



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

March 12, 2018– 7:00 pm
Ayden Community Building

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, Davis, Mewborn, Ross and Langley

Absent:

None

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

Mayor Tripp gave the invocation.

E. Pledge of Allegiance

Mayor Tripp led the Pledge of Allegiance.

F. Approval of the Agenda

Manager Harrell stated the ElectriCities presentation needed to be postponed until the April meeting due to the presenter having to travel from Raleigh and the current weather conditions. He stated the following items were requested to be added to the agenda:

- Add a presentation from Chief Sam Jones regarding the purchase of a new fire truck
- Vote on changing the April 9, 2018 meeting to the Community Building.
- Add a closed session regarding personnel matters
- Adoption of the AHA Banned List Policy
- Adoption of Policy for Police Officers Driving Home Police Cars

Manager Harrell stated due to the weather conditions, he would recommend postponing the following items to the April 9, 2018 meeting:

- Bee City USA Designation
- AHA Banned List Policy

Motion to approve the amended agenda as follows: add a presentation from Fire Chief Sam Jones, add a closed session item regarding personnel, and to vote on moving the April 9th meeting to the Community Building; postpone the following items until the April 9, 2018 meeting: the Electricities Presentation, adoption of AHA Banned List Policy, Bee City USA Designation, Policy on Ayden Police Dept. Driving Home Police Cars,

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. PRESENTATIONS

A. Service Awards

Mayor Pro-tem Mewborn presented a certificate to Charles Twardy for his service to the Ayden Planning Board.

B. GUC Natural Gas

Item Explanation

At the Town Board's request, Tony Cannon, General Manager of the Greenville Utilities Commission, will be present to discuss the extension of additional natural gas lines within the Town of Ayden. Enclosed also is a memorandum to Tony Cannon from GUC's natural gas engineer with information on natural gas service in Ayden. The following talking points were sent to me by Tony Cannon:

Ayden Talking Points

- 1999 GUC approached by PCEDC and Town of Ayden to provide service to Worthington Industrial Park (WIP).
- 2000 Interlocal Agreement between PCEDC, Town of Ayden and GUC executed.
- 2001 main extended adjacent and parallel to NC Hwy 11 to serve WIP.
- Additional main extensions have been constructed as a result of customer requests.
 - Main extensions are completed utilizing the criteria implemented by the Board of Commissioners based upon economic feasibility.
 - 2009 GUC served 237 customers in Ayden with natural gas.
 - 2018 GUC serves 453 customers in Ayden with natural gas.
- At the request of Kenneth Ross, Gas Department staff gave a presentation to the Police Council on January 23, 2018.
 - Information provided included Gas Department overview, current natural gas availability in Ayden, how requests for gas service can be made and natural gas safety.
 - 15-20 Ayden residents were in attendance, many from the East Avenue and Kennedy Estates areas.
- As a result of interest expressed during the January Police Council meeting, Gas Department staff has initiated the process of sending natural gas interest survey letters to over 500 property owners in the East Avenue area and southern quadrant area, which includes Kennedy Estates.

Staff Comments

Town Manager and Finance Director met with Tony Cannon and his staff on Tuesday, March 6th to discuss the presentation tonight and to discuss what is required moving forward for the continued and expanded provision of natural gas delivery service in Ayden.

GUC agrees that a franchise agreement with Ayden is needed. Currently there is no franchise agreement for the provision of natural gas delivery service in Ayden. A first draft of a franchise agreement for GUC's provision of natural gas delivery service in Ayden is enclosed that lays out some of the basics of a franchise agreement. This is for illustrative purposes only tonight. Staff will be working with the Town Attorney and GUC to develop a final franchise agreement to bring back to the Town Board for adoption. This is needed regardless of GUC expanding its service or not.

Enclosed also is a 2018 map we received from GUC at the Tuesday meeting with regard to current GUC natural gas customers in Ayden and those residents/businesses that currently have propane gas service. Basically, what we learned was that of the 453 Ayden natural gas customers in 2018, most were propane gas customers and that of the 500 additional potential GUC Ayden customers, all are currently propane customers. Additionally, GUC indicated it is only inclined to run new gas lines to areas of town where there are existing propane customers. The propane customers that already have, and might, convert to natural gas virtually all just convert their heat to propane, not water heaters or kitchen appliances because of the heavy expense to do so. The current 453 natural gas customers occurred over a period of 18 years to get to the current total – the conversion of the other potential 500 will most likely follow a similar time pattern. The gist of this is to say that the impact to our electric system revenues is minimal – all electric customers are unlikely to foot the expense to convert to natural gas. GUC also reported to us that it has found that the construction of new homes by developers is virtually all electric due to the lesser expense to do so in building new homes.

Lastly, enclosed is the June 30, 2017 state sales tax distribution report from the N.C. Department of Revenue. The fifth column from the end is Sales Tax on Piped Natural Gas. Page seven starts with Pitt County. Only two Towns in Pitt County received a distribution on sales tax from Piped natural gas - Farmville, which is supplied by Piedmont Gas and Greenville, supplied by GUC. Piped natural gas sales tax was implemented by the N.C. General Assembly in July, 2014 and thus it appears that the Towns of Ayden and Winterville have neither one received sales tax revenue generated by the piped natural gas lines in their corporate limits. At our meeting with GUC this past Tuesday, all agreed that Ayden should follow up with the N.C. Treasurer's Office with regard to piped natural gas sales tax distribution to the Town. Initial estimate provided to us by GUC this past Tuesday is that the Town would have received \$2,327 in sales tax this past year. Rob is verifying this amount with the State Treasurer's Office and moving forward, it is our intent to have piped natural gas sales tax distributed to the Town.

Action Requested

None tonight.

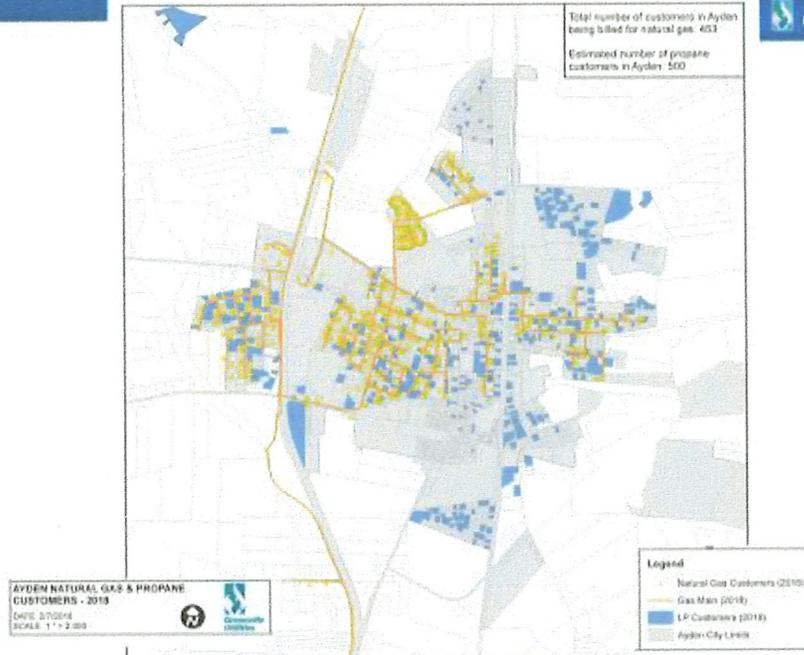
Manager Harrell stated Tony Cannon, General Manager with GUC, would present to the board. Mr. Cannon gave the following presentation.

Natural Gas Service in the Town of Ayden

March 12, 2018

Brief History

- **1999** – Pitt County Economic Development Commission and Town of Ayden approached Greenville Utilities to provide natural gas service to Worthington Industrial Park.
- **2000** – Interlocal Agreement executed between PCEDC, Town of Ayden and GUC.
- **2001** – Gas main extended along NC-11 to serve WIP and Town of Ayden.
- Over last 17 years, additional mains have been installed as a result of customer requests:
 - **2009** – GUC served 237 natural gas customers in Ayden.
 - **2018** – GUC serves 453 natural gas customers in Ayden.
 - GUC currently maintains and operates 21 miles of mains and 7.7 miles of services within the Town of Ayden.



Recent Activities

- ❑ **January 23, 2018** – GUC Gas Department gives a presentation to the Police Council about natural gas availability and process for receiving natural gas service.
- ❑ **February 7, 2018** – 82 survey letters were mailed to property owners in the East Avenue area of Ayden.
- ❑ **February 23, 2018** – 603 survey letters were mailed to property owners in the southwest portion of Ayden (includes Kennedy Estates neighborhood).
- ❑ Other smaller portions of Town have been surveyed in the past in conjunction with requests for natural gas service.

Natural Gas Extensions

Greenville Utilities Commission – Utility Regulations

Part B – Terms & Conditions of Gas Services

Main extensions will be considered only if:

- ❑ Payback period is within seven (7) years, and
- ❑ Net Present Value is positive.
- ❑ If the project is not so justified, the applicant can monetarily participate, or
- ❑ Comply with any other option provided by the Commission that makes the extension feasible.

Service Considerations

- ❑ Owner should verify that existing appliances can be converted.
- ❑ Application Fee – typically \$175-200.
- ❑ Typical service installation duration 2-4 weeks.
- ❑ Average cost to convert appliances \$350-900.
- ❑ Adding additional appliances or new piping will require permit from Pitt County Inspections Department

Commissioner Davenport said she had asked if property would be worth more money if they had natural gas. She was told probably not because if you don't use the gas you have to pay every month for gas that is in the pipes, even if you aren't using it. Mr. Cannon stated if there was a meter at the house they charged a base facility fee of \$13/mo. Commissioner Langley stated that was much higher for commercial. Mr. Cannon said that it was. Commissioner Langley asked if you don't have an active meter and you have a disruption in service, how long before you have to have an inspection. Mr. Cannon said if you have it turned off, you can have six months of no service without having to get an inspection, but there is a reconnection fee. Commissioner Davenport asked if the Town of Ayden got any benefit from the gas being put in. Mr. Cannon stated it enhances the town's ability to draw commercial and industrial customers as well as developers. Commissioner Mewborn asked if it was safe to say that the Town of Ayden will not receive any revenue from GUC providing the services in town. Mr. Cannon stated he had spoken to the manager about that and they both felt they would benefit from a franchise agreement. He stated one was not done in 1999. He said the state of NC for investor on utilities has a formula that they

use to calculate what franchise we would be for an investor on utility and it's done through Utilities Commission. Mr. Cannon proposed to use the same formula to pay a fee for the access to the rights of ways within the town. Manager Harrell said state statute would not allow us to get a franchise fee; however, we are eligible for sales tax off of piped natural gas.

Mayor Pro tem asked if it was mandatory that we have a franchise agreement in order to serve the customers that want natural gas in Ayden. Mr. Cannon said it was not mandatory, but he felt it was smart business to do one. Manager Harrell said the purpose of the franchise agreement would be to protect our interest, part of which is the use of our rights of way. Mayor Pro-tem asked if they had a franchise agreement when they first came to Ayden. Mr. Cannon said they could not find any record of a franchise agreement. Mayor Pro tem asked why not. Mr. Cannon said he wasn't here at that time and he didn't know. Mayor Tripp said he thought it was originally brought to Ayden more for the industrial park, not for residential. Mr. Cannon agreed. Mayor Pro tem Mewborn asked what kind of response they got back from the survey. Mr. Cannon said they were just starting to get some back. Mayor Tripp asked Mr. Cannon what initiated them to send out surveys. Mr. Cannon said they were asked to do so at the Community Policing meeting. Mayor Tripp asked if he felt the Town was wide open for their expansion without consideration from the board. Mr. Cannon said he did not and if the board wanted them to quit putting lines out they would. Mayor Tripp said it was about following protocol. Mr. Cannon stated it would be good to include the criteria in a franchise agreement. Mayor Tripp stated he didn't know they sent surveys out and felt he should have known. Commissioner Langley asked if surveys were sent out to the areas that already have lines in. Mr. Cannon said the surveys were only sent out to the areas without infrastructure. He said the areas where they had infrastructure get communication each year that they are required to send out through the Pipeline Safety Act, so they are aware that natural gas is in front of their home. Commissioner Langley asked how they obtained right of ways on private properties. Mr. Cannon said they would get easements from the property owners or through the highway or road right of way. Mayor Tripp said they have a great partnership with GUC but said it was disappointing that they had not had a franchise agreement up to this point. He said it needed to be done for correction. Mayor Pro tem said he liked the surveys but he wanted to see a survey from all the citizens, not just certain ones. He asked why everyone wasn't given the opportunity to have these services from the start. Mr. Cannon stated it has been their practice since the conditions were adopted to make the investments just as they are stated. He said it was hard for him to answer because it was twenty years ago and he wasn't there. Mayor Pro tem Mewborn asked if they were well within their rights to provide service to the residents they provided them to. Mr. Cannon said it was the agreement with the town and the utility at the time. Mr. Cannon said his preference would be to have a franchise agreement that protects the town, the utility and the customer. Mayor Pro tem asked who would know the reason it wasn't made open to everyone. Mr. Cannon said they don't know that it wasn't open to everyone. Commissioner Davenport said it wasn't open to everyone. Mayor Tripp said if you go to attachment 2, it has 2009, with all the blue lines. He said there wasn't a lot there. He said there were a lot of blue dots on attachment 3, showing that Ayden does have a customer base that would potentially save money by going to natural gas. Mayor Tripp said we just want to make sure all customers can be served to a certain extent. Mayor Tripp said we need to negotiate the franchise agreement and come back with that and the survey results at the next meeting. Mr. Cannon said they may not have the survey results in by the April meeting. Mayor Tripp said if not they could wait until the May meeting. Commissioner Langley asked if most franchise agreements are 20-year terms. Mr. Cannon said all of theirs are. He said if you go less than a twenty-year term, it's hard to make big investments. Mayor Pro tem Mewborn said he couldn't emphasize enough how displeased he was that all of our citizens weren't provided the opportunity for these services and that was on the top of his agenda. He said if that's what they want, that's what they should have. Commissioner Ross asked if you have natural gas if you have to convert your electric water heater. Mr. Cannon said you do not have to. Commissioner Ross asked if the franchise would be an extra cost to the citizens. Mr. Cannon said it would not. Mayor Pro-tem asked how many appliances a household had to have available for natural gas. Mr. Cannon said just one; however, if they do that is doesn't help them reach the threshold and they would need to look for grant opportunities to go along with that.

C. US 11 Bypass Corridor Land Use Study

Item Explanation

The Greenville Municipal Planning Organization (MPO), our region’s transportation planning organization, is completing a land use study of the new US11 bypass. The study is being conducted by a joint committee composed of members from each participating MPO’s planning boards. Participating members of the MPO are Pitt County, Greenville, Ayden and Winterville. As noted to the Town Board at its planning retreat, Buddy Bulow was Ayden’s Planning Board’s designee to the study committee. The study began with a January, 2018, meeting of the Bypass Corridor Land Use Study committee. The committee met last week for its February meeting. The study is slated for completion in June and will be brought to each local government’s governing body for approval.

Staff Comments

James Rhodes, Planning Director for Pitt County, the county being the lead staff for the study committee, will be present to make a presentation of the current progress and upcoming steps of the study committee.

Action Requested

None required.

Pitt County Planning Director, James Rhodes, presented the following to the board.



*Southwest Bypass
Land Use Plan*

March 12, 2018

*James Rhodes, AICP, Planning Director
Pitt County Planning Department*



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Planning 252.902.3250 www.pittcountync.gov

Southwest Bypass Land Use Plan

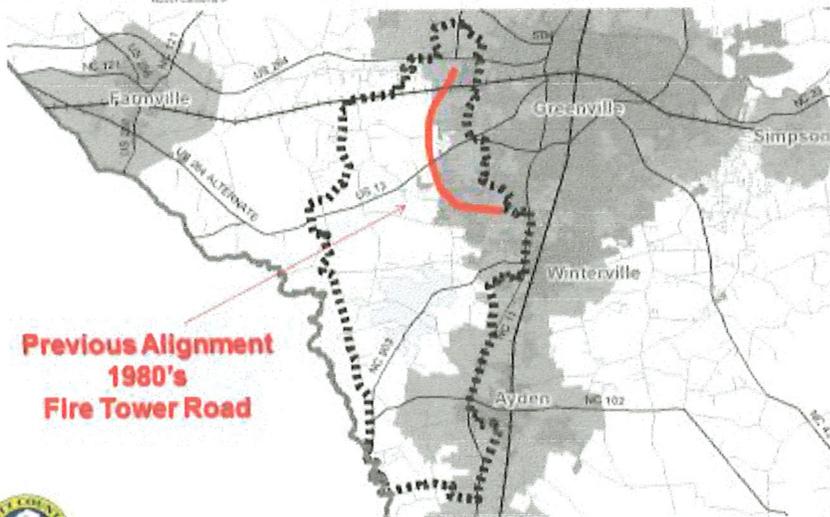
- Setting / History
- Southwest Bypass Land Use Plan Overview
- Project Schedule



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Southwest Bypass

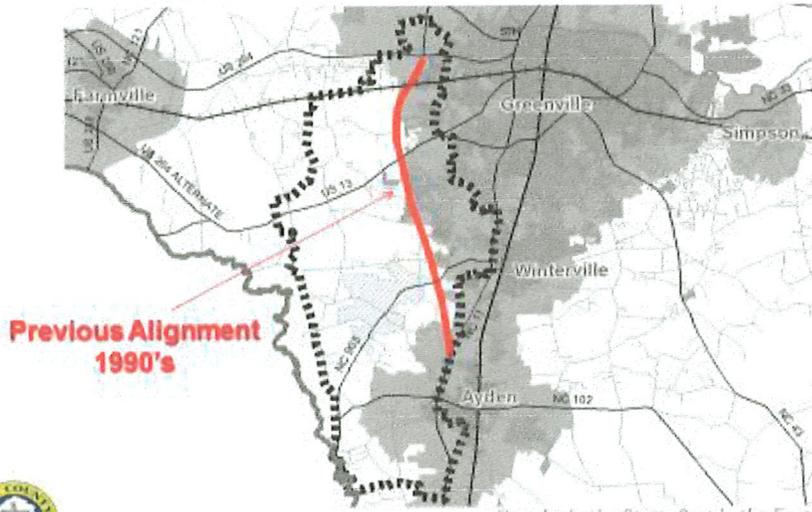


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Southwest Bypass

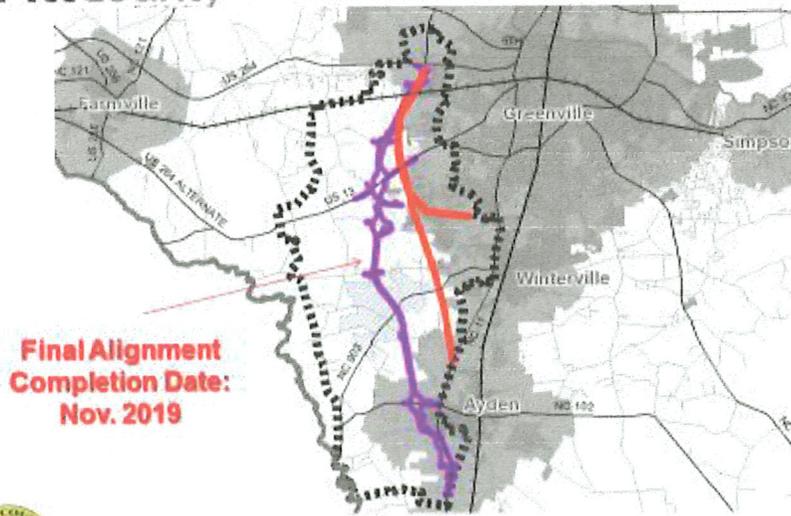


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Southwest Bypass



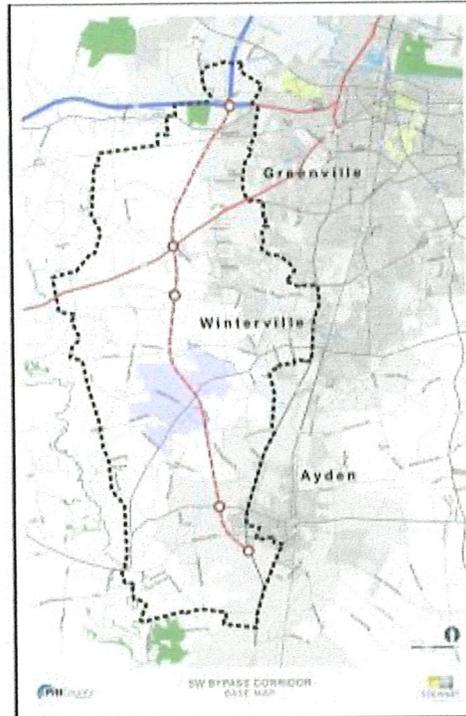
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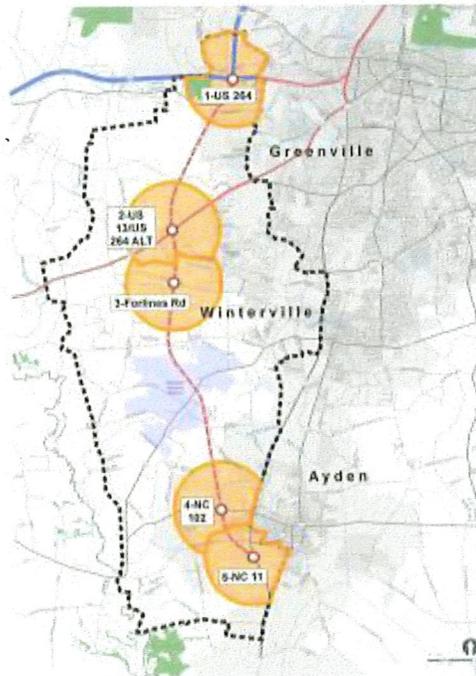


- **12.6** Miles
- **5** Interchanges
- **28,000** Acres
- **4** Jurisdictions
- **1** Historic District



Interchange Areas

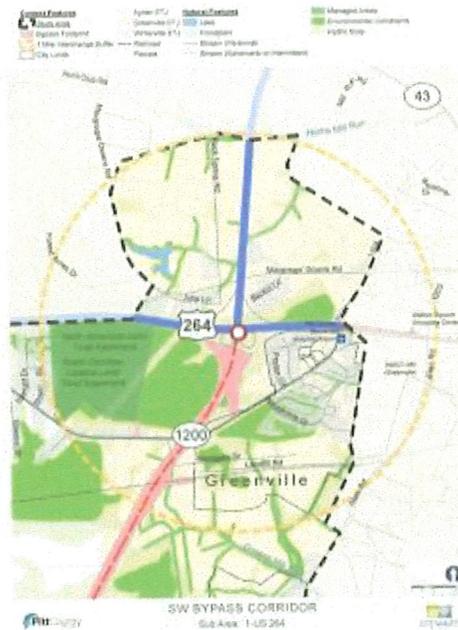
1. US 264
2. US 13/US 264 ALT
3. Forlines Rd
4. NC 102
5. NC 11



PittCounty
North Carolina

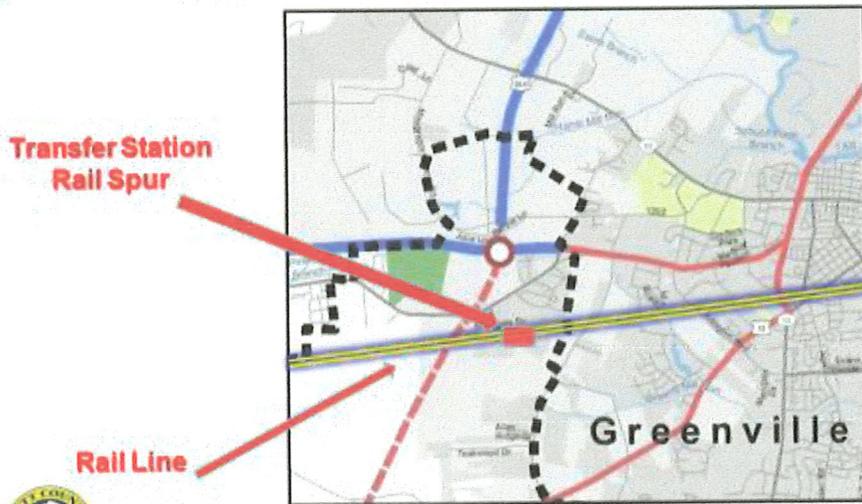
Interchange 1: US 264

- Major Features
 - Available land north of US 264 and near RR
 - Constraints south of 264
- Buildable Land
 - 765 Acres
- Environmental Constraints
 - 232 Acres



PittCounty
North Carolina

SW Bypass Land Use Plan



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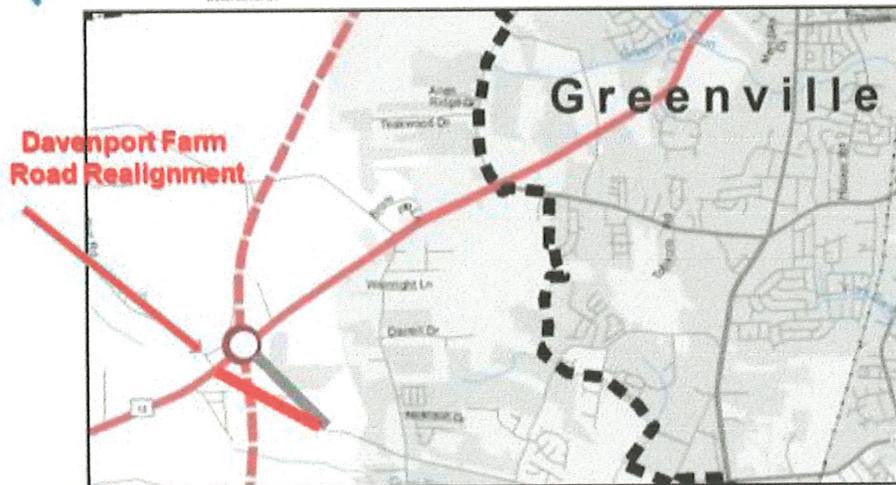


Interchange 2: US 13 / 264 ALT

- Major Features
 - Opportunity east of interchange, and NW quadrant
 - Wetlands and access issues to the SE
 - Hydric soils in the SW
- Buildable Land
 - 968 Acres
- Env. Constraints
 - 385 Acres



SW Bypass Land Use Plan



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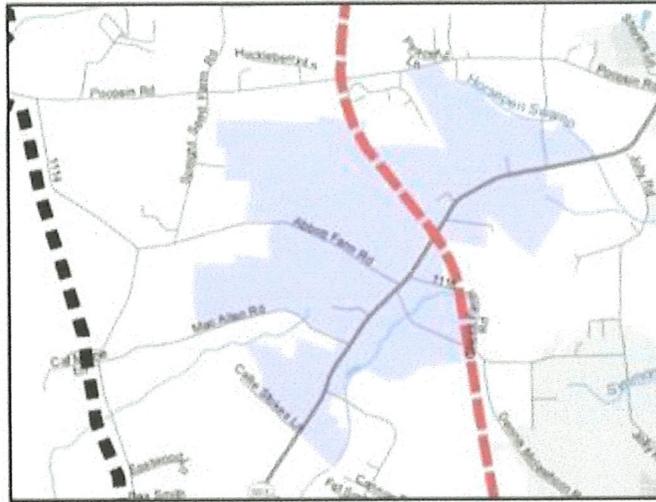
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PittCounty
North Carolina
**Interchange 3:
Forlines Rd**

- Major Features
 - Opportunity in NW quadrant
 - Wetlands and hydric soils on other quadrants
- Buildable Land
 - 851 Acres
- Env. Constraints
 - 462 Acres



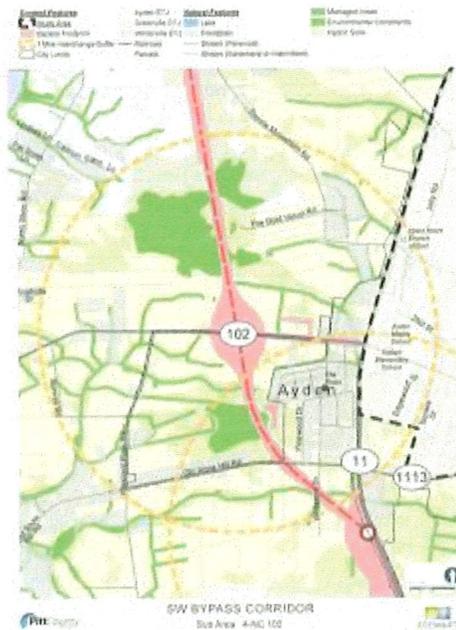


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Interchange 4: NC 102

- Major Features
 - Development opportunities in the NW and NE
 - Drainage issues south of NC 102
- Buildable Land
 - 952 Acres
- Env. Constraints
 - 219 Acres





Interchange 5: NC 11

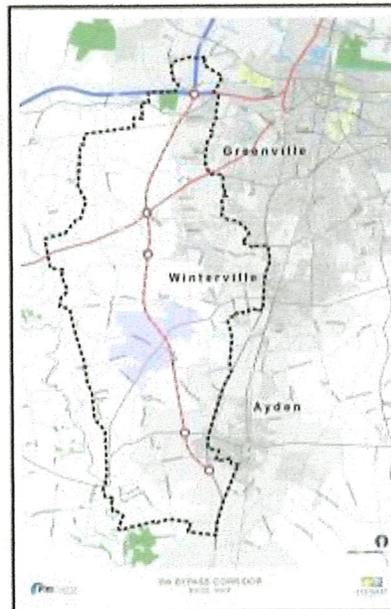
- Major Features
 - Opportunity south and west of the interchange
 - Some available land north on NC 11
 - Wet soils in some areas
- Buildable Land
 - 966 Acres
- Env. Constraints
 - 96 Acres



SW Bypass Land Use Plan

Project Schedule

- **November 2017 - February 2018**
 - Inventory/Analysis
- **February - April**- Plan Development
- **April - May 2018** - Implementation Strategies
- **June** - Draft Plan / Community Meeting
- **July** - Plan Adoption

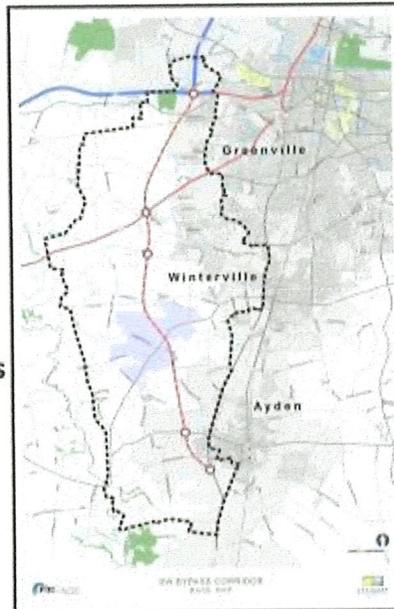




SW Bypass Land Use Plan

Project Schedule

- **Monday April 9, 2018** – Public Forum / Open House @ Goess Student Center, Pitt Community College
- **Project Survey**
www.surveymonkey.com/r/SWBypass



Need More Info...

Contact:

James Rhodes, AICP

Director

Pitt County Planning & Development

(252)902-3250

Email: james.rhodes@pittcountync.gov

www.pittcountync.gov/planning

D. Presentation by Fire Chief Sam Jones

Fire Chief Sam Jones stated the city and rural fire departments merged in 2009 to reduce redundancies in cost and paperwork and to lower their insurance rate. Mr. Jones stated he became Chief in 2014 and in 2015 he presented a plan to manage their fleet of vehicles. He stated they currently operate four engines, two tankers, a rescue, a brush unit, and two station cars. He said with a fleet of that size you have to develop a plan of replacement. Mr. Jones said they took the first step in the plan when purchased a new engine in 2015, which made them accustomed to making two vehicle payments. He stated it was now time for step 2. He said the rescue unit will be paid for in the 18-19 budget with a payment of

\$72,236. Mr. Jones stated the rural board had authorized him to request \$19K of restricted fund balance that exists at the county level and the rural currently holds about \$70K of restricted fund balance at the local level (under the Town's control). He said he is petitioning the county commissioners to contribute \$25K. Mr. Jones asked the town to match the rural's contribution of \$50K. He said this would actually lower the annual payment and allow them to purchase the next leg of the plan. The new payment would be around \$62,250.

Mayor Tripp stated this is something that the board will consider during the budget process. Manager Harrell stated the Chief's capital improvement plan was a good way of replacing the vehicles over a period of time.

Mayor Pro tem Mewborn asked if we have a rescue boat. Chief Jones said he did not feel the purchase of a rescue boat was warranted. He said they made arrangements during the last storm to have a boat available at no cost to the fire department. He said they have purchased rescue life jackets and other items that would assist them in a flood situation, but he did not feel that purchasing a boat would be the best use of funds, as long as they have a boat available for use. Chief Jones said they had identified every neighborhood that flooded during Floyd and went door to door days before the last storm to give a heads up to the residents. Mayor Pro tem Mewborn stated if he as the chief was satisfied, he was okay with that.

E. Montclair Subdivision Drainage Ditch

Mr. Rich Moore, McDavid Associates, presented to the board.

Item Explanation

The Montclair Subdivision has experienced drainage issues over the past several years. The primary drainage outlet facilities within the Montclair Subdivision includes an existing 42" diameter pipe that is failing as evidenced by development of depressions along the route of the pipe (that exists in an easement through the backyards of homes). Current effort is concentrated on replacing the existing piping system to restore flow and eliminate current problems. As part of the evaluation process, a presentation of an open channel (ditch) is presented.

It is noted that an open ditch previously existed. The original open ditch was most likely enclosed (piped) during initial phases of subdivision development.

In general, an open ditch offers the following benefits over a piping system:

1. Greater carrying capacity - An open ditch has naturally greater surface area compared to an enclosed pipe (dirt covering pipe reduces available surface area). Greater surface area allows a ditch to store and convey a greater volume of water.
2. Most effective for overall drainage as a ditch intercepts both ground water and surface water (ditches are necessary in eastern North Carolina to lower water table to support agricultural activities).
3. Better flood management - When water exceeds capacity of an open ditch, it is typically uniformly distributed along the properties adjacent to the edge of the banks (piping systems pond water at inlet locations, increasing impact on properties closest to inlets).
4. Lower capital cost for installation (does not include operation/maintenance cost).

Within Montclair, an evaluation has been done to size an open ditch based on existing drainage facilities at Hines Drive and Wellington Drive. A 3:1 side slope is recommended within a residential development to allow maintenance. Discounting area needed to allow access to maintain a ditch, an aerial map exhibit is provided that shows the projected limits to an open ditch. Reference the map exhibit, the top width of a ditch will encroach upon several secondary structures (gazebo, out-building, etc.), fencing, and large trees.

It is noted that an open ditch does have some negatives, summarized as follows:

1. Open channel surge - Open channel surge is a condition where a sudden increase in flow increases depth in a ditch. This issue can result in washout of downstream roads (a condition that observed in many locations in Pitt County following Hurricane Matthew).
2. Vegetation Management - Vegetation must be maintained to prevent erosion in an open ditch. A deep ditch is susceptible to weed growth in inverts that can impede water flow if unmanaged.
3. Obstructions - Deep open ditches in residential areas often end up as yard waste depositories for grass clippings, tree limbs, etc. Obstructions impact the carrying capacity of a ditch.
4. Pest Management - An open ditch is a breeding ground for mosquitoes. Level of nuisance is increased during the tropical season.

In general, an open ditch is a better conveyor of drainage flow as compared to an enclosed pipe. The true consideration of carrying capacity is dependent upon the downstream pipe/channel/creek's ability to receive flow (a large capacity ditch's ability to carry flow is limited by the ability of the downstream drainage assets to receive flow). For Montclair, an open ditch will only provide additional storage and provide some groundwater reduction benefit. The needed surface area will have such an adverse impact that cost for installation (including relocation of residential assets and easements) will be greater than a pipe system. The cost to operate and maintain an open ditch will require additional easements to allow a piece of equipment to access the site, further increasing capital cost. Considering the impact on residential property and the ultimate cost to operate/maintain a ditch, an open channel is not considered the best option.

Action Requested

No action required.

For storm drainage piping replacement, the following is a conservative estimate to replace the existing piping system with a dual (twin pipe) scenario:

Item	Description	Quantity	Unit	Price	Amount
1	36" Dual Piping for Storm Sewer	1,750	LF	\$70.00	\$122,500.00
2	Drop Inlet	8	EA	\$3,000.00	\$24,000.00
3	Borrow	450	CY	\$15.00	\$6,750.00
4	Landscaping/Seeding	1	LS	\$2,500.00	\$2,500.00
5	Stakeout Allowance	1	AL	\$5,000.00	\$5,000.00
	Estimated Construction Cost				\$160,750.00

This does not include the cost to replace the side laterals that connect to Winchester and Lyndale.

A ditch excavation is an even trickier projection. The side slopes of the ditch will impact existing structures. I don't have a real good evaluation of the structures and don't know if all of them could even be moved (a complete re-build may be required). The following is a preliminary estimate:

Item	Description	Quantity	Unit	Price	Amount
1	Ditch Excavation	875	LF	\$30.00	\$26,250.00
2	Slope Stabilization	0.20	Acre	\$50.00	\$10.00
3	Class I Rip Rap	50	SY	\$100.00	\$5,000.00
4	Landscaping/Seeding	1	LS	\$3,500.00	\$3,500.00
5	Clearing and Grubbing	1	LS	\$5,000.00	\$5,000.00
6	Tree Removal	5	EA	\$2,500.00	\$12,500.00
7	Stakeout Allowance	1	AL	\$5,000.00	\$5,000.00
8	Easement Acquisition	0.50	Acre	\$10,000.00	\$5,000.00
9	Structure Relocation	2,590	SF	\$40.00	\$103,600.00
Estimated Construction Cost					\$165,860.00

Certainly, under an ideal project scenario, the cost of ditch excavation is less than installing piping. Piping is merited in areas of restricted access, in areas where a ditch may pose a hazard, and in residential communities. A piping system eliminates maintenance concerns. A check after rainfall events to make sure all structures are secure and video inspection every few years will keep a piping system well maintained.

A ditch represents routine cost. Not even considering pest control, mowing, litter removal, routine slope restoration (ruts develop as a result of intense rainfalls), vegetation control are all real costs. The following is a low annual estimate for maintaining a ditch through the Montclair Subdivision:

Item	Description	Quantity	Unit	Price	Amount
1	Mowing (6 times per year)	6	EA	\$250.00	\$1,500.00
2	Weed Control	4	EA	\$300.00	\$1,200.00
3	Back Slope Restoration	1	EA	\$1,500.00	\$1,500.00
4	Litter Sweeping and Removal	3	EA	\$100.00	\$300.00
5	Brush/Tree Control	1	EA	\$200.00	\$200.00
Estimated Annual Cost					\$4,700.00

Commissioner Langley asked what would be the actual width of the ditch. Mr. Moore stated it would be 26-30 feet at the top. Commissioner Langley said he had been to the site and looked and he only found two structures, and maybe another fence or two, so he was wondering how he got the \$103,000 for structure relocation. Mr. Moore stated the second house has a garage in the back that would have to be moved. He said the next house had a building that would need to be shifted. He said there was another garage and a couple of small outbuildings further down. He said the third house from Hines Drive has an outbuilding and a garage and the house at Hines Drive has a gazebo. The house facing Lyndale has a building that could also be affected. Commissioner Langley asked if they had to move anything to just go in and take out the existing pipe and replace it. Mr. Moore said they would not have to move anything to do that. Commissioner Langley asked why the costs Rich has estimated is so much lower than the bids that are coming in. Mr. Moore he had rebid the project last Thursday and the lowest bid was \$137,000 and he has withdrawn his bid. The next lowest bid was \$180,000, so it has come down significantly. Manager Harrell stated the \$160,750 estimate does not include the two side laterals and the bids do.

Mayor Tripp asked if we went to the open ditch if the town had the equipment to maintain it. Manager Harrell said there would be times when we would have to hire someone from outside the town to do it.

Commissioner Langley stated he just wanted us to move forward as quickly as possible to get this taken care of so that the residents can move on.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT AGENDA

A. Minutes from the February 12, 2018 Board Meeting

Motion to approve the minutes as presented.

Motion: Mayor Pro tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.

V. ACTION ITEMS

A. Appointment to the Arts & Recreation Board

Item Explanation

Scott Pagonia's term on the Ayden Arts & Recreation Board expired in February 2018 and he is eligible for reappointment.

Staff Comments

The vacancy was advertised on the Town's website.

Action Requested

To consider reappointing Scott Pagonia to a three-year term that will expire in February 2021.

Motion to reappoint Scott Pagonia to a three-year term that will expire in February 2021.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

B. New Pay Classification Positions' Approvals

Item Explanation

At the Town Board's March 24th Planning Retreat staff was requested to bring a back the position of Economic Developer for consideration to be added to the Town's Pay Classifications. In addition to this consideration, in light of the upcoming retirement of the Town's current Purchasing Officer, staff is recommending the current Purchasing Officer's pay classification position be changed to a Warehouse Attendant's position at a lower pay grade. Most of the Purchasing Officer's duties will be redistributed to other staff, however, there is still a need for someone to oversee the warehouse. The change in position will result in a \$5,788.13 net savings to the Town thru the end of the year. Current Purchasing Officer is at a Pay Grade 16 with a salary range of \$35,961 to \$53,222 and proposed Warehouse Attendant would be a Pay Grade 11 with salary range of \$28,177 to \$41,702.

Estimated costs for a new economic development costs center for the coming FY18/19 is estimated at \$123,084, of which salary is estimated at up to \$68,000. Divided over 12 months would be \$10,257.00 monthly. If the position is added in this fiscal year, estimating 2 months of costs, Town will need to budget an additional \$20,514.00 in FY17/18. Economic Developer would be a Pay Grade 24 with a salary range of \$53,131 to \$78,634.

The intent for next year, if this position is approved, is to divide Economic Development costs over the General, Electric and Water and Sewer Funds as we currently do with management staff's salaries. Current allocation of management salaries are a 25/50/25 split, therefore the \$20,514 needed in this fiscal year, less the costs savings noted above will require the following budget amendment to cover the new economic development position:

General Fund -	\$ 3,681.47
Electric Fund	\$ 7,362.93
Water and Sewer	\$ 3,681.47
Total	\$14,725.87

A Fund balance appropriation in each fund will be required to offset these additional costs.

Staff Comments

If additional position is added tonight, it is likely to take two months to advertise position and bring someone on board and is why we only need to budget two months of costs in FY17/18. Please note, by committing to the position tonight, Town is committing to fund the position for next year, which again is estimated to cost \$123,084 annually.

Action Requested

At Town Board's direction.

Mayor Pro tem Mewborn asked if the warehouse attendant position was a five day a week job or could it be 32 hours. Manager Harrell stated the duties of the position would require them to be there full time.

Motion to table this item to the April 9th board meeting.

Motion: Mayor Pro tem Mewborn

Second: Commissioner Davenport

Discussion: Manager Harrell stated the purchasing officer position is already funded. Mayor Pro tem said he was aware of that. Commissioner Davis asked if we were going to go ahead with the warehouse attendant position. Manager Harrell stated the motion was to table both items until next month. Mayor Tripp stated we could go ahead and approve the warehouse attendant position so we could hire that replacement. Mayor Pro tem said that was a good point and he withdrew his motion. Commissioner Davenport withdrew her second.

Motion to approve the warehouse attendant position and table the economic developer position to the April 9, 2018 board meeting.

Motion: Mayor Pro tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

C. Vote to Move April 9, 2018 meeting to the Community Building

Motion to move the April 9, 2018 Commissioner's Meeting to the Community Building.

Motion: Commissioner Davis

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

VI. INFORMATION

A. Staff Departmental Reports

VII. BOARD MEMBER COMMENTS

Commissioner Ross thanked everyone for coming. She stated she was at the Farmville PCC Center last Thursday and they are in the process of bringing the same thing to Ayden at the Arts & Rec Center. She said surveys were sent out and they had received over 200 responses. She said the first listening session regarding the Ayden center would be tomorrow night at Ayden Grifton High School at 6:00 in the Media Center and the second would be on 3/26 at Ayden Arts & Rec building. Commissioner Langley thanked everyone for coming. Commissioner Davenport said it was good to be out. Mayor Pro tem Mewborn said it was good to see Commissioner Davenport out and apologized to Coach Davis that he had not mentioned the naming of the floor in Ayden Grifton School for him. He agreed with Commissioner Ross about the listening session.

VIII. CLOSED SESSION

Attorney Scott Dixon stated we would now enter into closed session pursuant to N.C.G.S. 143-318-11 (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

Motion to enter into closed session at 8:52pm.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

IX. ADJOURNMENT

Motion to return to open session at 9:04pm.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:04p.m.

CERTIFICATION

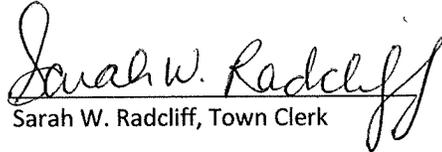
Minutes from the March 12, 2018 meeting were adopted and certified this 9th day of April 2018 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA



Stephen W. Tripp, Mayor

ATTEST:



Sarah W. Radcliff, Town Clerk



