TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES

February 12, 2018– 7:00 pm
Ayden Town Hall – Second Floor Board Room

I. CALL TO ORDER

A. Call to Order
Mayor Tripp called the meeting to order at 7:00 p.m.

B. Roll Call
Present:
Mayor Tripp
Commissioners Davenport, Mewborn, Ross, Langley and Davis

Also Present:
Steven Harrell - Town Manager
Sarah Radcliff– Town Clerk
Scott Dixon- Town Attorney

C. Welcome Visitors

Mayor Tripp welcomed everyone to the meeting.

D. Invocation

Commissioner Davenport gave the invocation.

E. Pledge of Allegiance

Mayor Tripp led the Pledge of Allegiance.

F. Approval of the Agenda

Motion to approve the agenda.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Langley
Discussion: None
Approved: 5-0
Motion passed unanimously.

II. PRESENTATIONS

A. Service Award for Yvonne Garris

Mayor Tripp and Planning Board Chairman Terry Payne presented the award to Ms. Garris and thanked her for her service.

B. Random Acts of Kindness

Item Explanation
John Friend, Trudy Riggs, Darlene Pollard, and Quincy Clark have been nominated for the Random Acts of Kindness award. See attached nomination forms for further information.

Staff Comments
Nominees will be in attendance to accept their awards.

Action Requested
Presentation of awards by Mayor Tripp.

Mayor Tripp presented the awards to the nominees.

C. Ayden Chamber of Commerce Quarterly Report

Laura Todd, Director for the Ayden Chamber of Commerce, addressed the board. She stated the Chamber Board is working on several projects. She stated they received a $5,000 grant to work on a relocation guide. She stated they would also be working on their website and their social media presence. She stated the golf tournament is coming up on April 29th. She stated Christmas Town in Ayden was a huge success, with a crowd of over 4,000 people. Several businesses reported increased sales for the evening with a couple reporting they completely sold out. Mrs. Todd stated the annual banquet was coming up on March 29th and she looked forward to seeing everyone there. She stated they would also be parterning with schools to assist with proctoring during testing. They will also be creating a school ambassador program where the students will show potential new families around the schools in Ayden. Lastly, they began the Coffee with Commissioners in February. The next event will be on April 19th at 8AM.

Laura stated the last thing she needed to present to the board was regarding marketing via the 2018 Home and Living Expo. Manager Harrell presented the following.

a. Approve Participation in Eastern Home & Living Exo

Item Explanation
Enclosed is information about the upcoming Saturday, March 3, 2018 Eastern Home and Living Expo. Our Town participated, along with the Ayden Chamber of Commerce in this marketing opportunity for our community with advertising and a booth in last year's expo. The Expo last year included Greenville Utilities Commission and our own Gwendies' Goodies with booths. Great opportunity again to market our community in the region. Last year our booth was visited by a good number of realtors and the public. Our booth was manned by volunteers from our Town Board members, Chamber Board members and students from Ayden Middle School. Photos of our booth from last year are enclosed.

Staff Comments
Recommendation is to go with a modified Package C, that the expo has agreed to if approved by the Town Board, as shown in the enclosed flyer on the expo. This would be 3 months of commercials, for $395 per month, February through April, and one free booth. As you may recall, we have $30,000 in the budget for marketing, so the $1,185 is there.

Action Requested
Approve $1,185 2018 Eastern Home & Living Expo and authorize Town Manager to execute enclosed ad package agreement.

Commissioner Langley asked if we did package C last year. Manager Harrell stated we did package B last year.

Motion to approve package C, with a total amount of $1,185, coming from the Town's marketing dollars, and to authorize the Town Manager to execute the ad package agreement.

Motion: Commissioner Langley
Second: Mayor Pro-tem Mewborn
Discussion: Mayor Tripp asked if all of the funds would come out of our budget. Manager Harrell stated they would come out of our marketing dollars. Mayor Tripp asked if it was not a partnership with the Chamber's budget. Manager Harrell stated it was a partnership in the sense that Laura will be setting up the booth and working it at the Expo, just like last year. Mayor Tripp asked if there was a conversation about partnership funding. Manager Harrell stated it was not recommended that way. Mayor Tripp stated the manager referenced we were limited in funds and asked him to explain that. Manager Harrell stated he was not recommending the same amount of money that we spent last year. Mayor Tripp asked if we had a plan to spend the $30,000, because we are over half way through the fiscal year. He asked how much we had spent in this line item. Manager Harrell said he did not have that figure ready tonight, but the $1,185 was covered. Mayor Tripp asked if we had a marketing plan. Manager Harrell stated he worked with the Chamber on a regular basis on marketing efforts. Mayor Tripp said he would like to see that.
Approved: 5-0

Motion passed unanimously.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT AGENDA

A. Minutes from the January 8, 2018 Board Meeting

Motion to approve the minutes.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Ross
Discussion: None
Approved: 5-0

Motion passed unanimously.

V. ACTION ITEMS

A. Approve Completed FY 16-17 Annual Audit of Town of Ayden

Finance Director, Rob Taylor, presented to the board. He stated there was a small correction to the audit that went out last week. He said a footnote was missing, so that was updated and corrected on page 53 regarding the BB&T loan for the substation. He stated the statements had been submitted to the LGC and he had received a preliminary "ok" from them today via email. Mr. Taylor stated we would probably be written up on our capital outlay being over budget in the general fund. He said that error came from the knuckle boom truck purchased last year not being properly budgeted.

Item Explanation
Enclosed is a copy of the Town's completed FY16 – 17 Annual Audit ready for submittal to the N.C. Local Government Commission (LGC). As presented last month by the Town's auditors, Cherry & Bekaert, the audit is an unmodified, clean audit and all eight of the prior findings of the previous two annual audits have been addressed. The enclosed audit also has Ayden Housing Authority numbers added.

Staff Comments
Enclosed is an LGC form for an amendment to the submittal date of the Town's audit. The original submittal date was October 31, 2017 to the LGC and the new submittal date is February 12, 2018. The Town Board will recall from last month's auditor's presentation, additional time was needed to complete the audit.

Recommendation is to approve the completed FY16-17 Annual Audit and the amendment to the submittal date.

Action Requested
By motion, approve audit and amendment for LGC submittal date.

Manager Harrell stated although there was one finding, it was still an unmodified clean audit.

Mayor Tripp said the action requested is to approve the audit, but Mr. Taylor stated they need a motion to pay the auditors. Mr. Taylor said the contract had to be amended with today's date. Mayor Tripp said he doesn't understand the motion that needs to be made. Manager Harrell stated the board has a form in the packet that shows the original contract date of October 31st. Due to numerous items that needed to be cleaned up, they extended the deadline to 2/12/18. He stated the contract was the same, the submittal date is the only difference.

Motion to approve the amendment to the audit contract for submittal to the LGC.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Ross
Discussion: None
Approved: 5-0

Motion passed unanimously.

B. Recommendation of Award for Construction of 2017 Disaster Recovery Project (NC Commerce) Westhaven Drainage Improvements

Rich Moore, McDavid Associates, presented to the board.

Item Explanation
The Town of Ayden was awarded a $187,100 Disaster Recovery grant through the NC Department of Commerce to replace/relocate failed drainage piping in the Westhaven Subdivision (Verna Street area).

Bids for construction were received on January 11, 2018. Based on the low bid received, a recommendation of award is presented for Town Board consideration. The "recommendation of award" letter from McDavid Associates, Inc. is attached. The following exhibits are attached to the "recommendation of award" letter:

1. Resolution Awarding Construction.
2. Notice of Award
3. Bid Tabulation Sheet
4. Submitted Low Bid
5. Project Location Map Exhibit

The low bid for construction received was in the amount of $87,085 as submitted by BridgePoint Civil, LLC. The low bid is within the budget of available funds.

The project is within budget based on the low bid. The project will address a critical drainage need within Town.

Staff Comments

Project scoping is consistent with the approved NC Department of Commerce grant agreement. The project is within budget and the contractor has indicated a desire to move forward with construction.

Action Requested

By motion, approve resolution that awards construction.

Exhibit A - Resolution
Awarding Construction

Ayden, North Carolina

AYDEN

RESOLUTION 17-18-28
AWARDING CONSTRUCTION CONTRACTS
NC DEPARTMENT OF COMMERCE PROJECT 2017-150-3214-2593
2017 DISASTER RECOVER DRAINAGE IMPROVEMENTS
CONTRACT NO. 1 – DRAINAGE IMPROVEMENTS

WHEREAS, The Town of Ayden has been approved for Disaster Recovery grant funding in the amount of $187,100 through the NC Department of Commerce to perform drainage improvements in the Westhaven Subdivision in the vicinity of Verna Avenue, and

WHEREAS, The Town of Ayden adopted a Capital Budget Ordinance on July 10, 2017 (Ordinance No. 17-18-02), and

WHEREAS, Plans for construction are complete and bids for construction were received on January 11, 2018, and

WHEREAS, BridgePoint Civil, LLC. submitted the low bid for Contract No. 1 – Drainage Improvements in the amount of $87,085.00,

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

That Contract No. 1 – Drainage Improvements be awarded to BridgePoint Civil, LLC, for the low bid amount of $87,085.00 subject to concurrence by the NC Department of Commerce.

That the Mayor and/or Town Manager are authorized to execute all related contract award documents.

Adopted this the 12th day of February, 2018 at Ayden, North Carolina.

THE TOWN OF AYDEN INCORPORATED SEAL 1891 PITT COUNTY, NC

(SEAL)

Stephen W. Tripp, Mayor

ATTEST:

Sarah W. Radcliff
Town Clerk

Motion to approve resolution awarding construction to BridgePoint Civil, LLC.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Davenport
Discussion: Mayor Tripp asked since the project came in well under budget where the excess funds would go. Mr. Moore stated he would request they use them for some of our other projects.
Approved: 5-0
Motion passed unanimously.

C. Approval of Final Plans/Specifications and Authorization to Receive Bids for 2015 Sanitary Sewer Improvements Project Funded by USDA – Rural Development

Rich Moore, McDavid Associates, presented to the board.

Item Explanation

The Town of Ayden approved a funding offer from USDA – Rural Development that included a $916,000 loan (40-year term, 1.875% interest) and $784,000 grant on December 19, 2016 to replace sections of existing sanitary sewer collection system assets.

McDavid Associates, Inc. has completed final plans and specifications. Final plans and specifications have been submitted to USDA – Rural Development. USDA has tentatively approved final plans and specifications pending formal approval from the Town Board. The following exhibits are provided for review:

1. Resolution Approving Final Plans and Authorizing Receipt of Bids
2. Project Location Map Exhibit

The project is designed in accordance with approved USDA scoping and accepted funding. The project will address critical inflow/infiltration needs within the Town's sanitary sewer system assets.

Staff Comments

Project design is consistent with approved scoping defined in approved funding from USDA. Improvements will replaced aged (>40 year) sanitary sewer assets that are contributing to inflow/infiltration in the Town's sewer collection system.

Action Requested

By motion, approve resolution that approves final plans and authorizes receipt of bids.

Ayden, North Carolina

AYDEN

RESOLUTION 17-18-27
PLAN APPROVAL AND AUTHORIZATION TO RECEIVE BIDS
2015 USDA SANITARY SEWER IMPROVEMENTS PROJECT
TOWN OF AYDEN
FEBRUARY 12, 2018

WHEREAS, The Town of Ayden Board of Commissioners approved and accepted a funding offer from USDA – Rural Development on December 19, 2016 represented by a $916,00 loan (40 term, 1.875% interest) and $784,000 grant for replacement of sanitary sewer collection system assets, and

WHEREAS, Plans and Specifications for Contract No. 1 - Sanitary Sewer Improvements have been prepared by McDavid Associates, Inc. and submitted to USDA – Rural Development for approval and authorization to advertise for bids, and

WHEREAS, USDA has tentatively approved plans pending approval by the Town of Ayden Board of Commissioners and authorization to receive bids,

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

That Plans and Specifications for the construction of the 2015 USDA Sanitary Sewer Improvements Project, Contract No. 1 - Sanitary Sewer Improvements are approved, and

That the Engineer is authorized to advertise the project for the receipt of bids, upon authorization from the funding agency.

Adopted this the 12th day of February, 2018 at Ayden, North Carolina.

THE TOWN OF AYDEN INCORPORATED SEAL 1891 PITT COUNTY, NC

(SEAL)

Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:

Sarah W. Radcliff, Town Clerk

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1 2/12/2018

Motion to approve the resolution that approves final plans and authorizes receipt of bids.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Davis
Discussion: None
Approved: 5-0

Motion passed unanimously.

D. Project Update on Montclair Drainage Improvements – Engineer Recommendation to Reject Bids and Re-Advertise Project

Rich Moore, McDavid Associates, presented to the board.

Item Explanation

The Town of Ayden was awarded a $153,000 Disaster Recovery grant through the Golden LEAF Foundation to replace existing failed storm drainage pipe in the Montclair Subdivision. The Town accepted the grant and adopted a budget ordinance on September 11, 2017.

Informal Bids for construction were received on October 31, 2017, summarized as follows:

- Tripp Bro's, Inc. - $398,440.00
- Trader Construction - $564,050.00

Based on the low bid received, project costs exceeded available funds. Negotiations were entered into with Tripp Bro's, Inc. to reduce construction cost. Considerations included, reduction in unit price, change in piping from arch, corrugated to dual, smooth-wall plastic, and advanced drainage structures (polymer) instead of precast concrete.

Revised negotiated prices did not offer substantial savings that would properly address the intent of the project.

Golden LEAF has indicated that the opportunity exists to obtain some measure of supplemental funding; however, due diligence must be documented to support effort to reduce cost.

Staff Comments

Other drainage projects have yielded lower unit prices. Work environment is believed to be more favorable to competitive pricing. To better position the Town to move forward with a successful project and to best document effort to reduce cost to position the Town to compete for supplemental grant funds, the project engineer recommends rejecting original bids and authorizing re-advertisement for bids.

Action Requested

By motion, approve resolution that rejects bids and authorizes re-advertisement.

Ayden, North Carolina

AYDEN

RESOLUTION 17-18-26
REJECT BIDS AND AUTHORIZE RE-ADVERTISEMENT
GOLDEN LEAF DISASTER RECOVERY GRANT FY2018-008
MONTCLAIR STORM DRAINAGE IMPROVEMENTS
TOWN OF AYDEN
FEBRUARY 12, 2018

WHEREAS, The Town of Ayden Board of Commissioners approved and accepted a funding offer from the Golden LEAF Foundation in the amount of a $153,000 grant on September 11, 2012, and

WHEREAS, Plans and Specifications for Drainage Improvements were completed by McDavid Associates, Inc. and informal bids for construction were received on October 31, 2017, and

WHEREAS, Tripp Bro's, Inc. submitted the low bid of $398,440, and

WHEREAS, Negotiations were made with Tripp Bro's, Inc. in an effort to reduce project costs, and

WHEREAS, Negotiations with Tripp Bro's have not yielded substantial cos savings to merit a construction award,

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

That bids received for storm drainage improvements within the Montclair on October 31, 2017 are rejected.

That the Engineer is authorized to perform appropriate re-design of the project re-advertise the project for the receipt of bids.

Adopted this the 12th day of February, 2018 at Ayden, North Carolina.

THE TOWN OF AYDEN INCORPORATED SEAL 1891 PITT COUNTY, N.C.

(SEAL)

Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:

Sarah W. Radcliff, Town Clerk

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2/12/2018

Motion to approve the resolution that rejects bids and authorizes re-advertisment.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Davenport
Discussion: None
Approved: 5-0

Motion passed unanimously.

E. Cemeteries' Expansion Consideration

Rich Moore, McDavid Associates, presented to the board.

Item Explanation

At the Town Board's January 8th meeting, it was reported that Farmer Funeral Home approached the Town about a request to expand the size and/or designate more area in the Ayden Cemetery for grave

plots. Recall from last month's meeting, currently there are only five (5) vacant grave plots left in the Ayden Cemetery. There are also about 30 vacant grave plots in the Northeast Cemetery.

Staff discussed with the Town Board two possible options for expansion of the cemeteries, ones done separately, or in tandem. First, possible conversion of some of the current vehicle roads/paths as space for grave plots and/or the Town Board could consider the purchase of additional land adjacent to the cemeteries.

The Town Board directed staff to explore further the two options and report back at the Town Board's February 12th meeting.

Staff Comments

Reference the subject and as follow-up to discussion, enclosed are maps of Ayden Cemetery and Northeast Cemetery. Using the Town's GIS data, Rich Moore of McDavid & Associates overlaid the maps on an aerial image. He added potential plots (green outline) in an effort to determine the impact of converting existing space to grave plots. He did not look at any plots in areas that appear to already contain grave sites and any disturbed area that also may have graves or be part of some plot.

From available data, a potential of 144 plots could be provided in the Northeast Cemetery and 117 in the Ayden Cemetery along the perimeters of the two cemeteries. Plot dimensions may have to be adjusted where necessary and note that increasing size will reduce this number. With the current vacant lots in the respective cemeteries noted above, with the layout from Rich Moore, Northeast Cemetery as a potential 174 grave plots available and Ayden Cemetery has potentially 122 grave plots.

From a broad review based on the maps, it does appear that some additional plots could be incorporated into the cemetery. A complete review needs a field survey to best determine the cemeteries' boundaries to make sure that sufficient area exists and to make sure plots would not impact any drainage assets.

The existing road networks within the cemetery represent a good amount of space and Rich looked at the road widths to determine the feasibility of re-capturing some of the space to add plots. It appears that a majority of the roads/drives are not wide enough to provide a plot and a limited path that would allow access for burial services without encroachment on an adjacent plot. Some entire road widths could be converted to plots; however, access to plots would likely result in having to cross over a purchased plot.

Based on annual sales of grave plots, i.e., approximately 10 per cemetery, the Town would have potentially up to 10 years of available grave plots for sale with the additions of the grave plots determined by Rich Moore. Action at this time for consideration by the Town Board would be for McDavid & Associates to survey the cemeteries and define the potential new grave plots for future sales.

Staff had begun the process of identifying adjacent property owners of the two cemeteries and one property owner actually contacted the Town Manager after reading of the space challenges of the cemeteries in the local news. However, with an estimated 10 years of grave plots available, staff would not recommend purchase of any adjacent properties at this juncture.

Action Requested

Authorize staff to have cemeteries surveyed and define new grave plots for sale in areas identified by McDavid & Associates on maps enclosed.

Mayor Pro-tem Mewborn asked if Mr. Moore had noticed a difference in the condition of the headstones and upkeep in the two cemeteries. Mr. Moore stated he really couldn't say. He said one was more visible, but he didn't actually get out and walk through the cemeteries. Manager Harrell stated the next step would be to do the survey work. Mayor Pro-tem stated his concern was with the damages at Northeast Cemetery and he thought the upkeep was done by the same contractors. He stated he had been to the

manager with this matter before and one of the cemeteries looked like it was supposed to. He said he didn't know if we had hired the wrong contractors to upkeep it or if they just don't care about the other one, but we need to look into it because if it continues people aren't going to want to purchase lots down there. Manager Harrell stated we could look into it with our contractor that does the work.

Motion to authorize staff to have cemeteries surveyed and define new grave plots for sale in areas identified by McDavid Associates on maps enclosed.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Ross
Discussion: None
Approved: 5-0

Motion passed unanimously.

F. Police Officers Taking Home Patrol Cars

Manager Harrell presented to the board.

Item Explanation
As reported at last month's January 8th Town Board meeting, Commissioner Ross requested this item placed on the agenda for discussion and consideration. The Town Board requested that the Town Manager and Police Chief draft recommended police vehicle take home guidelines for the Town Board's review and consideration at its February 12, 2017 meeting.

To recap from last month's agenda:

Currently, in our APD, the Chief, Captain, Lieutenant, the two Police Investigators and one lone Police Officer, who lives in the town's corporate limits, take home their assigned police vehicles.

For comparison purposes, Winterville allows only officers within a 10 mile radius to drive their assigned vehicles home and Farmville allows officers that reside within a 15 mile radius to drive their cars home; officers that reside 15 to 20 miles can drive home and must compensate the town for mileage(calculated at ½ the IRS mileage rate); officers residing outside 20 miles are not eligible to drive their assigned vehicle home.

Staff Comments
Enclosed you will find drafted police vehicle take home guidelines that are recommended as ones to be adopted by the Town Board, if it so chooses to do so. Chief Stanley used the Greenville Police Department's guidelines as a model. Section VI. Care and Maintenance was modified to indicate that, not only are repairs and maintenance to be done by the Town Garage during regular employee's working hours, washing/cleaning of the vehicles shall also be done during regular work hours. This is done to comply with federal Fair Labor Standard Act (FLSA) regulations. Any repairs, maintenance and washing/cleaning outside regular work hours would make such work compensable hours under the FLSA.

Action Requested
Adoption by the Board of the enclosed guidelines, if the Town Board so chooses.

Manager Harrell stated there would be 13 cars driven home, for a total around of 65,000 miles annually for all 13 cars to be driven home, for an average of 5,000 miles per car, and around $8,100 in gasoline. He stated that they had also talked to Brian Henning, the Town's Mechanic, and he stated the additional 5,000 miles would not be significant in terms of the life of the vehicle.

Mayor Pro-tem Mewborn said he liked the idea, but he was concerned with how much it would cost the town. He said he didn't see those numbers. Manager Harrell said that was what he had just given to them and handed out at the beginning of the meeting.

Mayor Tripp asked what the average mileage was before we dispose of a car. Chief Stanley said the cars average about 30,000 miles per year and because we are so small, the life expectancy is around 10 years. Chief Stanley said they don't all get to that, but it has been around 10 years. He said there were still 2005 cars on the street with over 160,000 miles. Commissioner Langley asked if the cars are taken home is it considered a benefit or a compensation to the employee. Mr. Taylor said it is typically treated that way, but he would have to look into it. He said he had not thought about it, but it is a real concern and he will check into it. Mayor Pro-tem Mewborn said those were the kinds of things that the citizens ask about, so we need to know the answer to that. Manager Harrell suggested we run the numbers and look at it again during budget preparations. Mayor Tripp said he still had some questions about police salaries. He said some of the newly elected commissioners had said our police salaries as compared to the Town of Winterville were less. He said he never got that information and the manager said we would do it in the budget. Mayor Tripp said if someone had that information, he would like to see it to know if it was true. Commissioner Davis said he could get that data and have it at the next meeting. Mayor Tripp said the officers have their radio on at all times. He asked how that was different than washing a car at home. If they are driving to and from work with their radio on, isn't that working. Manager Harrell said it would not be the same if they are just listening to the radio. It would only apply if they have to respond.

Motion to table this item to get more information and bring back at budget time.

Motion: Commissioner Langley
Second: Mayor Pro-tem Mewborn
Discussion: None
Approved: 5-0

Motion passed unanimously.

G. Adoption of Updated Customer Service Guidelines

Rob Taylor, Finance Director, addressed the board.

Item Explanation
Town Customer Service Manual was last updated nine years ago. Finance staff recommends it be reviewed and updated.

Staff Comments
The Town's original customer service manual was adopted in 1995. It was updated eleven years later in 2006. Additional revisions were made in 2008 and 2009. Previous revisions had created some ambiguity and contradictions. Town staff recommends updating and simplifying.

Some of the highlighted changes to the manual are:

- Provide additional ways to communicate with customers and make requests for services - in person, phone, fax and now by email
- Require energy audit for properties with history of high bills and poor payment
- Policy for senior citizens and disabled citizens on a fixed income to move due date to coincide with receipt of their assistance check
- Automatic renewal in Equal Payment Plan
- Stronger Meter Tampering options

Staff has been reviewing for several months and considering recommended changes. A draft manual was submitted to the Town Manager for his review and comment. The final recommended Customer Service Guidelines are presented tonight to the Town Board for its consideration.

Action Requested
Adopt updated Customer Service Guidelines.

Commissioner Langley said a citizen came in and requested previous years' bills and was told they couldn't be produced out of the old system. Mr. Taylor said that was correct for the old system. He said the new system did allow them to reproduce the actual bill. Mr. Taylor said he should be able to run a report to get him what he needed out of the old system.

Mayor Pro-tem Mewborn asked if the senior citizens and disabled citizens would be notified that they could get their due date changed. Mr. Taylor said they would need to come to the front office and ask for it. He said we would request documentation from them for the file. He said we already have an informal program and there are a lot of citizens that participate in it. Mayor Pro-tem said he would like this to be included in the monthly newsletter so people will know it's available. Commissioner Davenport asked what age was used to determine "senior" status. Manager Harrell stated it would be 62 and older or disabled.

Motion to adopt the revised Customer Service Guidelines.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Ross
Discussion: None
Approved: 5-0

Motion passed unanimously.

H. Appointment to the Ayden Planning Board

Item Explanation
Charles Twardy's term on the Ayden Planning Board expires in February. He is not seeking reappointment.

Staff Comments
The vacancy was advertised in The Times Leader and on the Town's website. Staff received one application, which is attached.

Action Requested
To consider appointing Tony Dail to a three-year term that will expire in February, 2021.

Motion to appoint Tony Dail to a three-year term that will expire in February, 2021.

Motion: Mayor Pro-tem Mewborn
Second: Commissioner Langley
Discussion: Mayor Pro-tem Mewborn said Mr. Dail was here earlier and he had a question and Mr. Skip was up here earlier. He said he doesn't think our audience means any harm and he thinks what would benefit the audience that don't know how things go, we need to let them know at the beginning of our meeting about the sign-up sheet and what type of comments thereafter are allowed and not allowed. Mayor Tripp said he would like to add it to the agenda at every meeting that after the Call to Order and the Roll Call, that we make an announcement about the Public Comment Period. Manager Harrell stated we should also state the difference between a public hearing and a public comment.
Approved: 5-0
Motion passed unanimously.

I. Appointment to the Arts & Recreation Board

Item Explanation
Commissioner Johnny Davis was a member of the Arts & Recreation Board prior to being elected commissioner. The Arts & Recreation Board needs to fill this unexpired seat.

Staff Comments
The vacancy was advertised in The Times Leader and on the Town's website. Staff received one application, which is attached.

Action Requested
To consider appointing Robin Whitten to an unexpired term that will expire in September 2018.

Motion to appoint Robin Whitten to an unexpired term that will expire in September 2018.

Motion: Commissioner Langley
Second: Commissioner Ross
Discussion: None
Approved: 5-0
Motion passed unanimously.

J. Selection of Candidates for the Annual 2017 Random Acts of Kindness Award

Item Explanation
The Random Acts of Kindness resolution was adopted by the Board on 10/24/16. The following individuals and/or businesses received a Random Acts of Kindness award during 2017:

3/13/17 – Paula Loftin – Paula Loftin was nominated for her efforts with the BackPack Pals Program to Organize "Give Back Day" in Ayden

4/10/17 - Regional Acceptance Corporation – The Regional Acceptance Corporation contacted the Town about painting and installing new vinyl flooring to replace the old worn carpet in the jail section of the old Town Hall, currently the home of Ayden Christian Care where the Food Bank is operated. They planned amd painted the walls and the floor of the back storage room (not the room that houses the jail cells). The back room floor had become very slippery when wet, so a concrete paint with a non-slip additive was used. They installed the vinyl floor in the foyer and main room, both which had two different carpets.

5/8/17 – Jimmy Smith - Mr. Jimmy Smith was nominated by Mr. Andy McLawhorn for the May Random Acts of Kindness Award. Mr. Smith volunteers to deliver Meals on Wheels several days a week, throughout the year, regardless the weather.

6/12/17 – Dixie McElroy - Dixie McElroy was nominated by Gwendy Yiznitsky for the Random Acts of Kindness Award. Gwendy wrote: "I am so often amazed at Dixie's generosity and kindness. At Easter time she had Gwendy's Goodies custom decorate Mardis Gras cookies for a group of ladies that she sees every day at the Bojangles where she gets her lunch. She also had Bojangle logo cookies made for the employees there. She always comes into my business with a cheerful and warm smile but additionally two weeks ago she brought me a beautiful charm bracelet with bakery charms just as a special gift. I purchased 2 pairs of puzzle piece earrings for two of my friends with autistic children and she brought me 3 and then today she brought a locket she thought one of them would like. Dixie's giving spirit, encouraging nature, and friendly personality is such a wonderful addition to Ayden."

7/10/17 – Lynna Coward – Lynna Jones was nominated for raising money for the BackPack Pals program and the Ayden Christian Care Center. She raised $778.25 for each organization.

8/14/17 – Bruce Jones - Bruce Jones was nominated by Paula Loftin for the Random Acts of Kindness Award for his long standing history of helping the Ayden Community by providing food to families during their time of loss.

9/11/17 – Don Brown - Don Brown was nominated by Darlene Pollard for the Random Acts of Kindness Award for being someone "Our Community can count on when it comes to supporting any function that we may have and if he's not too busy he will show up."

10/9/17 – Rudy Robinson - Rudy Robinson was nominated for the Random Acts of Kindness Award for his dedication and outstanding service to our community and for making Ayden a kinder and better place to live.

10/9/17 – Donald Skinner - Donald Skinner was nominated for the Random Acts of Kindness Award for his caring and empathetic nature.

Staff Comments

Recall that the Town Board adopted guidelines for the Random Acts of Kindness annual award is for the Town Board and the Ayden Chamber of Commerce Board to choose the person, from those who won the monthly awards during the year, for the annual award. The annual award will be given to the chosen recipient at the Chamber's annual banquet in March.

The thought process here is for each member of the two boards choose two nominees from the list above – these will be tallied and the two top vote getters will be sent to the Town Board and Chamber Board members electronically for a vote on the annual winner. The winner of the annual award will be announced at the Chamber Banquet.

Action Requested

Select two nominees for the annual award to be presented at the Ayden Chamber of Commerce Banquet in late March.

Each board member was given a note card to record their vote for the top two nominees. Those votes will be tallied and given to the Chamber. The Chamber will do the same and then both boards will vote on the top vote getters.

K. Set a Public Hearing for March 12th on Expansion of Provision of Natural Gas in Ayden

Item Explanation

Mayor Pro Tem Mewborn has requested the Town Board hold a public hearing on expansion of provision of natural gas in Ayden at the Town Board's March 12, 2018 regularly scheduled meeting. Additionally, he requested the Town Board receive for review any and all Greenville Utilities Commission services and agreements with the Town of Ayden including documents, service maps, projections, etc., at its February 12, 2018 meeting prior to the meeting. Staff is in the process of gathering these and will have them distributed to the Town Board by Friday this week. The Town Manager and the GUC General Manager, Tony Cannon, are working on putting together as much documentation as possible prior to the February 12th meeting for distribution to the Town Board.

Additionally, Mr. Cannon is working with us for the requested scheduling of Durk Tyson of the Greenville Utilities Commission - Natural Gas to make a presentation on the March 12, 2018 meeting, as well.

Staff Comments

Scheduling of public hearings by the Town Board, other than those required by N.C. General Statute, in the past has been a Board action to set the hearing.

Action Requested

By motion, set public hearing on expansion of provision of natural gas in Ayden for the regularly scheduled Town Board meeting on March 12, 2018.

Motion to set a public hearing for March 12, 2018.

Motion: Commissioner Langley
Second: Commissioner Ross
Discussion: Mayor Tripp asked what was the intent. Manager Harrell said his understanding is for GUC to come forward and talk about what they are providing us now and what would it take to provide additional gas lines in the Town of Ayden. Commissioner Davenport asked what that would do to our electric money. Manager Harrell stated over the course of time there would be a reduction in the amount of electricity being used, therefore there would be an impact on electric revenues collected. He said it would take a course of time for that to occur. Commissioner Davenport stated when we did it before, we didn't get anything out of it. Mayor Tripp said we did not make a franchise. Commissioner Davenport stated we did not need to make that mistake again. Mayor Tripp asked if that would be one of the items brought back, regarding franchising. Manager Harrell said we would flesh that out between now and March 12th. Mayor Tripp asked if we should do that before we have the public hearing. Mayor Pro-tem asked if he thought the public hearing was too close to the presentation. Mayor Tripp said he thought we should hear the facts first and get more information, then have the public hearing.
Mayor Pro-tem Mewborn said the Policing Council had a meeting and had someone from GUC as a presenter. He said he wasn't there but he heard that people got upset because they didn't think people in Ayden had natural gas services and wanted to know why they didn't know. He said the majority of the people are in Ward 1 and Ward 5. Mayor Pro-tem said he looked into it and tried to devise a way to resolve it.
Motion Withdrawn: Commissioner Langley withdrew his motion and Commissioner Ross withdrew her second.
Motion to have the public hearing on April 9, 2018.
Motion: Commissioner Langley
Second: Mayor Pro-tem Mewborn
Approved: 5-0
Motion passed unanimously.

VI. ITEMS FOR DISCUSSION

A. Civil Fines under Municipal Codes

Item Explanation
Mayor Tripp asked that we include an item on discussing civil fines under municipal codes.

Staff Comments
Enclosed is are two law bulletins from the UNC-CH School of Government with regard to civil fines under municipal codes and when such fines can be kept by the municipal government and when such fines are due to the School District under the N.C. Constitution; and a second one on local government's authority to regulate traffic. Note in the second article, a municipality cannot enforce traffic infraction under a separate municipal ordinance levying a civil fine and disregard the state law that enforces that infraction – particularly with regard to levying the civil fine to skirt the requirement for fines to go to the public schools in order to place the collected fine in town coffers.

Action Requested
No action recommended.

Mayor Tripp wanted to clarify that this is not something he necessarily wants to do, but there is a community nearby that does this.

VII. INFORMATION

A. Staff Departmental Reports

Manager Harrell said he needed to nail done a date for the Board Planning Retreat. Mayor Pro-tem Mewborn asked if it was possible to have a retreat just for the board. He said there was a lot of stuff coming at them and the board needed to have a retreat. Manager Harrell said under state statute you cannot meet as a board and discuss town business without it being an open session. Mayor Tripp said he would like to have it in their normal meeting space, rather than at the Housing Authority. Manager Harrell said under the Open Meetings Law, there is not an opportunity for the board to meet on their own and discuss town business. Mayor Pro-tem said when they had the meeting at the Housing Authority, he didn't see what role, if any, they played in what we were doing. Manager Harrell said it was done as a board planning retreat to establish areas that you would like for department heads to look at moving forward. He said he was open to however the board wanted to set it up. The board decided to have the retreat in the Board Room on Saturday, February, 24th from 8am-10pm. Mayor Pro-tem Mewborn asked if we didn't discuss town business at the retreat at the housing authority. Mayor Tripp said we did, but we were legit because it was an advertised meeting and the public was invited.

Mayor Pro-tem asked Mr. Butts where they were as far as the banned policy. Mr. Butts said it is the same policy that was in place before. He said he had it on his desk to get with the town manager and police chief to do some tweaking to it. Mayor Pro-tem asked how long would it take. Mr. Butts said he could have something for them at the next board meeting.

VIII. BOARD MEMBER COMMENTS

Commissioner Ross thanked everyone for coming and all the employees for their hard work. She stated she wanted to clear up the issue of the natural gas. She said she attends the Policing Council and there were some people questioning it at the meeting so her husband invited GUC to come speak and give information and answer questions. She said that is all it was. She said she wasn't there because she was on vacation.

Commissioner Langley thanked everyone for coming. He said he had visited the library for the first time. He said Rachelle had given him a tour and it was very nice.

Commissioner Davenport asked everyone to keep praying.

Mayor Pro-tem thanked everyone for coming out.

Mayor Tripp thanked Commissioner Ross for her comments regarding the natural gas. He stated he wanted agendas of all committee meetings in the town a week before they occur so he would know what is going on. He said he went to the Meet and Greet at Gwendy's Goodies and Commissioner Webb was in attendance. He said downtown parking came up as an issue. He said he was told business owners would park in the two hour parking for the entire day and we need to look into that.

IX. CLOSED SESSION

Attorney Scott Dixon stated we would enter into closed session pursuant to N.C.G.S. 143-318-11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged

Motion to enter into closed session at 9:08pm.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross
Discussion: None
Approved: 5-0

Motion passed unanimously.

Motion to enter into open session at 9:21pm.

Motion: Commissioner Ross
Second: Commissioner Davis
Discussion: None
Approved: 5-0

Motion passed unanimously.

X. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:21p.m.

CERTIFICATION
Minutes from the February 12, 2018 meeting were adopted and certified this 12th day of March 2018 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

Stephen W. Tripp, Mayor

ATTEST:

Sarah W. Radcliff, Town Clerk