Robersonville does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. The Town encourages Section 3 and female, minority owned, and HUB firms to participate. Persons having any questions concerning the CDBG Program are urged to attend the public hearing and make their views known. Persons with disabilities or who otherwise need assistance should contact Chris Roberson, at 252-508-0311 or TDD Relay Service at 711, at least 48 hours prior to the scheduled meeting. Accommodations will be made for all who request assistance with participating in the public hearing. For additional information or to submit written comments, please contact Chris Roberson, Town Manager at 252-508-0311 or PO Box 487, Robersonville, NC 27871. A written response will be made within 10 working days.



This information is available in Spanish or any other language upon request. Please contact Chris Roberson, at 252-508-0311, or at the Town Hall located at 109 S. Main St. for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Chris Roberson, al 252-508-0311 o en Town Hall at 109 S. Main St., de alojamiento para esta solicitud.

Tina Brown, Mayor

NOTES TO PUBLISHER

Publish one time between February 16 and March 2

- Publish as a block ad in the non-legal non-classified section
- Please make as small as possible
- Send invoice and affidavit of publication to:

Theresa Harris
Mid-East Commission
1502 N Market St., STE A
Washington, NC 27889

WOOTEN AND COMPANY

Robersonville 2018-Well Improvements (2524-CV)

- Engineering design is done.
- DWI has approved the VUR Conversion and budget amendment.
 - Project Funding Source: NC DWI VUR Program
 - Project Cost: \$650,000 in Grant Funding
 - Anticipated Completion Timeline: 4th Quarter of 2023
- Town of Robersonville has approved the Wooten Contract Amendment.
- Final Bid Form and proposed Advertisement date will be submitted for Town review/concurrence the week of 1/9/2023.
- Pre-Bid Meeting: February 9, 2023
- Bid Opening Date: February 23, 2023
- Anticipated Council Award Date: March 2023 Regularly Scheduled Meeting
- Construction Contract: 120 Days to Substation Completion with additional 30 days for Final Completion
- 1 Outstanding Invoice:

Invoice	Date	Amount
77483	10/10/2022	\$11,300.00

Robersonville 2018-Water System Improvements (2524-CW)

- Engineering design is done.
- DWI has approved the VUR Conversion and budget amendment.
 - Project Funding Source: NC DWI VUR Program
 - Project Cost: \$1,570,675 in Grant Funding
 - Anticipated Completion Timeline: 4th Quarter of 2023
- Town of Robersonville has approved the Wooten Contract Amendment.
- Project was Bid on September 27, 2022
- Low Bidder was Enviro-Tech at \$1,196,150.
- Project Bid Information Summary was submitted to DWI and awaits Authorization to Award
- Pre-Construction meeting scheduled for 1/26/2023 at 10:30 AM
- Construction Contract: 150 Days to Substation Completion with additional 30 days for Final Completion
- 14 Outstanding Invoices (\$17,744.00 Total):

Invoice	Date	Amount
73546	10/6/2020	\$1,725.00
73921	12/7/2020	\$400.00
74570	4/8/2021	\$1,000.00
75789	12/6/2021	\$304.00
76279	3/11/2022	\$450.00
76403	4/5/2022	\$1,800.00

76560	5/5/2022	\$500.00
76921	7/19/2022	\$1,000.00
77114	8/16/2022	\$250.00
77321	9/13/2022	\$1,130.00
77491	10/10/2022	\$4,620.00
77604	11/2/2022	\$3,500.00
77824	12/12/2022	\$980.00
77899	1/10/2023	\$85.00

Robersonville 2018-Wastewater System Improvements (2524-CX)

- DWI PER is complete and approved
 - Project Funding Source: NC DWI SRP Program
 - Project Cost: \$686,500 in Grant Funding
 - Completion Timeline: 2nd Quarter 2024
- RedZone CCTV has inspected the system and provided footage to Wooten for review.
- Wooten is currently reviewing the data and will provide a preliminary project scope for Town review/concurrence by 1/30/2023
- Once confirmed by the Town, Wooten will survey and produce contract documents (plans and specifications) for NCDWI review and approval.
- 12 Outstanding Invoices (\$50,100.00 Total):

Invoice	Date	Amount
73249	8/5/2020	\$10,000.00
73547	10/6/2020	\$600.00
74571	4/8/2021	\$2,880.00
75019	7/19/2021	\$880.00
75790	12/6/2021	\$5,760.00
76404	4/5/2022	\$760.00
76923	7/19/2022	\$640.00
77115	8/16/2022	\$1,680.00
77274	9/9/2022	\$400.00
77492	10/10/2022	\$22,900.00
77602	11/2/2022	\$2,400.00
77825	12/12/2022	\$1,200.00

**Fund 45 2524CX - WWTP System Improvements
(E-SRP-W-18-071)**

Budget Ordinance Adopted LGC - 08/02/22
Budget Set up in SmartFusion \$686,500

Invoices paid to date:

Invoice #	Invoice Date	Acct Code	Check #	Date Paid	Amount	Notes
71301	8/1/2019	31-660-105	13686	6/9/2020	\$19,200	\$19,200 Paid as of 08/17/22
73249	8/5/2020	45-807-097	15989	2/8/2023	\$10,000	
73547	10/6/2020	45-807-097	15989	2/8/2023	\$600	
74571	4/8/2021	45-807-097	15989	2/8/2023	\$2,880	
75019	7/19/2021	45-807-097	15989	2/8/2023	\$880	
75790	12/6/2021	45-807-097	15989	2/8/2023	\$5,760	
76404	4/5/2022	45-807-097	15989	2/8/2023	\$760	
76923	7/19/2022	45-807-097	15989	2/8/2023	\$640	
77115	8/16/2022	45-807-097	15989	2/8/2023	\$1,680	
77274	9/9/2022	45-807-097	15989	2/8/2023	\$400	
77492	10/10/2022	45-807-097	15989	2/8/2023	\$22,900	
77602	11/2/2022	45-807-097	15989	2/8/2023	\$2,400	
77825	12/12/2022	45-807-097	15989	2/8/2023	\$1,200	\$50,100 Paid as of 02/08/23

\$69,300 Total spend to date (all out of Engineering line item)

Fund 43 2524CV - Water System Improvements
 (SRP-17-0082, VUR-D-ARP-0034)

Budget Ordinance Adopted LGC - 08/02/22
 Budget Set up in SmartFusion \$650,000

Invoices paid to date:

Invoice #	Invoice Date	Acct Code	Check #	Date Paid	Amount	Notes
67995	12/20/2017	31-660-097	11160	1/10/2018	\$5,250	
68143	1/19/2018	31-660-105	11623	6/7/2018	\$7,500	
68472	3/21/2018	31-660-105	11571	5/29/2018	\$1,500	
68634	4/17/2018	31-660-105	11798	8/9/2018	\$750	
69028	6/27/2018	31-660-105	11706	7/5/2018	\$9,000	
69203	7/25/2018	31-660-105	12075	11/8/2018	\$12,800	
69483	9/12/2018	31-660-105	12201	12/11/2018	\$11,400	
69669	10/10/2018	31-660-033	12000	10/15/2018	\$1,600	
69833	11/8/2018	31-660-105	12288	1/10/2019	\$5,200	\$55,000 Paid as of 08/17/22
77483	10/10/2023	43-805-097	15989	2/8/2023	\$11,300	\$11,300 Paid as of 02/08/23

\$66,300 Total spend to date (all out of Engineering line item)

**Fund 44 2524CW - Water System Improvements
(WIF-1953, VUR-D-ARR-0027)**

Budget Ordinance Adopted LGC - 08/02/22
Budget Set up in SmartFusion \$2,168,408

Invoices paid to date:

Invoice #	Invoice Date	Acct Code	Check #	Date Paid	Amount	Notes
70917	6/1/2019	31-660-105	13189	10/31/2019	\$17,118	
71146	7/5/2019	31-660-105	12873	7/18/2019	\$2,382	
71775	11/1/2019	31-660-105	13237	11/14/2019	\$1,300	
72016	12/9/2019	31-660-105	13868	6/9/2020	\$19,850	
72263	2/3/2020	31-660-105	13480	2/4/2020	\$1,250	
72465	3/6/2020	31-660-105	13616	3/12/2020	\$1,150	
72569	4/1/2020	31-660-105	13696	4/7/2020	\$2,500	Split paid invoice
72569	4/1/2020	31-660-105	13686	6/9/2020	\$100	Split paid invoice
72785	5/1/2020	31-660-105	13788	5/11/2020	\$3,250	
72920	6/1/2020	31-660-105	13868	6/9/2020	\$2,500	
73095	7/1/2020	31-660-105	14091	9/3/2020	\$1,750	
73370	9/3/2020	31-660-105	14130	9/10/2020	\$1,875	\$55,025 Paid as of 08/17/22
73546	10/6/2020	44-806-097	15989	2/8/2023	\$1,725	
73921	12/7/2020	44-806-097	15989	2/8/2023	\$400	
74570	4/8/2021	44-806-097	15989	2/8/2023	\$1,000	
75789	12/6/2021	44-806-097	15989	2/8/2023	\$304	
76279	3/11/2022	44-806-097	15989	2/8/2023	\$450	
76403	4/5/2022	44-806-097	15989	2/8/2023	\$1,800	
76560	5/5/2022	44-806-097	15989	2/8/2023	\$500	
76921	7/19/2022	44-806-097	15989	2/8/2023	\$1,000	
77114	8/16/2022	44-806-097	15989	2/8/2023	\$250	
77321	9/13/2022	44-806-097	15989	2/8/2023	\$1,130	
77491	10/10/2022	44-806-097	15989	2/8/2023	\$4,620	
77601	11/2/2022	44-806-097	15989	2/8/2023	\$3,500	
77824	12/12/2022	44-806-097	15989	2/8/2023	\$980	
77899	1/10/2023	44-806-097	15989	2/8/2023	\$85	\$17,744 Paid as of 02/08/23

\$72,769 Total spend to date (all out of Engineering line item)



**PUBLIC WORKS/UTILITIES MONTHLY REPORT
JANUARY 2023**

ELECTRIC: 12-WORK ORDERS

- 2-NEW SERVICE
- 1- AREA LIGHTS
- 5 POWER OUTAGES
-

SEWER: 15-WORK ORDERS

- 14 -WASHED OUT SEWER LINES
- 1-REPAIRED SEWER SERVICE LINE

WATER: 4-WORK ORDERS

- 5- WATER LEAKS

- READ METERS IN ROBERSONVILLE, EVERTTS AND PARMELE
- CONDUCTED CUTOFFS
- PICKED UP BULK ITEMS AND YARD DEBRIS
- TRIMMED TREES
- 57- WORK ORDERS FROM TOWN OFFICE

Activity Detail Summary (by Category)

Robersonville Police Department

(01/01/2023 - 01/31/2023)

Incident\Investigations

23F - Theft From Motor Vehicle	2
23H - All Other Larceny	1
250 - Counterfeiting/Forgery	1
26B - Credit Card/Automated Teller Machine Fraud	1
26F - Identity Theft	1
CFS - Call for Service	1
DOA/DI - Dead on Arrival/Death Investigation	1
Total Offenses	8
Total Incidents	8

Arrests

Total Charges	0
Total Arrests	0

Accidents

Total Accidents	0
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Citations

Secondary Charge	0
Total Charges	0
Total Citations	0

Warning Tickets

see comments for charge	1
Total Charges	1
Total Warning Tickets	1

Activity Detail Summary (by Category)

Robersonville Police Department

(01/01/2023 - 01/31/2023)

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)

Robersonville Police Department

(01/01/2023 - 01/31/2023)

Accident	1	Alarm Activation	4
Assist Motorist	1	Assist Officer	1
Assist Other Department	2	Assist Sheriff's Office	4
Business Check	19	Community Policing	20
Domestic	1	Escort	70
Follow-up	2	Foot Patrol	64
Investigation	5	Request Officer	8
Subpoena	14	Trespassing	1
Unlock vehicle	3	Vehicle Stop	1
Well Being Check	1		

Total Number Of Events: 222

TOWN OF ROBERSONVILLE

BOARD MEETING

FIRE DEPARTMENT

- As of January 31st, the Fire Dept. has one paid staff and 20 volunteer members.
- As of January 31st, we have had 8 calls: 4 weekday calls and 4 night/weekend calls.
- We have offered 4 hours of training in house and at MCC's training facility.
- No Jobs available, but volunteers are always welcome!
- We as a department, we train on "SAFETY" every training scenario and every call our Dept. responds to!
- Our long term goals are to lower fire tax for everyone we protect and acquire the apparatus' and equipment to answer calls to the best of our abilities.
- **FIRE HYDRANT** on the corner by station has been out of service since Feb. of 2021. Hydrant was damaged by vehicle. Insurance check was received middle of last year! Needs to be replaced as soon as possible!



Monthly Department Report for January 2023

1. **Number of Employees (Full-time/Part-time)**
2- Full-time employees
1- Part-time employee
10- Volunteers
2. **Number of Department Calls**
60 During the month of December
3. **Training/Classes/Certifications**
New EMT class has started at MCC.
4. **Ongoing & Completed Projects**
Working on fixed asset inventory list.
5. **Job Opportunities**
There is an open effort to recruit volunteers
6. **Safety Issues**
None
7. **Short/Long Term Goals**

Short term goals
 - Incorporate some new or different training topics for this year's training calendar.
Long term goals
 - To increase the number of members/volunteers
 - To continue to educate the public on Emergency Preparedness
8. **Department Announcements/Employee Recognition**
 - We have one student in the new EMT class committed to volunteering with us after the completion of the class.

REVENUE & EXPENDITURE STATEMENT
07/01/2022 To 01/31/2023

Town of Robersonville
FY 2022-2023

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10 General						
Revenue						
10-300-000 Revenues not grouped	0.00	118.49	118.49	0.00	-118.49	*100
10-300-001 Current Year Property Tax	517,132.00	451,097.15	451,097.15	0.00	66,034.85	87
10-301-000 Prior Year Property Tax	12,500.00	19,160.96	19,160.96	0.00	-6,660.96	153
10-302-000 Pay in Lieu Tax RHA	24,500.00	17,150.00	17,150.00	0.00	7,350.00	70
10-317-000 Interest on Taxes	4,000.00	2,651.47	2,651.47	0.00	1,348.53	66
10-320-000 Current year's motor vehicle taxes	76,140.00	32,132.11	32,132.11	0.00	44,007.89	42
10-329-000 Interest on Savings	500.00	326.11	326.11	0.00	173.89	65
10-331-000 Cemetery	18,000.00	5,576.31	5,576.31	0.00	12,423.69	31
10-332-000 Misc Police	500.00	29.00	29.00	0.00	471.00	6
10-333-000 EMS Collection	105,000.00	82,410.40	82,410.40	0.00	22,589.60	59
10-334-000 Fire Department Grant	35,000.00	35,000.00	35,000.00	0.00	0.00	100
10-335-000 Misc Revenue	2,500.00	7,987.88	7,987.88	0.00	-5,487.88	320
10-338-000 ABC Board	5,000.00	4,109.45	4,109.45	0.00	890.55	82
10-341-000 Beer & Wine Tax	8,000.00	0.00	0.00	0.00	8,000.00	0
10-343-000 Powell Bill Funds	55,000.00	54,747.55	54,747.55	0.00	252.45	100
10-345-000 Franchise Tax	110,000.00	31,894.43	31,894.43	0.00	78,105.57	29
10-346-000 Telecomm Franchise	10,000.00	2,122.08	2,122.08	0.00	7,877.92	21
10-350-000 1% Sales Tax	89,000.00	33,373.08	33,373.08	0.00	55,626.92	37
10-351-000 1/2% Sales Tax	177,500.00	45,207.30	45,207.30	0.00	132,292.70	25
10-352-000 Solid Waste Tax	750.00	234.62	234.62	0.00	515.38	31
10-353-000 Hold Harmless Tax	18,600.00	27,287.17	27,287.17	0.00	-8,687.17	147
10-365-000 Purvis Medical Building	27,320.00	13,659.92	13,659.92	0.00	13,660.08	50
10-366-000 Gasoline Tax Refund	10,000.00	2,562.75	2,562.75	0.00	7,437.25	26
10-385-000 Rescue Squad County	108,900.00	0.00	0.00	0.00	108,900.00	0
10-387-000 Transfer from Electrical	60,173.00	35,098.00	35,098.00	0.00	25,075.00	58
10-391-000 Recreation County	7,650.00	0.00	0.00	0.00	7,650.00	0
10-392-000 Recreation Program Fees	1,320.00	50.00	50.00	0.00	1,270.00	4
10-393-000 Fire District County	115,000.00	85,800.05	85,800.05	0.00	29,199.95	75
10-394-000 Transfer In - DEQ Emergency Grant	4,750.00	0.00	0.00	0.00	4,750.00	0
10-397-114 DOI Rescue Grant	7,000.00	5,625.00	5,625.00	0.00	1,375.00	80
Revenue Subtotal	\$1,609,735.00	\$976,411.28	\$976,411.28	\$0.00	\$634,323.72	61
Expenditure						
400 Nondepartmental						
10-400-004 Employment Security	2,500.00	3,709.11	3,709.11	0.00	-1,209.11	148
10-400-035 County Auto Tax Comm	17,500.00	10,909.48	10,909.48	0.00	6,590.52	62
10-400-040 Miscellaneous	17,500.00	1,311.11	1,311.11	6,129.98	16,188.89	7
10-400-043 Office Equipment Lease	3,600.00	0.00	0.00	0.00	3,600.00	0

REVENUE & EXPENDITURE STATEMENT
07/01/2022 To 01/31/2023

Town of Robersonville
FY 2022-2023

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-400-045 OSHA	1,500.00	0.00	0.00	0.00	1,500.00	0
10-400-055 Bank Analysis Charge	4,000.00	2,683.57	2,683.57	0.00	1,316.43	67
10-400-063 Mid East Commission Dues	480.00	416.00	416.00	0.00	64.00	87
10-400-093 Cemetery Contract	18,000.00	12,000.00	12,000.00	4,985.00	6,000.00	67
10-400-200 Contingency	4,465.00	0.00	0.00	0.00	4,465.00	0
400 Nondepartmental Subtotal	\$69,545.00	\$31,029.27	\$31,029.27	\$11,114.98	\$38,515.73	46
410 Governing Board						
10-410-002 Governing Board Salaries	18,630.00	10,867.50	10,867.50	0.00	7,762.50	58
10-410-005 Social Security	1,430.00	495.38	495.38	0.00	934.62	35
10-410-014 Training and related travel	1,000.00	911.58	911.58	175.00	88.42	91
10-410-054 Insurance	1,600.00	376.80	376.80	0.00	1,223.40	24
410 Governing Board Subtotal	\$22,660.00	\$12,651.06	\$12,651.06	\$175.00	\$10,008.94	56
420 General						
10-420-001 Attorney Fee	4,800.00	0.00	0.00	0.00	4,800.00	0
10-420-002 Administrative Salaries	117,231.00	71,563.90	71,563.90	0.00	45,667.10	61
10-420-003 Auditing	15,100.00	2,497.93	2,497.93	1,894.07	12,602.07	17
10-420-005 Social Security	8,863.00	5,426.48	5,426.48	0.00	3,436.52	61
10-420-006 Health & Life Insurance ER portion	14,600.00	6,130.02	6,130.02	0.00	8,469.98	42
10-420-007 Retirement	11,741.00	4,672.51	4,672.51	0.00	7,068.49	40
10-420-011 Telephone	3,000.00	1,261.76	1,261.76	1,416.76	1,738.24	42
10-420-012 Postage	500.00	0.00	0.00	0.00	500.00	0
10-420-013 Retirees OPEB Benefits	28,100.00	11,431.38	11,431.38	0.00	16,668.62	41
10-420-014 Training and related travel	6,000.00	1,628.95	1,628.95	896.64	4,371.05	27
10-420-027 Advertising	1,700.00	583.51	583.51	16.49	1,116.49	34
10-420-029 Maintenance of Machines	750.00	0.00	0.00	200.00	750.00	0
10-420-030 Maintenance Building	7,500.00	4,070.44	4,070.44	2,920.50	3,429.56	54
10-420-031 Gas & oil	500.00	133.01	133.01	266.99	366.99	27
10-420-033 Supplies	4,000.00	1,541.14	1,541.14	2,380.38	2,458.86	39
10-420-040 Miscellaneous	6,000.00	1,656.22	1,656.22	1,156.29	4,343.78	28
10-420-041 Computer Programmer	9,000.00	4,112.00	4,112.00	3,888.00	4,888.00	46
10-420-043 Office Equipment Lease	2,500.00	1,146.75	1,146.75	640.01	1,353.25	46
10-420-044 Janitorial Services	3,800.00	875.00	875.00	725.00	2,925.00	23
10-420-053 Dues	2,500.00	311.00	311.00	517.25	2,189.00	12
10-420-054 Insurance	7,400.00	7,428.36	7,428.36	0.00	-28.36	100
10-420-057 Payroll services	4,500.00	2,205.40	2,205.40	0.00	2,294.60	49
10-420-066 Bookkeeping/FS Prep	13,000.00	6,013.47	6,013.47	6,986.53	6,986.53	46
10-420-068 Accounting software	2,000.00	1,000.00	1,000.00	0.00	1,000.00	50
10-420-069 Website maintenance	300.00	300.00	300.00	0.00	0.00	100
420 General Subtotal	\$275,385.00	\$135,989.23	\$135,989.23	\$23,904.91	\$139,395.77	49

REVENUE & EXPENDITURE STATEMENT
07/01/2022 To 01/31/2023

Town of Robersonville
FY 2022-2023

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
510 Police						
10-510-002 Police Salaries	257,500.00	123,082.08	123,082.08	0.00	134,417.92	48
10-510-003 Audit related services	350.00	-168.45	-168.45	0.00	518.45	-48
10-510-005 Social Security	19,850.00	9,413.08	9,413.08	0.00	10,436.92	47
10-510-006 Health & Life Insurance ER portion	53,984.00	17,045.74	17,045.74	0.00	36,938.26	32
10-510-007 Retirement	33,300.00	16,049.90	16,049.90	0.00	17,250.10	48
10-510-008 401K Supplement	13,000.00	9,840.02	9,840.02	0.00	3,159.98	76
10-510-011 Telephone	6,860.00	3,689.85	3,689.85	2,188.23	3,170.15	54
10-510-013 Retirees OPEB Benefits	3,800.00	2,571.50	2,571.50	0.00	1,228.50	68
10-510-014 Training and related travel	2,500.00	1,304.60	1,304.60	44.40	1,195.40	52
10-510-023 Police Informant Fee	500.00	0.00	0.00	0.00	500.00	0
10-510-031 Gas & Oil	12,000.00	6,010.48	6,010.48	5,989.52	5,989.52	50
10-510-033 Supplles	15,000.00	9,314.78	9,314.78	2,109.82	5,685.22	62
10-510-034 Capital Outlay	45,000.00	44,414.84	44,414.84	0.00	585.16	99
10-510-035 Vehicle Maintenance	11,250.00	8,014.03	8,014.03	454.22	3,235.97	71
10-510-036 Uniforms	3,000.00	909.66	909.66	334.86	2,090.34	30
10-510-044 Janitorial Services	2,400.00	1,002.84	1,002.84	864.16	1,397.16	42
10-510-053 Dues/Subscriptions	200.00	312.47	312.47	0.00	-112.47	156
10-510-054 Insurance	13,000.00	12,334.56	12,334.56	0.00	665.44	95
10-510-066 Bookkeeping/FS Prep	10,000.00	6,035.50	6,035.50	4,132.95	3,964.50	60
10-510-068 Accounting software	1,500.00	500.00	500.00	0.00	1,000.00	33
10-510-109 IT support and software	8,830.00	8,036.11	8,036.11	793.89	793.89	91
510 Police Subtotal	\$513,824.00	\$279,713.69	\$279,713.69	\$16,912.05	\$234,110.41	54
530 Fire						
10-530-002 Fire Salaries	51,000.00	29,431.10	29,431.10	0.00	21,568.90	58
10-530-005 Social Security	3,950.00	2,222.71	2,222.71	0.00	1,727.29	56
10-530-006 Health & Life Insurance ER portion	8,950.00	4,915.42	4,915.42	0.00	4,034.58	55
10-530-007 Retirement	11,100.00	7,675.92	7,675.92	0.00	3,424.08	69
10-530-009 Pension Fund	1,800.00	1,220.00	1,220.00	0.00	580.00	68
10-530-011 Telephone	4,000.00	1,365.08	1,365.08	1,088.00	2,634.92	34
10-530-013 Retirees OPEB Benefits	6,000.00	2,977.50	2,977.50	0.00	3,022.50	50
10-530-014 Training and related travel	1,000.00	0.00	0.00	0.00	1,000.00	0
10-530-031 Gas & Oil	5,000.00	2,727.10	2,727.10	2,272.90	2,272.90	55
10-530-033 Supplles	3,000.00	1,064.24	1,064.24	2,350.00	1,935.76	35
10-530-034 Capital Outlay	60,000.00	9,338.87	9,338.87	6,661.13	50,661.13	16
10-530-035 Vehicle Maintenance	20,000.00	12,009.71	12,009.71	5,102.29	7,990.29	60
10-530-044 Janitorial Services	2,400.00	1,002.83	1,002.83	863.17	1,397.17	42
10-530-053 Dues	1,500.00	1,060.96	1,060.96	0.00	439.04	71
10-530-054 Insurance	24,750.00	22,688.11	22,688.11	2,155.00	2,061.89	92

REVENUE & EXPENDITURE STATEMENT
07/01/2022 To 01/31/2023

Town of Robersonville
FY 2022-2023

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10-530-066 Bookkeeping/FS Prep	3,300.00	1,569.40	1,569.40	1,730.60	1,730.60	48
10-530-068 Accounting software	1,100.00	100.00	100.00	0.00	1,000.00	9
10-530-083 Volunteer Fireman	5,000.00	0.00	0.00	0.00	5,000.00	0
530 Fire Subtotal	\$213,850.00	\$101,368.95	\$101,368.95	\$22,223.09	\$112,481.05	47
560 Street						
10-560-002 Street/Public Works salaries	5,495.00	3,168.80	3,168.80	0.00	2,326.20	58
10-560-005 Social Security	420.00	240.12	240.12	0.00	179.88	57
10-560-006 Health & Life Insurance ER portion	1,000.00	487.67	487.67	0.00	512.33	49
10-560-007 Retirement	665.00	383.33	383.33	0.00	281.67	58
10-560-014 Training and related travel	100.00	0.00	0.00	0.00	100.00	0
10-560-016 Contract landscaping	6,000.00	1,075.00	1,075.00	3,910.00	4,925.00	18
10-560-031 Gas & Oil	2,200.00	4,130.18	4,130.18	0.00	-1,930.18	188
10-560-033 Supplies	12,000.00	4,757.57	4,757.57	7,242.43	7,242.43	40
10-560-054 Insurance	2,400.00	2,179.24	2,179.24	0.00	220.76	91
560 Street Subtotal	\$30,280.00	\$16,421.91	\$16,421.91	\$11,162.43	\$13,858.09	54
570 Powell						
10-570-016 Mowing Contract	6,500.00	2,748.00	2,748.00	932.00	3,752.00	42
10-570-019 Powell Bill Report	55,000.00	3,708.40	3,708.40	31,054.60	51,293.60	7
570 Powell Subtotal	\$61,500.00	\$6,454.40	\$6,454.40	\$31,986.60	\$55,045.60	10
590 Rescue						
10-590-002 Rescue Salaries	97,000.00	57,410.07	57,410.07	0.00	39,589.93	59
10-590-005 Social Security	7,420.00	4,374.00	4,374.00	0.00	3,046.00	59
10-590-006 Health & Life Insurance ER portion	15,638.00	10,033.94	10,033.94	0.00	5,604.06	64
10-590-007 Retirement	18,000.00	7,358.25	7,358.25	0.00	10,641.75	41
10-590-009 Pension Fund	2,800.00	0.00	0.00	0.00	2,800.00	0
10-590-011 Telephone	3,500.00	1,308.73	1,308.73	1,144.35	2,191.27	37
10-590-013 Retirees OPEB Benefits	3,750.00	2,571.50	2,571.50	0.00	1,178.50	69
10-590-014 Training and related travel	800.00	0.00	0.00	0.00	800.00	0
10-590-031 Gas & Oil	10,000.00	4,770.84	4,770.84	4,229.16	5,229.16	48
10-590-033 Supplies	28,000.00	11,071.31	11,071.31	12,658.41	16,928.69	40
10-590-035 Vehicle Maintenance	7,000.00	151.85	151.85	3,348.15	6,848.15	2
10-590-036 Uniforms	1,000.00	585.43	585.43	110.13	414.57	59
10-590-038 EMS/Rescue Billing	12,000.00	3,741.56	3,741.56	0.00	8,258.44	31
10-590-044 Janitorial Services	2,400.00	1,002.83	1,002.83	864.17	1,397.17	42
10-590-054 Insurance	28,750.00	26,279.87	26,279.87	0.00	2,470.13	91
10-590-066 Bookkeeping/FS Prep	6,500.00	3,006.74	3,006.74	3,493.26	3,493.26	46
10-590-068 Accounting software	900.00	300.00	300.00	0.00	600.00	33
10-590-083 Volunteer stipend	19,000.00	0.00	0.00	0.00	19,000.00	0
10-590-084 DOI Grant expenditures	14,000.00	0.00	0.00	0.00	14,000.00	0

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
590 Rescue Subtotal	\$278,468.00	\$133,966.92	\$133,966.92	\$25,847.63	\$144,491.08	48
620 Recreation						
10-620-016 Contract Landscaping	3,600.00	2,295.00	2,295.00	290.00	1,305.00	64
10-620-054 Insurance	750.00	260.93	260.93	0.00	489.07	35
10-620-093 Special Events	11,350.00	3,785.00	3,785.00	1,315.00	7,565.00	33
620 Recreation Subtotal	\$15,700.00	\$6,340.93	\$6,340.93	\$1,605.00	\$9,359.07	40
630 Library						
10-630-109 Support to BHM for Library Services	30,000.00	30,000.00	30,000.00	0.00	0.00	100
630 Library Subtotal	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00	100
711 Debt Service-Fire						
10-711-034 Debt Service - Fire	76,164.00	49,132.45	49,132.45	0.00	27,031.55	65
711 Debt Service-Fire Subtotal	\$76,164.00	\$49,132.45	\$49,132.45	\$0.00	\$27,031.55	65
712 Debt Service-Police						
10-712-034 Debt Service - Police	17,075.00	3,029.77	3,029.77	0.00	14,045.23	18
712 Debt Service-Police Subtotal	\$17,075.00	\$3,029.77	\$3,029.77	\$0.00	\$14,045.23	18
713 Debt Service-Rescue						
10-713-034 Debt Service - Rescue	5,294.00	5,293.92	5,293.92	0.00	0.08	100
713 Debt Service-Rescue Subtotal	\$5,294.00	\$5,293.92	\$5,293.92	\$0.00	\$0.08	100
Expenditure Subtotal	\$1,609,735.00	\$811,392.40	\$811,392.40	\$144,921.69	\$798,342.60	50
Before Transfers	Excess Of Revenue Subtotal	\$0.00	\$164,018.88	\$164,018.88	-\$144,921.69	*100
After Transfers	Excess Of Revenue Subtotal	\$0.00	\$164,018.88	\$164,018.88	-\$144,921.69	*100
20 Cdbg Project						
Revenue						
20-337-000 CDBG revenues	0.00	11,078.38	11,078.38	0.00	-11,078.38	*100
Revenue Subtotal	\$0.00	\$11,078.38	\$11,078.38	\$0.00	-\$11,078.38	*100
Expenditure						
420 General						
20-420-101 CDBG Expenditures	0.00	18,578.38	18,578.38	0.00	-18,578.38	*100
420 General Subtotal	\$0.00	\$18,578.38	\$18,578.38	\$0.00	-\$18,578.38	*100
Expenditure Subtotal	\$0.00	\$18,578.38	\$18,578.38	\$0.00	-\$18,578.38	*100
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$7,500.00	-\$7,500.00	\$0.00	*100
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$7,500.00	-\$7,500.00	\$0.00	*100
30 Electrical						
Revenue						
30-329-000 Interest on Savings	2,500.00	13,308.51	13,308.51	0.00	-10,808.51	532
30-335-000 Misc Revenue	15,000.00	5,219.54	5,219.54	0.00	9,780.46	35
30-371-000 Light Sales	2,600,763.00	1,133,889.96	1,133,889.96	0.00	1,466,873.04	44
30-372-000 Sales Tax Light Bills	0.00	9,198.67	9,198.67	0.00	-9,198.67	*100

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
30-373-000 Electrical Taps & Connections	5,000.00	6,961.97	6,961.97	0.00	-1,961.97	139
30-374-000 Late Charges - Utilities	0.00	15,428.68	15,428.68	0.00	-15,428.68	*100
30-383-000 Electricities Grant	10,000.00	5,000.00	5,000.00	0.00	5,000.00	50
Revenue Subtotal	\$2,633,263.00	\$1,189,007.33	\$1,189,007.33	\$0.00	\$1,444,255.67	45
Expenditure						
660 Enterprise						
30-660-002 Electrical Salaries	187,802.00	93,238.34	93,238.34	0.00	94,363.66	50
30-660-003 Auditing	20,000.00	3,308.52	3,308.52	758.48	16,691.48	17
30-660-005 Social Security	23,840.00	7,064.39	7,064.39	0.00	16,775.61	30
30-660-006 Health & Life Insurance ER portion	37,895.00	16,930.57	16,930.57	0.00	20,764.43	45
30-660-007 Retirement	32,540.00	9,314.65	9,314.65	0.00	23,225.35	29
30-660-011 Telephone	3,400.00	739.72	739.72	572.61	2,660.28	22
30-660-012 Postage	4,000.00	2,083.66	2,083.66	1,916.34	1,916.34	52
30-660-013 Retirees OPEB Benefits	8,400.00	0.00	0.00	0.00	8,400.00	0
30-660-014 Training and related travel	1,200.00	75.00	75.00	258.63	1,125.00	6
30-660-031 Gas & Oil	5,000.00	2,922.73	2,922.73	1,777.62	2,077.27	58
30-660-033 Supplies	79,700.00	13,669.94	13,669.94	20,809.61	66,030.06	17
30-660-034 Capital Outlay	60,980.00	29,070.45	29,070.45	0.00	31,909.55	48
30-660-036 Uniforms	2,000.00	0.00	0.00	113.33	2,000.00	0
30-660-048 Purchase of Power	1,900,000.00	864,604.60	864,604.60	633,731.50	1,035,395.40	46
30-660-054 Insurance	33,000.00	47,772.65	47,772.65	0.00	-14,772.65	145
30-660-058 Sales Tax-Light Bill	100,000.00	64,240.23	64,240.23	0.00	35,759.77	64
30-660-066 Bookkeeping/FS Prep	15,000.00	7,263.08	7,263.08	7,736.92	7,736.92	48
30-660-068 Accounting software	4,000.00	3,134.97	3,134.97	0.00	865.03	78
30-660-069 Website maintenance	300.00	300.00	300.00	0.00	0.00	100
30-660-096 Contract Svcs - Rate Study	10,300.00	0.00	0.00	0.00	10,300.00	0
30-660-100 Transfer to General	60,173.00	35,098.00	35,098.00	0.00	25,075.00	58
30-660-120 Contingency	44,133.00	0.00	0.00	0.00	44,133.00	0
30-660-131 Bank analysis charge-Elec	0.00	5,043.59	5,043.59	0.00	-5,043.59	*100
660 Enterprise Subtotal	\$2,633,263.00	\$1,205,875.09	\$1,205,875.09	\$667,675.04	\$1,427,387.91	46
Expenditure Subtotal	\$2,633,263.00	\$1,205,875.09	\$1,205,875.09	\$667,675.04	\$1,427,387.91	46
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$16,867.76	-\$16,867.76	-\$667,675.04	*100
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$16,867.76	-\$16,867.76	-\$667,675.04	*100
31 Water						
Revenue						
31-329-000 Interest on Savings	0.00	6,855.90	6,855.90	0.00	-6,855.90	*100
31-368-000 Water Maitenance	60,000.00	0.00	0.00	0.00	60,000.00	0
31-371-000 Water Sales	584,881.00	225,154.19	225,154.19	0.00	359,726.81	38
31-373-000 Water Taps & Connections	2,400.00	0.00	0.00	0.00	2,400.00	0

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Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
Revenue Subtotal	\$647,281.00	\$232,010.09	\$232,010.09	\$0.00	\$415,270.91	36
Expenditure						
660 Enterprise						
31-660-002 Water Salaries	187,602.00	90,067.26	90,067.26	0.00	97,534.74	48
31-660-003 Auditing	20,000.00	3,308.52	3,308.52	7,526.48	16,691.48	17
31-660-005 Social Security	23,840.00	6,824.12	6,824.12	0.00	17,015.88	29
31-660-006 Health & Life Insurance ER portion	37,695.00	16,329.96	16,329.96	0.00	21,365.04	43
31-660-007 Retirement	32,540.00	8,931.22	8,931.22	0.00	23,608.78	27
31-660-008 Employment Security	3,000.00	0.00	0.00	0.00	3,000.00	0
31-660-011 Telephone	3,000.00	2,064.33	2,064.33	2,082.00	935.67	69
31-660-012 Postage	5,000.00	2,083.67	2,083.67	2,916.33	2,916.33	42
31-660-013 Retirees OPEB Benefits	15,500.00	5,118.50	5,118.50	0.00	10,381.50	33
31-660-014 Training and related travel	1,000.00	75.00	75.00	258.63	925.00	8
31-660-031 Gas & Oil	10,000.00	3,721.61	3,721.61	5,421.98	6,278.39	37
31-660-032 Water Tank Maintenance	40,000.00	36,479.00	36,479.00	0.00	3,521.00	91
31-660-033 Supplies	81,000.00	39,618.67	39,618.67	21,160.74	41,381.33	49
31-660-034 Capital Outlay	53,376.00	10,508.44	10,508.44	1,091.56	42,867.56	20
31-660-035 Chlorine	9,000.00	4,567.50	4,567.50	4,432.50	4,432.50	51
31-660-036 Uniforms	2,000.00	0.00	0.00	113.33	2,000.00	0
31-660-053 Permit Fees	9,145.00	1,922.50	1,922.50	7,465.00	7,222.50	21
31-660-054 Insurance	23,750.00	22,933.07	22,933.07	0.00	816.93	97
31-660-066 Bookkeeping/FS Prep	10,000.00	4,713.26	4,713.26	5,286.74	5,286.74	47
31-660-068 Accounting software	3,900.00	3,700.00	3,700.00	0.00	200.00	95
31-660-069 Website maintenance	300.00	300.00	300.00	0.00	0.00	100
31-660-092 Utilities	25,000.00	9,640.74	9,640.74	11,559.26	15,359.26	39
31-660-094 Utility Management Fee	26,500.00	15,435.00	15,435.00	11,065.00	11,065.00	58
31-660-097 Engineering Fees	5,000.00	0.00	0.00	0.00	5,000.00	0
31-660-120 Contingency	11,340.00	0.00	0.00	0.00	11,340.00	0
31-660-131 Bank analysis charge-water	0.00	1,300.24	1,300.24	0.00	-1,300.24	*100
31-660-132 Fines and penalties	0.00	800.00	800.00	0.00	-800.00	*100
31-660-144 Transfer to Fund 44	7,793.00	0.00	0.00	0.00	7,793.00	0
660 Enterprise Subtotal	\$647,281.00	\$290,442.61	\$290,442.61	\$80,379.55	\$356,838.39	45
Expenditure Subtotal	\$647,281.00	\$290,442.61	\$290,442.61	\$80,379.55	\$356,838.39	45
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$58,432.52	-\$58,432.52	-\$80,379.55	*100
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$58,432.52	-\$58,432.52	-\$80,379.55	*100
32 Wastewater						
Revenue						
32-329-000 Interest on Savings	0.00	79.45	79.45	0.00	-79.45	*100
32-335-000 Miscellaneous Revenue	4,665.00	1,845.00	1,845.00	0.00	2,820.00	40

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32-368-000 Contract Sewer Treatment	105,000.00	70,796.57	70,796.57	0.00	34,203.43	67
32-371-000 Sewer Sales	580,000.00	301,749.66	301,749.66	0.00	278,250.34	52
32-373-000 Sewer Taps & Connections	1,500.00	0.00	0.00	0.00	1,500.00	0
32-375-000 Sewer Surcharge	56,000.00	30,000.00	30,000.00	0.00	26,000.00	54
Revenue Subtotal	\$747,165.00	\$404,470.68	\$404,470.68	\$0.00	\$342,694.32	54
Expenditure						
660 Enterprise						
32-660-003 Auditing	5,000.00	885.03	885.03	0.00	4,114.97	18
32-660-008 Health & Life Insurance ER portion	0.00	38.40	38.40	0.00	-38.40	*100
32-660-011 Telephone	7,650.00	3,775.04	3,775.04	4,669.94	3,874.96	49
32-660-012 Postage	7,000.00	2,083.67	2,083.67	4,916.33	4,916.33	30
32-660-013 Retirees OPEB Benefits	12,000.00	8,289.16	8,289.16	1,150.25	3,710.84	69
32-660-031 Gas & Oil	4,000.00	1,874.77	1,874.77	1,851.11	2,125.23	47
32-660-033 Supplies	85,000.00	34,630.45	34,630.45	17,646.80	50,369.55	41
32-660-034 Capital Outlay	45,000.00	0.00	0.00	0.00	45,000.00	0
32-660-035 Lines & Pump Station	10,000.00	8,807.60	8,807.60	213.00	1,192.40	88
32-660-038 Tank Maintenance	56,455.00	0.00	0.00	0.00	56,455.00	0
32-660-053 Permit	9,000.00	4,992.50	4,992.50	2,592.00	4,007.50	55
32-660-054 Insurance	16,500.00	17,729.61	17,729.61	1,892.00	-1,229.61	107
32-660-088 Accounting software	3,800.00	3,700.00	3,700.00	0.00	100.00	97
32-660-069 Website maintenance	300.00	300.00	300.00	0.00	0.00	100
32-660-092 Utilities	3,000.00	933.06	933.06	3,766.94	2,066.94	31
32-660-097 Utility Management Fee	292,060.00	170,360.89	170,360.89	121,639.11	121,699.11	58
32-660-106 CWSRF Loan Payment	181,000.00	0.00	0.00	0.00	181,000.00	0
32-660-120 Contingency	9,400.00	0.00	0.00	0.00	9,400.00	0
32-660-131 Bank analysis charge-Sewer	0.00	1,621.80	1,621.80	0.00	-1,621.80	*100
660 Enterprise Subtotal	\$747,165.00	\$260,021.98	\$260,021.98	\$160,337.48	\$487,143.02	35
Expenditure Subtotal	\$747,165.00	\$260,021.98	\$260,021.98	\$160,337.48	\$487,143.02	35
Before Transfers	Excess Of Revenue Subtotal	\$0.00	\$144,448.70	\$144,448.70	-\$160,337.48	*100
After Transfers	Excess Of Revenue Subtotal	\$0.00	\$144,448.70	\$144,448.70	-\$160,337.48	*100
40 Arpa Funds						
Revenue						
40-389-000 ARPA Revenue- General \$	0.00	214,005.33	214,005.33	0.00	-214,005.33	*100
Revenue Subtotal	\$0.00	\$214,005.33	\$214,005.33	\$0.00	-\$214,005.33	*100
After Transfers	Excess Of Revenue Subtotal	\$0.00	\$214,005.33	\$214,005.33	\$0.00	*100
41 Deq Emergency Grant Fund						
Revenue						
41-389-000 DEQ Emergency Operating Grant	22,258.00	67,441.00	67,441.00	0.00	-45,183.00	303
Revenue Subtotal	\$22,258.00	\$67,441.00	\$67,441.00	\$0.00	-\$45,183.00	303

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Expenditure						
800						
41-800-014 Training and related travel	0.00	0.00	445.00	0.00	-445.00	*100
41-800-021 Equipment - utility	-150.00	0.00	1,350.00	0.00	-1,500.00	-900
41-800-032 Clarifier #5 Repairs	277.00	0.00	19,477.00	0.00	-19,200.00	7,031
41-800-043 Computer equipment	-25.51	0.00	6,474.49	0.00	-6,500.00	-25,380
41-800-099 Contracted managerial services	0.00	0.00	3,500.00	0.00	-3,500.00	*100
41-800-100 Transfer to General Fund	0.00	0.00	25,148.14	0.00	-25,148.14	*100
41-800-109 Software data conversion costs	-101.49	11,924.82	22,971.57	0.00	-23,073.06	-22,634
800 Subtotal	\$0.00	\$11,924.82	\$79,366.20	\$0.00	-\$79,366.20	*100
Expenditure Subtotal	\$0.00	\$11,924.82	\$79,366.20	\$0.00	-\$79,366.20	*100
Before Transfers	Excess Of Revenue Subtotal	\$22,268.00	\$66,616.18	-\$11,925.20	\$0.00	-54
After Transfers	Excess Of Revenue Subtotal	\$22,268.00	\$66,616.18	-\$11,925.20	\$0.00	-54
42 Aia Project Grant - 2022						
Revenue						
42-389-002 VUR ARPA Grant AIA-M-VUR-0020	50,000.00	0.00	0.00	0.00	50,000.00	0
42-389-003 VUR ARPA Grant	2,000.00	0.00	0.00	0.00	2,000.00	0
42-389-004 Drinking Water St Rsv - ARPA	168,000.00	0.00	0.00	0.00	168,000.00	0
42-389-005 WWT St Rsv ARPA	230,000.00	0.00	0.00	0.00	230,000.00	0
Revenue Subtotal	\$460,000.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0
Expenditure						
801 Aia-M-Vur-0020 Grant						
42-801-150 Water GIS Assessment	10,000.00	0.00	0.00	0.00	10,000.00	0
42-801-151 Sewer GIS Assessment	40,000.00	0.00	0.00	0.00	40,000.00	0
801 Aia-M-Vur-0020 Grant Subtotal	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0
802 Vur Arpa Funded						
42-802-014 Training	2,000.00	0.00	0.00	0.00	2,000.00	0
802 Vur Arpa Funded Subtotal	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
803 Aia-D-Arp-0001 (Water)						
42-803-150 Water GIS Assessment	50,000.00	0.00	0.00	0.00	50,000.00	0
42-803-152 Project Mgmt	10,000.00	0.00	0.00	0.00	10,000.00	0
42-803-153 Water Modeling	60,000.00	0.00	0.00	0.00	60,000.00	0
42-803-154 Cap Project Development	33,000.00	0.00	0.00	0.00	33,000.00	0
42-803-155 Rate Study	15,000.00	0.00	0.00	0.00	15,000.00	0
803 Aia-D-Arp-0001 (Water) Subtotal	\$168,000.00	\$0.00	\$0.00	\$0.00	\$168,000.00	0
804 Aia-D-Arp-0002 (Sewer)						
42-804-151 Sewer GIS Assessment	171,000.00	0.00	0.00	0.00	171,000.00	0
42-804-152 Project Mgmt	10,000.00	0.00	0.00	0.00	10,000.00	0
42-804-154 Cap Project Development	34,000.00	0.00	0.00	0.00	34,000.00	0

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42-804-155 Rate Study	15,000.00	0.00	0.00	0.00	15,000.00	0
804 Ala-D-Arp-0002 (Sewer) Subtotal	\$230,000.00	\$0.00	\$0.00	\$0.00	\$230,000.00	0
Expenditure Subtotal	\$450,000.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0

43 Water System Impr Cpf: Srp-Vur 2624Cv

Revenue

43-389-006 Water SRP-17-0082 VUR-D ARP 0034	267,500.00	0.00	0.00	0.00	267,500.00	0
43-389-007 ARPA Grant VUR D ARP 0034	382,500.00	0.00	0.00	0.00	382,500.00	0
Revenue Subtotal	\$650,000.00	\$0.00	\$0.00	\$0.00	\$650,000.00	0

Expenditure

805 Water Sys Impr Srp-17-008						
43-805-097 Engineering	135,988.00	0.00	0.00	0.00	135,988.00	0
43-805-152 Administration	15,000.00	0.00	0.00	0.00	15,000.00	0
43-805-156 Construction	495,000.00	0.00	0.00	0.00	495,000.00	0
43-805-157 Closing Costs	4,012.00	0.00	0.00	0.00	4,012.00	0
805 Water Sys Impr Srp-17-008 Subtotal	\$650,000.00	\$0.00	\$0.00	\$0.00	\$650,000.00	0
Expenditure Subtotal	\$650,000.00	\$0.00	\$0.00	\$0.00	\$650,000.00	0
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0

44 Water System Impr Cpf Wif Vur Arp 2624Cw

Revenue

44-386-000 Transfer from Water	7,793.00	0.00	0.00	0.00	7,793.00	0
44-389-008 SRF - WIF 1953	389,650.00	0.00	0.00	0.00	389,650.00	0
44-389-009 ARPA - VUR D ARP 0027	1,770,965.00	0.00	0.00	0.00	1,770,965.00	0
Revenue Subtotal	\$2,168,408.00	\$0.00	\$0.00	\$0.00	\$2,168,408.00	0

Expenditure

806 Water - Wir 1953 Vur						
44-806-097 Engineering	227,500.00	0.00	0.00	0.00	227,500.00	0
44-806-152 Administration	30,000.00	0.00	0.00	0.00	30,000.00	0
44-806-156 Construction	1,903,115.00	0.00	0.00	0.00	1,903,115.00	0
44-806-157 Closing Costs	7,793.00	0.00	0.00	0.00	7,793.00	0
806 Water - Wir 1953 Vur Subtotal	\$2,168,408.00	\$0.00	\$0.00	\$0.00	\$2,168,408.00	0
Expenditure Subtotal	\$2,168,408.00	\$0.00	\$0.00	\$0.00	\$2,168,408.00	0
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0

45 Wwtp 2018 System Impr Cpf Srp 2624Cx

Revenue

REVENUE & EXPENDITURE STATEMENT
 07/01/2022 To 01/31/2023

Town of Robersonville
 FY 2022-2023

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
45-389-006 St Rsv Project Grant	686,500.00	0.00	0.00	0.00	686,500.00	0
Revenue Subtotal	\$686,500.00	\$0.00	\$0.00	\$0.00	\$686,500.00	0
Expenditure						
807 Wwtp - 2018						
45-807-097 Engineering	140,000.00	0.00	0.00	0.00	140,000.00	0
45-807-152 Administration	15,000.00	0.00	0.00	0.00	15,000.00	0
45-807-156 Construction	521,202.00	0.00	0.00	0.00	521,202.00	0
45-807-157 Closing Costs	10,298.00	0.00	0.00	0.00	10,298.00	0
807 Wwtp - 2018 Subtotal	\$686,500.00	\$0.00	\$0.00	\$0.00	\$686,500.00	0
Expenditure Subtotal	\$686,500.00	\$0.00	\$0.00	\$0.00	\$686,500.00	0
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	0



Town Manager's Monthly Report January, 2023

- 1/10/23 Council Meeting – Council Meeting
- 1/25/23 – Participated in the American Rescue Plan Webinar Series: Best Practices of Grant Management hosted by NCLM and NCACC.
- 2/4/23 Town Council Retreat
- Continued overall management of our awarded utility grants awarded with the assistance of LGC as well as Engineers from Wooten Company and Municipal Engineering as well as the action plan for monthly updates to the Council (ongoing) and Local Government Commission. All invoices to date to Wooten and Company on their grants have been paid as has been shown in the Grant report. These reports will be sent on a monthly basis to the Council. The Pre-Construction Meeting for the Wooten and Company Waterline Distribution Grant has been completed and the Notice to Proceed has been signed and returned. Work is scheduled to begin on or around February 20, 2023. The Wooten and Company Well Improvements project pre-bid meeting is scheduled and bid opening is scheduled for February also. We should receive word from the State on our Automatic Meter Infrastructure grant on or around the 21st of February.
- Continued working on reconciliation of Town owned vehicles and updating our Town assets that should ultimately be accounted for as recommended by Audit for the 1st quarter of 2023.
- The Electric Fund Financial Projections and Rate Design Study is underway as soon as we get an approved budget amendment for the project. We have had our first conference call gathering the necessary data they will need to undertake the study. A Retail Billing Review/Audit is also underway with no additional costs to the Town. We will have our first information gathering meeting in the next few weeks. As mentioned last month hopefully, we are chosen for an Electricities grant through the Grid Resilience and Innovation Partnerships Program Funding Opportunity to upgrade our electric meters to Automatic Meter Infrastructure (AMI). The local match for this grant is 33% if we are chosen which hopefully, we can find from other sources.
- It is my understanding that the State will announce the recipients of the Automatic Meter Infrastructure (AMI) grants for our water meter on February 21, 2023.
- We are awaiting more information on the \$750,000 Congressional appropriation for street improvements for the Town at which time we will put a plan together for implementation.
- Started working on preliminary Capital Improvement Plan documents to coincide with our FY 23-24 Budgetary Process.
- Worked on routine day-to-day administrative and planning/zoning related Town matters

