

**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

August 13, 2018– 7:00 pm

District Courtroom – 2nd Floor of Town Hall 4144 West Avenue

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

Mayor Pro-tem Mewborn

Commissioners Davenport, Ross, Langley and Davis

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 said we needed to remove Item J. under Action Items and add an item under Action Items to discuss waiving the fee for Veterans Park for J.J. Brown.

Motion to approve the agenda as amended.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. PRESENTATIONS

A. MTP Presentation

Item Explanation

Ryan Purtle, the Transportation Planner of the Greenville Urban Area Metropolitan Planning Organization (MPO) will make a presentation on the current MPO's 2045 Metropolitan Transportation Plan (MTP) development. The MTP was authorized by the MPO Technical Advisory Committee (TAC), composed of the Pitt County Chair, and the Mayors from each of the three municipalities that compose the MPO; i.e., Ayden, Greenville and Winterville. There is also an MPO Technical Coordinating Committee (TCC) that makes recommendations to the TAC composed of Pitt County and MPO municipalities planners, managers, and NCDOT representatives (Town Manager Harrell and Town Planning Director Smith serve on the TCC). The MTP is a future "vision" of the community's transportation needs. The MTP is updated every five years to reflect the changing public interest and contains financially constrained transportation projects and strategies for upgrading the transportation infrastructure to address network deficiencies across a specified horizon.

Staff Comments

The MTP will be developed by the professional services firm Kimley-Horn, with bicycle and pedestrian analysis completed by Alta Planning and Design. Planning process is estimated to take approx. (14) months with the plan expected to be adopted in July 2019 (ahead of the August 2019 deadline).

The process will also have (2) Committees guiding the development process:

Steering Committee: Consisting of planners, engineers and management level personnel from the MPO jurisdictional members and key State and Federal agencies. (Town Manager Harrell and Town Planning Director Smith are serving on this Steering Committee, which had its organizational meeting just this past month on July 25th).

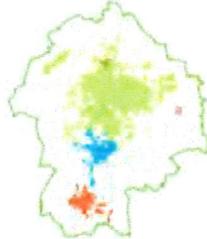
Advisory Committee: Consisting of elected/appointed officials and key stakeholder group representatives. The Greenville Urban Area MPO is requesting that the Ayden Town Board of Commissioners appoint (2) representatives to serve on the Advisory Committee of the 2045 MTP Development Project. One consideration in this appointment could be a Town Commissioner and a member from the Town Planning Board, however, the appointments are the Town Board's call.

The Advisory Committee will meet a total of (4) times throughout the planning process at key milestones to discuss and provide feedback. The first Advisory Committee Meeting is tentatively scheduled for late August/early September.

Action Requested

By motion, appoint two representatives to the MTP Advisory Committee.

The Greenville Urban Area Metropolitan Planning Organization (GUAMPO)



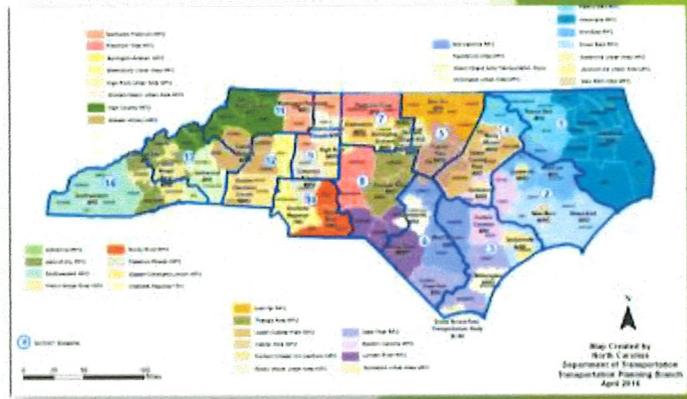
2045 Metropolitan Transportation Plan (MTP) Development

What is a MPO?

"The forum for cooperative transportation decision making for the metropolitan planning area"

Source: 23 CFR Part 450.104

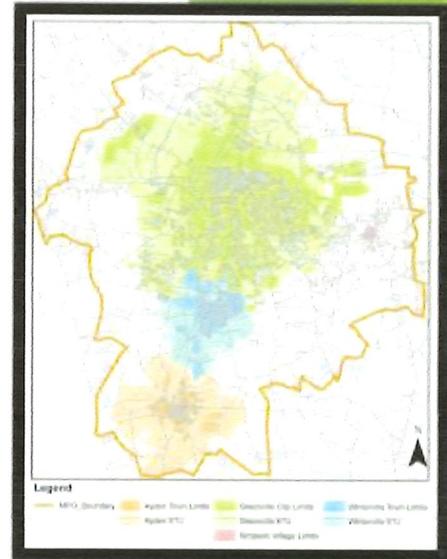
- ▶ Utilizes a continuing, cooperative, and comprehensive (3-C) planning process.
- ▶ Greenville Urban Area MPO was established in 1992.
- ▶ There are currently over 400 MPOs in the U.S.
- ▶ Metropolitan Planning Organizations are mandated for urban areas containing 50,000 residents or more.
- ▶ The MPO provides a forum for local input into the expenditure of federal highway and transit dollars.
- ▶ The MPO establishes transportation project priorities for the area and submit to NCDOT for funding consideration .



Current MPO Boundary

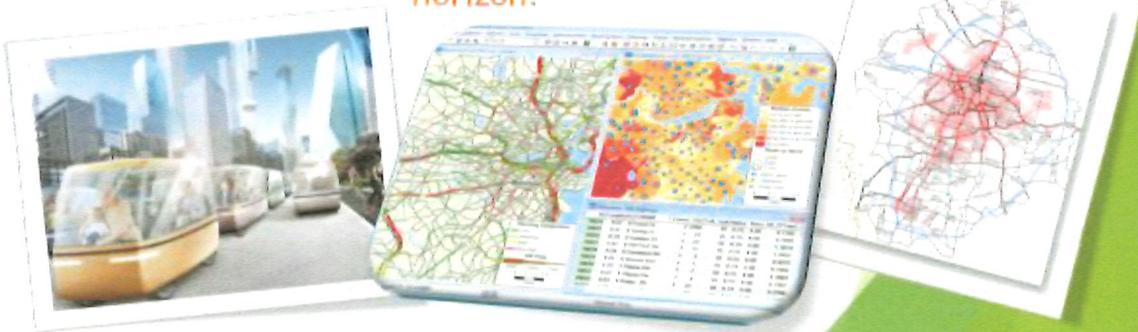
- ▶ City of Greenville (Lead Planning Agency)
- ▶ Unincorporated Pitt County within Boundary
- ▶ Town of Winterville
- ▶ Town of Ayden
- ▶ Village of Simpson

Greenville
URBAN AREA MPO



What is an MTP?

“The MTP is a future “vision” of the community’s transportation needs. The MTP is updated every five years to reflect the changing public interest and contains financially constrained transportation projects and strategies for upgrading the transportation infrastructure to address network deficiencies across a specified horizon.”



2045 MTP Considerations

- ▶ This plan will provide multimodal projects and strategies to address current and future mobility, congestion and safety issues within the transportation network.
- ▶ The 2045 MTP will be developed with the understanding that the transportation network must be developed to accommodate future development and growth.
- ▶ This plan will support the goals and vision of each independent jurisdictional member of the MPO and efficiently develop a regional transportation vision in support.
- ▶ Socio-economic factors, Economic development, tourism and travel, sustainability, and hazard mitigation will all be key factors in developing the MTP's multimodal vision for the transportation network.
- ▶ Transportation equity will be a core foundation as the MPO aims to utilize the 2045 MTP to develop equal transportation opportunities throughout the MPO.

Considerations

- ▶ Fiscal Constraint is paramount as the MTP looks to only plan projects that can be feasible constructed based on available funding and future revenues at the Federal, State and Local levels.
- ▶ The MTP typically has a 20-25 year planning horizon.
- ▶ A multimodal plan that outlines projects and strategies for highway, bicycle and pedestrian, rail, public transit and air mode development.
- ▶ Developed using model outputs, public input and local jurisdictional community objectives and needs.
- ▶ The MPO is currently utilizing the 2014-2040 MTP.



Greenville Urban Area Metropolitan Planning Organization



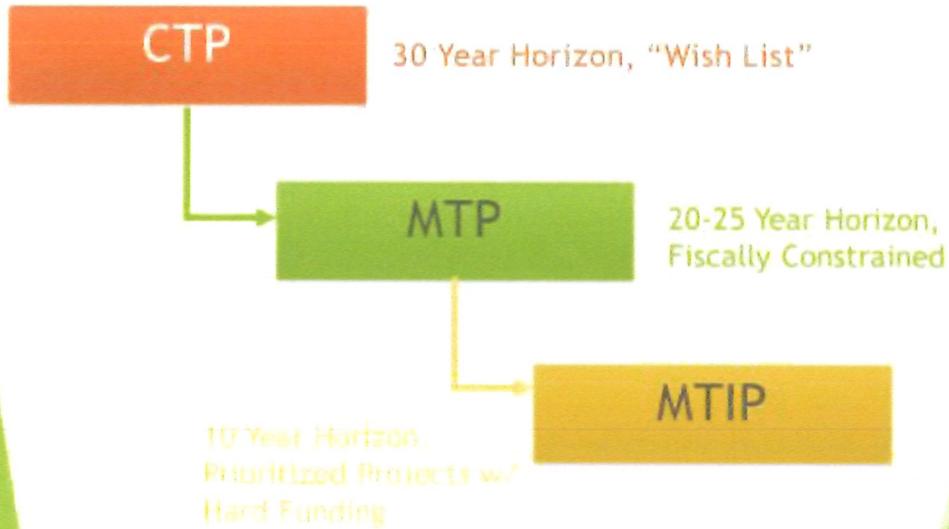
Metropolitan Transportation Plan 2014-2040



August 2014



Planning Flow Chart



Guiding Statements



Economic Vitality

Support the economic vitality of the entire Metropolitan Area by enabling competitiveness, productivity, and efficiency.



Mobility and Connectivity

Create a balanced transportation system across all modes that encourages enhanced accessibility and connectivity for all people and freight.



Quality of Life

Protect and enhance the environment and improve the quality of life for all citizens, while promoting consistency between transportation improvements and both local and State planned growth.



Safety and Security

Promote a safe and secure transportation system for all users, motorized and nonmotorized.



System Sustainability

Sustain and enhance the transportation system by promoting efficient management and operations.



Congestion and Travel Time Reliability

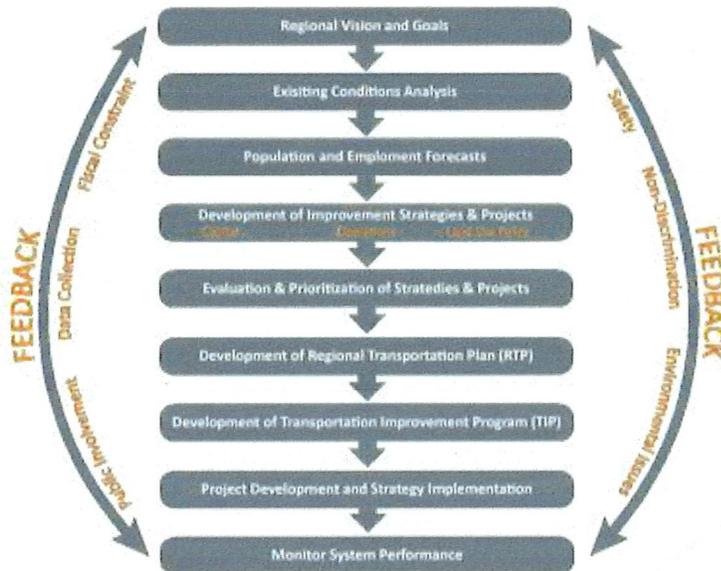
Consistently manage the transportation system to mitigate traffic congestion and ensure reliable travel times across the network.

Development

- ▶ The MTP will be developed by the professional services firm Kimley-Horn, with bicycle and pedestrian analysis completed by Alta Planning and Design.
- ▶ Planning process is estimated to take approx. (14) months with the plan expected to be adopted in July 2019 (ahead of the August 2019 deadline).
- ▶ The MTP will take:
 - ▶ Socio-economic factors
 - ▶ Forecasted travel demand,
 - ▶ Public input,
 - ▶ Stake holder input
 - ▶ Additional key factors
- ▶ The process will also have (2) Committees guiding the development process:
 - ▶ **Steering Committee:** Consisting of planners, engineers and management level personnel from the MPO jurisdictional members and key State and Federal agencies.
 - ▶ **Advisory Committee:** Consisting of elected/ appointed officials and key stakeholder group representatives.



REGIONAL TRANSPORTATION PLANNING PROCESS



Advisory Committee

- ▶ The Greenville Urban Area MPO is requesting that the Ayden Town Board of Commissioners appoint (2) representatives to serve on the Advisory Committee of the 2045 MTP Development Project.
- ▶ The Advisory Committee will meet a total of (4) times throughout the planning process at key milestones to discuss and provide feedback.
- ▶ Local officials and stakeholders will represent their community and areas of expertise on the Advisory Committee providing an efficient continuity of community goals and vision between the MTP and local planning efforts.
- ▶ The first Advisory Committee Meeting is tentatively scheduled for late August/early September.



Mayor Tripp recommended Mayor Pro-tem Mewborn and Commissioner Davenport recommended Terry Payne.

The consensus of the board was to accept those nominations.

III. PUBLIC COMMENTS

Darlene Pollard, 4202 Deer Meadow Court, addressed the board regarding trash pickup. She stated the trash is staying on the streets for several weeks at the time and not being picked up. Manager Harrell said he met with the Public Works Director and Streets Superintendent this morning and a plan was in place to get trash picked up in a more timely manner.

Skip Stang, 3927 Winchester Drive, addressed the board regarding stormwater work for Montclair Estates.

Mike Goff, 3916 Winchester Drive, addressed the board regarding stormwater work for Montclair Estates.

Cindy Goff, 3916 Winchester Drive, addressed the board regarding stormwater work for Montclair Estates.

Ann Holland, 3930 Lyndale Drive, addressed the board regarding stormwater work for Montclair Estates.

Brad Guth, addressed the board. He introduced himself as a real estate broker and member of the Main Street Committee.

Judge Mario Perez, candidate for district court judge, addressed the board.

IV. PUBLIC HEARINGS

- A. Town Code Amendment – Ayden Fire Department – Title 9, Chapter 94 (Fire Prevention)

Planning Director, Stephen Smith, presented to the board.

Item Explanation

The applicant is requesting an amendment to Title 9, Chapter 94 (Fire Prevention). The amendment will add the language below:

94.18 KEY BOXES.

(A) These provisions regarding key boxes shall be administered in accordance with the most current edition of the N. C. Building Code: Fire Code. These provisions shall apply to any new non-residential occupancies where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the Fire Prevention Bureau is authorized to require key-boxes to be installed in an approved location. The key box shall be of an approved type and shell contain keys to gain necessary access as required by the fire prevention bureau.

(B) An approved lock shall be installed on gates or similar barriers when required by the Fire Prevention Bureau.

(C) The occupant/owner of the building shall immediately notify the Fire Prevention Bureau and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box. Fire department master keys shall be accounted for at all times.

(D) This provision shall be satisfied prior to privilege license, utility accounts, certificates of occupancy, inspections, and the like are approved or issued.

Staff Comments

Chief Jones has asked that this amendment be presented for consideration. The addition of these Key Boxes will allow quicker access to properties and minimize damage to the property as well as the responding first responders.

Action Requested

Conduct a Public Hearing

Consider approval of the Amendment to Title 9, Chapter 94 (Fire Prevention) in the Town Code

Mayor Tripp opened the public hearing. No one spoke. Mayor Tripp closed the public hearing.

Motion to approve the amendment to the Town Code.

Motion: Commissioner Davenport

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.



ORDINANCE NO. 18-19-04

AN ORDINANCE ADOPTED BY THE GOVERNING BOARD
OF THE TOWN OF AYDEN, NC
TO REVISE THE AYDEN CODE OF ORDINANCES, GENERAL REGULATIONS

WHEREAS, the Ayden Fire Department strives to promote, protect and preserve the safety and well-being of life and property, by providing Fire and Rescue services for the Citizens of the Town of Ayden and the surrounding Ayden Rural Community.;
and

NOW BE IT ORDAINED, by the Board of Commissioners of the Town of Ayden, that Title 9: General Regulations –Chapter 94- Fire Prevention be amended as follows:

94.18 KEY BOXES.

(A) These provisions regarding key boxes shall be administered in accordance with the most current edition of the N. C. Building Code: Fire Code. These provisions shall apply to any new non-residential occupancies where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the Fire Prevention Bureau is authorized to require key-boxes to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire prevention bureau.

(B) An approved lock shall be installed on gates or similar barriers when required by the Fire Prevention Bureau.

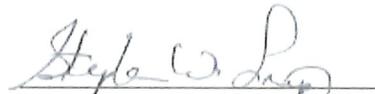
(C) The occupant/owner of the building shall immediately notify the Fire Prevention Bureau and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box. Fire department master keys shall be accounted for at all times.

(D) This provision shall be satisfied prior to privilege license, utility accounts, certificates of occupancy, inspections, and the like are approved or issued.

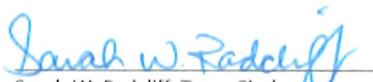
BE IT FURTHER ORDAINED by the Board of Commissioners of the Town of Ayden that this ordinance shall be in full force and effective upon its adoption.

Resolution No. 18-19-04
August 13th, 2018
Page 2 of 2

Adopted this the 13th day of August 2018 in Ayden, North Carolina.


Stephen W. Tripp, Mayor

ATTEST:


Sarah W. Radcliff, Town Clerk



B. Zoning Map Amendment – Leo Allen Venters – Ayden Golf Club Rd.

Planning Director Stephen Smith addressed the board.

Item Explanation

Amendment: The applicant is requesting a zoning map amendment to change the zoning from RA-20 (Residential/Agricultural) to R-12 (Residential) for approximately 21.635 acres locate on Ayden Golf Club Rd. This property is located in the ETJ. This request consists of a portion of parcel #23749. (See Attached Map).

Zoning District: RA-20 (Residential/Agricultural) – The primary purposes of this district are agriculture and low density residential development on lots with a minimum size of 20,000 square feet, and further to provide for certain other permitted and conditional uses as set forth in this section. This district is intended to ensure that residential development not having access to a public water system and dependent on septic systems for sewage disposal will occur at a low density to provide a healthful environment.

Zoning District: R-12 (Residential) – The primary purpose of this district is to provide for single-family residential development on lots with a minimum size of 12,000 square feet in neighborhoods which receive all of the customary urban services.

Future Land Use Map Designation: Medium Density Residential – Medium Density Residential land uses have been provided in areas that currently have medium density residential development, have water or sewer service, or where plans exist to extend water or sewer service. As these areas receive town services, higher residential densities should be allowed. “In-fill” development of vacant parcels accessible to water and/or sewer service should be encouraged.

The property is surrounded by RA-20 zoning to the north, south and east and R-12 to the west. (See Attached Map)

Staff Comments

The rezoning request is consistent with the future land use designation of Medium Density Residential. Staff recommends approval of the rezoning from RA-20 (Residential/Agricultural) to R-12 (Residential).

At its July 16th, 2018 meeting, the Planning Board voted unanimously to recommend approval of the rezoning from RA-20 (Residential/Agricultural) to R-12 (Residential).

Action Requested

Conduct a Public Hearing.

By motion, approve or deny the enclosed Zoning Map Amendment Ordinance No. 18-19-02. As a part of the motion, one of the following consistency statements must be read per state statute:

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is consistent with the aforementioned plan and the request is reasonable and in the public interest and I move to approve Zoning Map Amendment Ordinance No. 18-19-02.

- OR -

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is not consistent with the aforementioned plan and is not reasonable and in the public interest and I move to deny Zoning Map Amendment Ordinance No. 18-19-02.

Mayor Tripp opened the public hearing. Mike Baldwin spoke on behalf of the applicant. Mayor Tripp closed the Public Hearing.

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is consistent with the aforementioned plan and the request is reasonable and in the public interest and I move to approve Zoning Map Amendment Ordinance No. 18-19-02.

Motion: Commissioner Langley

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.



ORDINANCE NO. 18-19-02

AN ORDINANCE ADOPTED BY
THE TOWN OF AYDEN GOVERNING BOARD
AMENDING THE TOWN OF AYDEN
OFFICIAL ZONING MAP

WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing August 13th, 2018, to receive public comments regarding an application filed by Leo Allen Venters, requesting that the zoning designation on the Official Zoning Map be amended for a portion of a parcel of land (Pitt County Parcel 23749) totaling 21.635 acres from RA-20 (Residential/Agricultural) to R-12 (Residential); and

WHEREAS, the Town of Ayden Planning Board at its July 16th, 2018 meeting voted unanimously to recommend approval of the Zoning Map Amendment; and

WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Map Amendment as requested.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that the Official Zoning Map is hereby amended by changing the zoning designation for a portion of Pitt County Parcel Pitt County Parcel No. 23749 (21.635 acres) from RA-20 (Residential/Agricultural) to R-12 (Residential); and

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

Adopted this the 13th day of August 2018 in Ayden, North Carolina.

ATTEST:


Sarah W. Radcliff, Town Clerk



AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

C. Preliminary Plat (Allen Park Subdivision) Leo Allen Venters – Ayden Golf Club Rd.

Planning Director Stephen Smith addressed the board.

Item Explanation

The Town has received a request for approval of a Preliminary Plat submitted by Baldwin Design Consultants. The submitted Preliminary Plat depicts 43 lots on 21.635 acres on Ayden Golf Club Rd with an additional 2,216 feet of new public roads. (Pitt County Parcel # 23749).

Staff Comments

The property is located within the Town’s ETJ and is currently zoned RA-20 (Residential/Agricultural). A rezoning request has been submitted to change the zoning to R-12 (Residential). Water is available at the site and is provided by Eastern Pines Water Corporation. Sewer and Electric are available at the site and provided by the Town of Ayden. The property will be submitted for annexation prior to final approval. A Homeowners Association (HOA) is required and needs to be created prior to final approval. The HOA will be responsible for maintaining all dedicated open space in the development.

Staff has reviewed the submitted Preliminary Plat and has found it to meet all applicable requirements of the Town’s Subdivision Regulations with one exception. The submitted plans do not show front yard trees as required under Section 21-25(E). As such, staff recommends conditional approval of the Preliminary Plat for Allen Park Subdivision.

At its July 16th, 2017 meeting, the Planning Board voted unanimously to recommend conditional approval of the Preliminary Plat for Allen Park Subdivision

Action Requested

Conduct Public Hearing. Consider Conditional Approval of the Preliminary Plat for Allen Park Subdivision.

Mayor Tripp opened the public hearing. No one spoke. Mayor Tripp closed the public hearing

Motion to approve the preliminary plat with the condition that the trees will be added.

Motion: Commissioner Langley

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

D. Zoning Text Amendment – Town of Ayden – Article 4 (Districts), Section 4-11

Planning Director Stephen Smith addressed the board.

Item Explanation

The applicant is requesting a zoning text amendment to Section 4-11 (Table of Permitted Uses).

Amend– Clubs and Lodges, Private as a Conditional Use (C) in the O-I, B-1 and B-2 Zoning Districts

Staff Comments

Currently the Town of Ayden Zoning Ordinance allows private clubs and lodges in the O-I, B-1 and B-2 Zoning Districts as a use by right. The applicant is asking that the Table of Permitted Uses be amended to allow private clubs and lodges as a Conditional Use in these districts. Currently clubs and taverns are permitted by conditional use and this amendment will bring these uses under the same requirements.

At the Planning Board's July 16th, 2018 meeting, the Planning Board voted unanimously to recommend approval.

Action Requested

Conduct a Public Hearing

Make a motion to approve or deny the enclosed Zoning Text Amendment Ordinance No. 18-19-03. As a part of the motion, one of the following consistency statements must be read per state statute:

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is consistent with the aforementioned plan and is reasonable and in the public interest and I move to approve Zoning Text Amendment Ordinance No. 18-19-03.

- OR -

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is not consistent with the aforementioned plan and is not reasonable and in the public interest and I move to deny Zoning Text Amendment Ordinance No. 18-19-03.

Mayor Tripp opened the public hearing. No one spoke. Mayor Tripp closed the public hearing.

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is consistent with the aforementioned plan and is reasonable and in the public interest and I move to approve Zoning Text Amendment Ordinance No. 18-19-03.

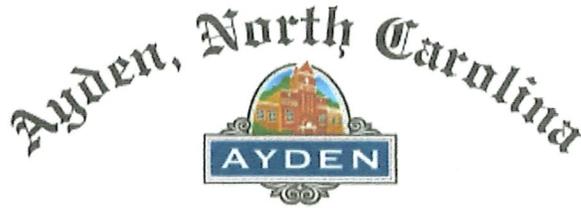
Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.



ORDINANCE NO. 18-19-03

AN ORDINANCE ADOPTED BY
THE GOVERNING BOARD OF THE TOWN OF AYDEN, NC
AMENDING THE TOWN OF AYDEN OFFICIAL ZONING ORDINANCE

- WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing on August 13th, 2018, to receive public comments regarding a request for a zoning text amendment submitted by the Town of Ayden, to modify the Permitted Use Table as shown in Article 4, Section 4-11; and
- WHEREAS, the Town of Ayden Planning Board at its July 16th, 2018 meeting voted unanimously to recommend approval of the Zoning Text Amendment; and
- WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Text Amendment as requested.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that Article 4, Sections 4-11 of the Town of Ayden Zoning Ordinance is hereby amended as follows:

Amend– Clubs and Lodges, Private as a Conditional Use (C) in the O-I, B-1 and B-2 Zoning Districts

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

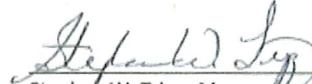
Adopted this the 13th day of August 2018 in Ayden, North Carolina.

ATTEST:


Sarah W. Radcliff, Town Clerk



AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

V. CONSENT AGENDA

- A. Minutes from the July 9, 2018 Board Meeting
- B. Governor's Highway Safety Program

Item Explanation

This is for a \$20,000 no match grant. This is for the department to use as needed for equipment purchases and also as part of Lieutenant Gerald Pierce's training and travel for Governor's Highway Safety activities. The Town purchases the equipment and is reimbursed through the grant.

Staff Comments

The department has received this grant for the last eight years and it has been used for necessary equipment, not just for the Town of Ayden, but for other agencies in the region.

Action Requested

Approve Resolution as presented.



RESOLUTION NO. 18-19-03

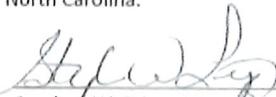
A RESOLUTION BY THE GOVERNING BOARD
OF THE TOWN OF AYDEN, NC
AUTHORIZING THE TOWN AND POLICE DEPARTMENT
TO CONTRACT WITH THE NC GOVERNOR'S HIGHWAY SAFETY PROGRAM

WHEREAS, the Ayden Police Department has completed an application contract for traffic safety funding and the Town of Ayden Governing Board has thoroughly considered the problem identified and has reviewed the project as described in the contract.

NOW, THEREFORE, BE IT RESOLVED by the Town of Ayden Governing Board the following:

1. The Ayden Governing Board believes the project to be in the best interests of the general public; and
2. Lieutenant Gerald S. Pierce, Jr. is authorized to file, on behalf of the Governing Board an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$20,000.00 to be made to the Governing Board to assist in defraying project costs described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$0.00 as required by the project contract; and
4. The project director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents, and reports as required by the Governor's Highway Safety Program; and
5. Certified copies of this resolution shall be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

Adopted this the 13th day of August, 2018 in Ayden, North Carolina.


Stephen W. Tripp, Mayor

ATTEST:


Sarah W. Radcliff, Town Clerk



North Carolina Governor's Highway Safety Program
LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the The Ayden Police Department (herein called the "Agency")
(The Applicant Agency)
has completed an application contract for traffic safety funding; and that Town Of Ayden
(The Governing Body of the Agency)
(herein called the "Governing Body") has thoroughly considered the problem

identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town Of Ayden IN OPEN
(Governing Body)
MEETING ASSEMBLED IN THE CITY OF Ayden, NORTH CAROLINA,

THIS ____ DAY OF _____, 20 18, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Lt. Gerald S. Pierce Jr. is authorized to file, on behalf of the Governing
(Name and Title of Representative)
Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal
funding in the amount of \$ 20,000.00 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ 0.00 as
(Local Cash Appropriation)
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other
appropriate persons to furnish such information, data, documents and reports as required by the contract, if
approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by [Signature]
(Chairperson/Mayor)

ATTESTED BY [Signature]
(Clerk)

DATE 8/13/18



C. Surplus Police Radios

Item Explanation

Request from Farmville Police Department to purchase surplus police radios.

Staff Comments

We will be replacing our portable and mobile radios that that are no longer being supported. Farmville Police Department would like to buy all the radios to use for parts on their radios as needed.

Action Requested

The Chief of Police is requesting that we sell the surplus radios to the Town of Farmville Police Department for \$50.00 each. There are 18 portable and 18 mobile radios currently.

Motion to approve the consent agenda.

Motion: Commissioner Ross

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

VI. ACTION ITEMS

- A. Ordinance for demolition of dwelling at 529 Turnage Street

Planning Director Stephen Smith addressed the board.

Item Explanation

As evidenced in the attached material, 529 Turnage Street (PN 13108) has been declared a public nuisance pursuant to Chapter 96.21(b) of the Town of Ayden Code of Ordinances, by which it has been determined that the property presents a threat to the public's health, safety, and welfare. Additionally, the property has been declared unsafe pursuant to Chapter 150.30 of the Town of Ayden Code of Ordinances. As such, the Town Manager or his designee has declared the property unfit for human habitation as authorized by NCGS 160A-443 and the Town of Ayden Code of Ordinances.

Staff Comments

The property has been abandoned and damaged for a considerable period of time. Code Enforcement Officer Wayne Hardee inspected the site on June 26, 2017 and found continued deterioration of the structure. As required, Mr. Hardee sent notice to the property owner, Beatrice Kittrell, and scheduled a hearing for July 18, 2017 to discuss a course of action with the owner. This hearing notice was also published in the newspaper. The property owner did not attend the hearing and has not contacted our office after several attempts by staff to make contact. A second inspection was conducted on March 22, 2018 and the conditions remained. Mr. Hardee sent another notice to the property owner, Beatrice Kittrell, and scheduled a hearing for April 6, 2018 to discuss a course of action with the owner. This hearing notice was also published in the newspaper. No corrective actions have been taken on said property.

As authorized by the North Carolina General Statutes and Town Code, staff is recommending that the Board of Commissioners take action to cause the structure to be demolished at the Town's doing and a lien be placed upon the property.

Action Requested

Adopt Ordinance 18-19-06 Demolition of Dwelling at 529 Turnage Street.

Motion to adopt Ordinance 18-19-06.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.



ORDINANCE NO. 18-19-06
AN ORDINANCE ADOPTED BY THE AYDEN GOVERING BOARD
REQUIRING THE OWNER TO DEMOLISH AND REMOVE
THE DWELLING LOCATED AT 529 TURNAGE STREET (Pitt Co. Parcel #13108)
IN AYDEN, NC

WHEREAS, pursuant to the enforcement of the Unsafe Building Code contained in Section 150.30-150.36 and the Model Housing Code contained in Section 152.01-152.05 of Chapter 150, Title XV of the Town of Ayden Code of Ordinances as authorized by the provisions of Part 6 of Article 19 of Chapter 160A of the NC General Statutes, the dwelling described herein has been vacated for at least one year and has been declared by the Town Manager or his designee to be unfit for human habitation; and

WHEREAS, the Board of Commissioners of the Town of Ayden hereby finds that letters were sent to the property owners by both certified mail and regular mail notifying such owners of a hearing in the Code Enforcement Officer's office concerning the condition of the dwelling in question, that such hearing occurred on **April 6, 2018**, at which time the Code Enforcement Officer found that the property in question constitutes a fire or safety hazard or is dangerous to life, health, or other property to the community and should as a result be demolished, and that it is likely that repair, alteration, or improvement of the dwelling cannot be made at a reasonable cost in relation to its value such that removal or demolition of the dwelling is warranted under the provisions of NCGS 160A-443 ; and

WHEREAS, NCGS 160A-443 (5) states that before demolition can be required, the property owner must first be given a reasonable opportunity to bring the structure into conformity with the Model Housing Code; and

WHEREAS, the Board of Commissioners of the Town of Ayden hereby acknowledges that the property owners were given this reasonable opportunity to bring such dwelling into conformity with the Model Housing Code or to remove and demolish such dwelling before the Town seeks to effect a demolition of such dwelling itself.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Ayden that:

1. The Town Manager or his designee is hereby authorized and directed to proceed to demolish and remove the dwelling owned by **Beatrice Kittrell, PO Box 7241, Greenville, NC 27835**, said property located at 529 Turnage Street, Ayden; and
2. The cost of demolition and removal shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as the lien for special assessment established by Article 10 of Chapter 160A of the NC General Statutes. The material of the dwelling and any personal property, fixtures, or appurtenances found in or attached to the dwelling shall be sold and the proceeds shall be credited against the cost of removal and demolition and any balance remaining shall be deposited in Superior Court where it shall be secured and disbursed in the manner provided by NCGS 160A-443 (6); and
3. This ordinance shall be recorded in the Office of the Register of Deeds of Pitt County and shall be indexed in the name of the property owner in the Grantor Index; and
4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of August 2018.




Stephen W. Tripp, Mayor

Attest:


Sarah W. Radcliff, Town Clerk

B. Ordinance for demolition of dwelling at 4141 New Circle Drive

Planning Director Stephen Smith addressed the board.

Item Explanation

As evidenced in the attached material, 4141 New Circle Drive (PN 00958) has been declared a public nuisance pursuant to Chapter 96.21(b) of the Town of Ayden Code of Ordinances, by which it has been determined that the property presents a threat to the public's health, safety, and welfare. Additionally, the property has been declared unsafe pursuant to Chapter 150.30 of the Town of Ayden Code of Ordinances. As such, the Town Manager or his designee has declared the property unfit for human habitation as authorized by NCGS 160A-443 and the Town of Ayden Code of Ordinances.

Staff Comments

The property has been abandoned and damaged for a considerable period of time. Code Enforcement Officer Wayne Hardee inspected the site on January 30, 2018 and found continued deterioration of the structure. As required, Mr. Hardee sent notice to the property owners, Lucy M. Whichard Heirs, and scheduled a hearing for February 19, 2018 to discuss a course of action with the owner. This hearing notice was also published in the newspaper. The property owner did not attend the hearing and has not contacted

our office after several attempts by staff to make contact. No corrective actions have been taken on said property.

As authorized by the North Carolina General Statutes and Town Code, staff is recommending that the Board of Commissioners take action to cause the structure to be demolished at the Town's doing and a lien be placed upon the property.

Action Requested

Adopt Ordinance 18-19-07 Demolition of Dwelling at 4141 New Circle Drive.

Motion to adopt Ordinance 18-19-07.

Motion: Commissioner Langley

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.



ORDINANCE NO. 18-19-07

AN ORDINANCE ADOPTED BY THE AYDEN GOVERNING BOARD
REQUIRING THE OWNER TO DEMOLISH AND REMOVE
THE DWELLING LOCATED AT 4141 NEW CIRCLE DRIVE (Pitt Co. Parcel #00958)
IN AYDEN, NC

WHEREAS, pursuant to the enforcement of the Unsafe Building Code contained in Section 150.30-150.36 and the Model Housing Code contained in Section 152.01-152.05 of Chapter 150, Title XV of the Town of Ayden Code of Ordinances as authorized by the provisions of Part 6 of Article 19 of Chapter 160A of the NC General Statutes, the dwelling described herein has been vacated for at least one year and has been declared by the Town Manager or his designee to be unfit for human habitation; and

WHEREAS, the Board of Commissioners of the Town of Ayden hereby finds that letters were sent to the property owners by both certified mail and regular mail notifying such owners of a hearing in the Code Enforcement Officer's office concerning the condition of the dwelling in question, that such hearing occurred on **February 19, 2018**, at which time the Code Enforcement Officer found that the property in question constitutes a fire or safety hazard or is dangerous to life, health, or other property to the community and should as a result be demolished, and that it is likely that repair, alteration, or improvement of the dwelling cannot be made at a reasonable cost in relation to its value such that removal or demolition of the dwelling is warranted under the provisions of NCGS 160A-443 ; and

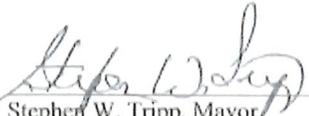
WHEREAS, NCGS 160A-443 (5) states that before demolition can be required, the property owner must first be given a reasonable opportunity to bring the structure into conformity with the Model Housing Code; and

WHEREAS, the Board of Commissioners of the Town of Ayden hereby acknowledges that the property owners were given this reasonable opportunity to bring such dwelling into conformity with the Model Housing Code or to remove and demolish such dwelling before the Town seeks to effect a demolition of such dwelling itself.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Ayden that:

1. The Town Manager or his designee is hereby authorized and directed to proceed to demolish and remove the dwelling owned **Lucy M. Whichard Heirs, 4141 New Circle Drive, Ayden, NC 28513**, said property located at 4141 New Circle Drive, Ayden; and
2. The cost of demolition and removal shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as the lien for special assessment established by Article 10 of Chapter 160A of the NC General Statutes. The material of the dwelling and any personal property, fixtures, or appurtenances found in or attached to the dwelling shall be sold and the proceeds shall be credited against the cost of removal and demolition and any balance remaining shall be deposited in Superior Court where it shall be secured and disbursed in the manner provided by NCGS 160A-443 (6); and
3. This ordinance shall be recorded in the Office of the Register of Deeds of Pitt County and shall be indexed in the name of the property owner in the Grantor Index; and
4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of August 2018.


Stephen W. Tripp, Mayor

Attest:


Sarah W. Radcliff, Town Clerk



C. Ordinance for demolition of dwelling at 4351 Watermelon Street

Planning Director Stephen Smith addressed the board.

Item Explanation

As evidenced in the attached material, 4351 Watermelon Street (PN 15271) has been declared a public nuisance pursuant to Chapter 96.21(b) of the Town of Ayden Code of Ordinances, by which it has been determined that the property presents a threat to the public's health, safety, and welfare. Additionally, the property has been declared unsafe pursuant to Chapter 150.30 of the Town of Ayden Code of Ordinances. As such, the Town Manager or his designee has declared the property unfit for human habitation as authorized by NCGS 160A-443 and the Town of Ayden Code of Ordinances.

Staff Comments

The property has been abandoned and damaged for a considerable period of time. Code Enforcement Officer Wayne Hardee inspected the site on March 23, 2018 and found continued deterioration of the

structure. As required, Mr. Hardee sent notice to the property owners, Lisa and Angalo Williams (Big Rig Moore Heirs), and scheduled a hearing for June 23, 2018 to discuss a course of action with the owner. This hearing notice was also published in the newspaper. The property owner did not attend the hearing and has not contacted our office after several attempts by staff to make contact. No corrective actions have been taken on said property.

As authorized by the North Carolina General Statutes and Town Code, staff is recommending that the Board of Commissioners take action to cause the structure to be demolished at the Town's doing and a lien be placed upon the property.

Action Requested

Adopt Ordinance 18-19-05 Demolition of Dwelling at 4351 Watermelon Street.

Motion to adopt Ordinance 18-19-05.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.



ORDINANCE NO. 18-19-05
AN ORDINANCE ADOPTED BY THE AYDEN GOVERING BOARD
REQUIRING THE OWNER TO DEMOLISH AND REMOVE
THE DWELLING LOCATED AT 4351 WATERMELON STREET (Pitt Co. Parcel #15271)
IN AYDEN, NC

WHEREAS, pursuant to the enforcement of the Unsafe Building Code contained in Section 150.30-150.36 and the Model Housing Code contained in Section 152.01-152.05 of Chapter 150, Title XV of the Town of Ayden Code of Ordinances as authorized by the provisions of Part 6 of Article 19 of Chapter 160A of the NC General Statutes, the dwelling described herein has been vacated for at least one year and has been declared by the Town Manager or his designee to be unfit for human habitation; and

WHEREAS, the Board of Commissioners of the Town of Ayden hereby finds that letters were sent to the property owners by both certified mail and regular mail notifying such owners of a hearing in the Code Enforcement Officer's office concerning the condition of the dwelling in question, that such hearing occurred on **June 23, 2018**, at which time the Code Enforcement Officer found that the property in question constitutes a fire or safety hazard or is dangerous to life, health, or other property to the community and should as a result be demolished, and that it is likely that repair, alteration, or improvement of the dwelling cannot be made at a reasonable cost in relation to its value such that removal or demolition of the dwelling is warranted under the provisions of NCGS 160A-443 ; and

WHEREAS, NCGS 160A-443 (5) states that before demolition can be required, the property owner must first be given a reasonable opportunity to bring the structure into conformity with the Model Housing Code; and

WHEREAS, the Board of Commissioners of the Town of Ayden hereby acknowledges that the property owners were given this reasonable opportunity to bring such dwelling into conformity with the Model Housing Code or to remove and demolish such dwelling before the Town seeks to effect a demolition of such dwelling itself.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Ayden that:

1. The Town Manager or his designee is hereby authorized and directed to proceed to demolish and remove the dwelling owned **Lisa and Angalo Williams (Big Rig Moore Heirs), 230 Redberry Ct, Wendell, NC 27591**, said property located at 4351 Watermelon Street, Ayden; and
2. The cost of demolition and removal shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as the lien for special assessment established by Article 10 of Chapter 160A of the NC General Statutes. The material of the dwelling and any personal property, fixtures, or appurtenances found in or attached to the dwelling shall be sold and the proceeds shall be credited against the cost of removal and demolition and any balance remaining shall be deposited in Superior Court where it shall be secured and disbursed in the manner provided by NCGS 160A-443 (6); and
3. This ordinance shall be recorded in the Office of the Register of Deeds of Pitt County and shall be indexed in the name of the property owner in the Grantor Index; and
4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of August 2018.


Stephen W. Tripp, Mayor

Attest:


Sarah W. Radcliff, Town Clerk



D. 2016 CWSRF Sanitary Sewer I&I Project Rescoping

Rich Moore, McDavid Associates, addressed the board.

Item Explanation

This Clean Water State Revolving Fund (CWSRF) in the amount of \$1,305,130 (\$500,000 grant & \$805,130 loan) was awarded in 2016 as part of the Town's sanitary sewer I&I repair projects. McDavid & Associates have evaluated funded scoping and determined that "find and fix" efforts implemented through the Town's active CWSRF project (with Municipal Engineering) have allowed a majority of the 15" diameter gravity sewer line in the currently funded project to be abandoned (where sewer has been re-routed through existing active collection lines).

Even with the significant efforts to rehabilitate/replace aged/failing sewer collection assets, the Town had identified additional aged facilities that are contributing to non-sewer flows that impact the Town's cost participation in the downstream regional wastewater treatment plant operated by the Contentnea Metropolitan Sewerage District. Staff proposes to implement a revised scoping for the use of the 2016 CWSRF award based on "find and fix" technology where known aged assets are evaluated and prioritized for

rehabilitation/replacement based on observed deficiencies. The "find and fix" method will allow the Town to maximize benefit to address sewer collection assets most contributing to observed inflow/infiltration problems. The Board will recall that several years back the Town smoke tested its sanitary sewer system and determined some \$8 million worth of repairs needed. To date, counting this 2016 CWSRF award, the Town has been awarded some \$5.52 million in loans and grants; i.e., loans of \$3.27 million and grants of \$2.25 million:

Clean Water State Revolving Fund: \$1,550,000 loan
N. C. State Water Infrastructure Authority: CDBG \$968,000 grant
Clean Water State Revolving Fund: \$500,000 grant & \$805,130 loan
U.S. Dept. of Agriculture: \$916,000 loan & \$784,000 grant

For timing purposes, the enclosed letter was sent to the state Division of Water Infrastructure (DWI) requesting the Division to consider the Town's re-scoping of the 2016 CWSRF awarded \$1,305,130. Note: DWI's award does not allow the Town to only accept the \$500,000 grant portion of this award.

Staff Comments

Purpose of bringing this to the Town Board is for the Board to formally concur with the request of the re-scoping of this awarded project. If the project is not approved for re-scoping by DWI, the award would be rescinded. The only other option here is for the Board to decide not to request the re-scoping and decline the award.

Included in the Board's agenda packet are three maps:

- Sewer collection replacement map 1999 – 2018
- Original 2016 Project map
- Proposed(re-scoping) 2016 Project map

Action Requested

By motion, concur with the re-scoping request for the 2016 CWSRF Sanitary Sewer I&I project.

Motion to approve the re-scoping request.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

E. USDA Loan LGC Resolution

Rich Moore, McDavid Associates, addressed 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.

Construction for sanitary sewer improvements was awarded on July 9, 2018 to Tripp Bro's, Inc. Contract documents are currently being executed by the contractor after concurrence in the construction award was received by USDA – Rural Development.

USDA – Rural Development projects are unique as funding recipients are required to obtain temporary financing from a local lender (or self-finance). This process is similar to a family obtaining a construction loan to build a home and closing on a permanent loan after the home is built. For the USDA sewer project, the Town must obtain interim financing for construction through the Local Government Commission for a value equivalent to the obligated loan portion of USDA – Rural Development funding.

The Town retains authority to issue revenue bonds based on action taken on July 5, 2007 (time period of prior USDA – Rural Development project that provided financing to extend sewer to the Country Club, Jolly Road area, and area around the Food Lion shopping center). Revenue bonds pledge collection of sewer rates and charges as collateral to support debt service (in lieu of a pledge of taxation authority). Sale of revenue bonds provides temporary financing to construct improvements. At/near completion, USDA purchases the revenue bonds and establishes permanent financing terms (which cannot exceed obligation terms).

In order to proceed with the sale of revenue bonds, the Town needs to adopt a resolution to authorize the Local Government Commission to proceed with sale. A resolution provided by Bond Counsel is attached for review.

Staff Comments

Sale of revenue bonds has been coordinated with Bond Counsel, USDA – Rural Development and the Local Government Commission.

Action Requested

By motion, approve resolution authorizing Local Government Commission to proceed with sale of revenue bonds.

Motion to approve the resolution authorizing Local Government Commission to proceed with sale of revenue bonds.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.



RESOLUTION NO. 18-19-04

The Board of Commissioners for the Town of Ayden, North Carolina, met in a regular meeting at the District Courtroom, second floor of Town Hall 4144 West Avenue in Ayden, North Carolina, the regular place of meeting, at 7:00 p.m. on August 13, 2018.

Present: Mayor Stephen W. Tripp, presiding, and Commissioners

Absent: _____

Also Present: Steven L. Harrell, Town Manager; Sarah W. Radcliff, Town Clerk

* * * * *

Town Manager Harrell introduced the following resolution the title of which was read and a copy of which had been previously distributed to each Commissioner:

RESOLUTION MAKING CERTAIN FINDINGS AND DETERMINATIONS, AUTHORIZING THE FILING OF AN APPLICATION WITH THE LOCAL GOVERNMENT COMMISSION AND REQUESTING THE LOCAL GOVERNMENT COMMISSION TO SELL REVENUE BONDS AND REVENUE BOND ANTICIPATION NOTES AT A PRIVATE SALE

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Town of Ayden, North Carolina (the "Town"):

Section 1. The Board has determined and does hereby find, declare and determine:

(a) The Town has determined to make certain improvements to the water and sewer system of the Town, consisting of replacement of aged sewer lines (collectively, the "Project").

(b) The Town is considering issuing revenue bonds to finance, together with other available funds, the cost of acquiring, constructing and equipping the Project.

(c) The Project is necessary to secure adequate and reliable sewer service and to promote the present and future welfare of the residents of the Town and its environs.

(d) The Town wishes to commence procedures for the issuance of revenue bonds in a principal amount not to exceed \$916,000 at this time for the purpose of providing funds, together with any other available funds, to (i) pay the costs of the Project and (ii) pay certain other costs associated with the issuance of such revenue bonds. Such revenue bonds will be issued pursuant to the revenue bond order adopted by the Board on July 5, 2007 (the "Bond Order").

(e) The amount of the proposed revenue bonds will be sufficient, but not excessive, for the purpose of paying the costs associated with the Project.

(f) The proposed Project is feasible.

(g) The annual audits of the Town show the Town to be in strict compliance with debt management policies, and the budgetary and fiscal management policies of the Town are in compliance with the law.

(h) The proposed revenue bonds can be marketed at a reasonable interest cost to the Town on account of a commitment by the United States Department of Agriculture to purchase the Bonds upon completion of the Project.

(i) The projected rate increases, if any, for water and sewer service in connection with the issuance of the proposed revenue bonds will be reasonable.

(j) In connection with the Project, the Town is also considering issuing revenue bond anticipation notes under the Bond Order in anticipation of the proposed revenue bonds.

Section 2. The prior actions by the Town Manager and the Finance Officer of the Town in filing an application with the Local Government Commission for approval of the issuance of revenue bonds and revenue bond anticipation notes for the purpose of providing funds, together with any other available funds, to (a) pay the costs of the Project and (b) pay certain other costs associated with the issuance of such bonds and notes is hereby approved and ratified.

Section 3. The Local Government Commission is requested to sell the proposed revenue bonds or revenue bond anticipation notes at a private sale without advertisement.

Section 4. The Mayor, the Town Manager and the Finance Officer of the Town are hereby authorized and directed to take such action as such officers shall believe necessary and appropriate to assist the Local Government Commission in arranging for the procurement of interim financing with respect to the project.

Section 5. This resolution shall take effect immediately upon its passage.

Upon motion of Commissioner Ross, seconded by Commissioner Davis, the foregoing resolution entitled "RESOLUTION MAKING CERTAIN

FINDINGS AND DETERMINATIONS, AUTHORIZING THE FILING OF AN APPLICATION WITH THE LOCAL GOVERNMENT COMMISSION AND REQUESTING THE LOCAL GOVERNMENT COMMISSION TO SELL REVENUE BONDS AND REVENUE BOND ANTICIPATION NOTES AT A PRIVATE SALE" was adopted by the following vote:

Ayes: Commissioners Ross, Davis, Langley, Davenport and
Newborn

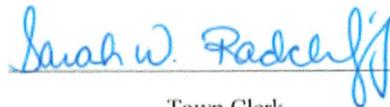
Noes: NONE

* * * * *

I, Sarah W. Radcliff, Town Clerk of the Town of Ayden, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and correct version of the proceedings of the Board of Commissioners for said Town at a meeting held on August 13, 2018, the record having been made in the minutes of said Board of Commissioners, as relates in any way to the passage of the foregoing resolution.

I DO HEREBY FURTHER CERTIFY that proper notice of such meeting was given as required by North Carolina law.

WITNESS my hand and the official seal of said Town this 13th day of August, 2018.



Town Clerk

Town of Ayden, North Carolina



Mayor

Town of Ayden, North Carolina

F. Change in overtime pay policy

Manager Harrell presented to the board.

Item Explanation

Under the federal Fair Labor Standards Act (FLSA), non-exempt employees are only required to be paid overtime for only those hours actually worked over the FLSA established 40 hour, 7 day work week (for police the established number of hours is 171 hours in a 28 day cycle). Overtime hours paid under the FLSA do not require an employer to use vacation or holiday time as a part of the 40 hour workweek, as these are not hours actually worked. Please note, employers are allowed to pay employees above FLSA standards, as the standards are the minimum requirements that an employer has to meet.

Currently the Town's **Personnel & Benefits Guide**, as adopted in 2004, **Article III. THE PAY PLAN**, Section 12. Overtime Pay Provisions (see enclosed) provides: ".....In determining eligibility for overtime in a work

period for employees in the Public Works and Utilities Department, only hours actually worked, vacation and holiday time shall be considered; in no event will sick leave be included in the computation of hours worked for FLSA purposes. For other nonexempt employees, only hours actually worked will be included in computation of hours to determine overtime eligibility; vacation, holiday and sick leave will not be included.....”

Basically, Public Works and Utilities Employees receive overtime pay as a higher level than required by the FLSA; all other employees of the Town remain at the minimum level required.

Staff Comments

An illustration here overtime provisions for Public Works and Utilities employees:

an employee in a given workweek, like Labor Day week, would have Labor Day (a Monday) as a paid holiday, could take an additional day (Tuesday) off using earned vacation, and then be called in on Friday night for work (i.e., sewer line break), say for 4 hours. Under the current policy, the employee would receive overtime pay for those 4 hours on Friday night, although the employee only actually worked 28 hours that week, as the employee was off on Monday and Tuesday. Under FLSA standards, the Town is only obligated to pay straight time for those 28 hours the employee actually worked.

Staff brings this overtime pay policy to the attention of the Town Board for review and whether or not it would want to consider a change such that the overtime pay policy for Public Works and Utilities employees meets FLSA standards, just as it does for all employees of the Town in other departments, or continue at the current higher pay level for overtime; i.e., holiday and vacation day hours being used as part of the 40 hour work week to compute over time hours worked.

Action Requested

At direction of the Town Board.

Motion to amend the personnel guidelines based on FLSA standards for overtime pay for all employees.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.

G. Approve change in size and style of recycle bins

Finance Director, Rob Taylor, addressed the board.

Item Explanation

The Town uses a 96 gallon green rollout for garbage which runs \$57.77 each.

For recycling, the Town uses small open containers unless a citizen requests a larger bin. If they do, we provide them a 64 gallon blue rollout for \$65. Recyclable rollouts cost the town \$51.77 each.

The smaller containers do not hold very much and deteriorate quickly. They also require manual lifting by staff.

Staff is recommending to discontinue the smaller containers and replace with the 64 gallon blue rollouts on an as needed basis. This will provide citizens more room for recyclables, and no manual lifting by staff. Staff also recommends any citizen who purchased a 64 gallon recycle bin in the last 12 months be given a refund. Estimated to be 20 for a total of \$1300.

Staff Comments

Picture of 64 gallon blue recyclable rollout



Action Requested

Approve change to larger recycle bins.

The board would like for staff to bring this item back to the September meeting with the cost to the town for providing the new cans.

H. Approval of Town Manager's Performance Evaluation Form

Item Explanation

Enclosed is a copy of the performance evaluation form for the Town Manager's position as recommended by Commissioner Langley for use by the Board in evaluating the Town Manager.

Staff Comments

The Board was to review the form for consideration of adoption. The form was also provided to the Town Manager for his review and input.

After review, Town Manager has no changes he suggests to the form.

Action Requested

At Town Board's direction.

Motion to approve the submitted form.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.



Town of Ayden

Date of Evaluation: _____
Town Manager: Mr. Steven Harrell

Evaluation Instructions:

Each Commissioner will complete an individual evaluation of the Town Manager. For each of the 10 performance criteria, please circle the appropriate rating. If you rate the Manager as "Exceeds Expectations" or "Not Meeting Expectations," please provide a few sentences in the "Justifications/Comments" section. If you rate the administrator as "Meets Expectations," you are not required to justify your rating although you may still offer helpful feedback. The bullet statements under each criterion are meant to serve as examples of factors to be considered and not an exhaustive list of job responsibilities or duties. Specific performance goals are listed where shown. Please return individual evaluations to the Mayor by _____

RATING STANDARDS

5 Exceeds Expectations: Outstanding and superior performance can be clearly seen by anyone who observed this person's work.

4 Between exceeds expectations and meets expectations.

3 Meets Expectations: Performance fully meets the principal accountabilities and their associated goals and expectations.

2 Between meets expectations and not meeting expectations.

1 Not Meeting Expectations: Performance is noticeably poorer than what the principal accountabilities and their associated goals and expectations. Area deserves attention and calls for noticeable improvement.

1. SERVICE AND SUPPORT TO THE BOARD OF Commissioners

- Responsiveness to and interaction with the Board of Commissioners
- Quality of agenda information
- Quality of research and analysis work
- Quality of response to Commissioner's needs and concerns, both collectively and individually.
- Regularly keeps Commissioners informed of important and upcoming issues
- Town Meeting preparation
- Timeliness and accuracy of information

Rating:

EXCEEDS		MEETS		DOES NOT MEET
5	4	3	2	1

Rating/Comments: _____

Rating/Comments: _____

7. RELATIONS WITH FEDERAL, STATE, OTHER GOVERNMENTAL UNITS

- Reviews, analyzes, represents and presents the position of the Town and Board of Commissioners relative to implemented and proposed legislation and governmental policies and regulations.
- Pursues funding opportunities in support of Board priorities and policy goals.
- Stays abreast of and performs research involving governmental legislation, policies and regulations.
- Works with state and other agencies in matters relating to implementing policies and programs.

Rating

EXCEEDS			MEETS		DOES NOT MEET
5	4	3	2	1	

Rating/Comments: _____

8. DEALING WITH UNCERTAINTY AND CHANGING CONDITIONS

- Effectively deals with unforeseen issues and problems in the community.
- Confronts changing circumstances with professional and problem-solving attitude.
- Responds well to stressful situations and tolerates conditions of uncertainty.
- Ability to adapt and innovate when confronted with special projects or demands.

Rating

EXCEEDS			MEETS		DOES NOT MEET
5	4	3	2	1	

Rating/Comments: _____

9. ASSET MANAGEMENT

- Responsible for the efficient use, maintenance and repair of all town facilities, properties, historic and natural resources
- Develop and maintain a full and complete inventory of all town owned real and personal property
- Takes action to improve the town's insurance ratings and identify areas for potential cost savings.

Rating

EXCEEDS			MEETS		DOES NOT MEET
5	4	3	2	1	

Rating/Comments: _____

10. PERSONAL AND PROFESSIONAL GROWTH OF THE TOWN MANAGER

- ° Demonstrates continued personal growth in the position by recognizing and addressing deficiencies
- Continuing professional education and development activities that encourage professional participation, growth and advancement for the good of the Town.
- Attendance at professional meetings, seminars and conferences.
- Active membership in state and national professional organizations.

Rating

EXCEEDS			MEETS		DOES NOT MEET
5	4	3	2	1	

Rating/Comments: _____

OVERALL RATING (divide total by 10)

1	2	3	4	5	6	7	8	9	10	TOTAL

Overall, the Town Manager:
 Rating/Comments: _____

I. Choice of Land-Use Zoning Consultant

Manager Harrell presented to the board.

Item Explanation

In the current FY18-19, \$80,000 was budgeted to conduct and complete a Land Use Plan and Unified Development Ordinance. This was last done for the Town in 2004.

Staff Comments

Town staff issued a Request for Qualifications (RFQ), see enclosed, and two consulting firms responded with submittals (see enclosed), Stewart and Holland Consulting Company. Upon review of the two submittals, staff recommends that Stewart's submittal best meets the Scope of Services requested in the RFQ. Staff did share the submittals with Planning Chair Terry Payne and he is in agreement with the recommendation on Stewart. An additional benefit of the use of Stewart as the Town's consultants is that Stewart was the consultant for Pitt County's recent US11 Bypass Land Use Plan and is extremely familiar with the area around the two interchanges of the bypass here in Ayden.

The next step in this process is for staff to meet with Stewart representatives to finalize the extent of the Scope of Services offered by Stewart in its submittal, determine the contractual price of the services and return to the Town Board at its September meeting for approval of the services and contract.

Action Requested

By motion, select Stewart as the Town's consultant for the development of the Land Use Plan and Unified Development Ordinance and authorize staff to finalize the services and contract with Stewart for the Town Board's approval.

Motion to select Stewart as the Town's consultant for the development of the Land Use Plan and Unified Development Ordinance and authorize staff to finalize the services and contract with Stewart for the Town Board's approval.

Motion: Commissioner Langley

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

J. Police Fleet Analysis

Finance Director Rob Taylor addressed the board.

Item Explanation

Mayor Tripp requested the attached police fleet review, presented in the form of a Powerpoint (see attached) to present to the Town Board in light of the decision to reduce the patrol car fleet to ten (10) vehicles.

Staff Comments

The enclosed Powerpoint provides information on the police fleet makeup, maintenance costs, mileage comparison, comparison with other towns, recommended replacement policy, etc.

Action Requested

At the Town Board's direction.

Commissioner Langley asked why this was being brought back to the board when it was already approved. Mayor Tripp stated he wanted a better explanation of what was being done. He stated he didn't feel like there was enough information or supporting documentation presented when this item was presented for approval.

POLICE FLEET REVIEW

- ▶ 3 Administrative – unmarked Chief, Captain, Lieutenant
- ▶ 2 Investigators – unmarked
- ▶ 14 Marked Patrol Cars
 - ▶ 1 K9 unit
 - ▶ 1 Community Policing
 - ▶ 1 spare
 - ▶ 11 Patrol units

Total Fleet: 19 vehicles

* Three additional vehicles not used in daily police duties

COMPARISON OF OTHER MUNICIPAL FLEET POLICES

	Assigned/Hot seat	Replacement
▶ Greenville	Assigned	10 years/100,000
▶ Winterville	Assigned	
▶ Kinston	Assigned	
▶ Farmville	Assigned	No official/apprx 100K
▶ Washington	Hot Seat	5-6 years/apprx 100K

RECOMMENDED REPLACEMENT POLICY

- ▶ Ten Years or 120,000 miles

AGE OF FLEET – PATROL UNITS

- ▶ Administrative vehicles - 2 years old
- ▶ Average age of Patrol Units/Investigators - 8 Years

Model Yr	Units	Age
2005	1	13
2006	2	12
2007	1	11
2008	4	10
2009	1	9
2011	1	7
2013	2	5
2014	2	4
2015	2	3

FLEET MILEAGE

- ▶ No units over 120,000 miles
- ▶ 3 units over 110,000 *
- ▶ 1 unit over 100,000
- ▶ 4 units over 75,000
- ▶ 4 units over 50,000
- ▶ 4 units under 50,000

- ▶ Average mileage 69,107 per patrol unit
- ▶ Total annual fleet mileage for marked patrol cars 163,520 miles
- ▶ Average mileage per year per unit 11,680

- ▶ * Two were over 117,000 at 6/30/18

PREVENTIVE MAINTENANCE COSTS

	FYE2018	FYE2017
▶ Oil changes, fluids	4,518	4,220

▶ Overall R&M	FYE2018	FYE2017	FYE2016	FYE2015	FYE2014
	\$31,040	\$30,671	\$22,478	\$9,843	\$15,783
Cars Replaced	0	3	2	0	4

WARRANTY INFORMATION TYPICALLY 3 YEARS/36,000 MILES

- ▶ Assigned vehicles - average miles 11,680 per year, would get full 3 years of coverage
- ▶ Hot seat vehicles - average miles per year 16,352, would get 2 years 3 months of coverage

PROJECTED REPLACEMENT LIFE

- ▶ Based on policy of 120,000 miles replacement, we can get ten years, 3 months out of a patrol unit (@11,680 miles per unit 14)
- ▶ With 29% fleet reduction 120,000 mile replacement, we can get 7 years, 4 months out of a vehicle(@16,352 miles per unit 10)

Mayor Tripp stated over a 10-year period of time the citizens of Ayden will save \$58,046 or \$5,804 per year by utilizing the 10 year plan with 19 vehicles as compared to a 5 year plan with 16 vehicles. He said he thought the board needed to see this data prior to voting on the item at last month's meeting. He hoped the board would reconsider because it was a cost savings to the town to go back to a full fleet.

Commissioner Langley asked about the warranty on the vehicles. Commissioner Ross stated she was concerned with deleting the fleet. Commissioner Langley said he had received calls from citizens as well and were very happy with what happened. He said, on average, the vehicles are being driven 14 days a month. He said there is an average of 3 patrol cars on duty per 12 hour shift, leaving four spare vehicles. There was some confusion on how many patrol vehicles there were, as last month 15 were shown, this month 14 were shown. Mr. Taylor stated it was reported incorrectly last month. Mayor Pro-tem Mewborn asked if the 14 vehicles were up and running. Mr. Taylor said yes. Mayor Pro-tem asked how many shifts we ran. Chief Stanley said we run two twelve hour shifts. Mayor Pro-tem asked how many officers we had for each shift. Chief Stanley stated a sergeant and two patrol officers during the day plus the community police officer. Mayor Pro-tem said there would be 10 cars sitting still on a 12 hour shift during the day and 11 during the night shift.

Mayor Tripp said if this was his money, he knew what he would do. He would keep a full fleet because that is what is saving the town money.

Commissioner Langley asked what the numbers would be on reducing the fleet to 10 and the rotation of 10 years/100,000 miles. He asked if we replaced the 2016 vehicles at 60,000 miles, how much we could sell them for. Mr. Taylor said he hasn't looked at that. He said a squad car with 100,000 miles on it, ten years old, would only bring about \$1,000. He said with 60,000, probably about \$4,000.

Motion to restore the police fleet.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: Commissioner Langley said they are not deleting, they are reducing the fleet. He asked if this was the proper way to do this. Mayor Tripp apologized again for it being done this way, however he stated

he felt more supplemental material should have been submitted. He said it should have been tabled at the last meeting until more information could be provided.

Yes: Ross and Davis

No: Mewborn, Davenport and Langley

Vote: 2-3

Motion failed.

K. Electronic Sale of Surplus Vehicles

Finance Director Rob Taylor presented to the board.

Item Explanation

The Town has nineteen (19) surplus vehicles that need disposal (see attached list). NCGS 160A-270 sets out the ways in which a Town can conduct a Public Auction to dispose of real property and personal property. The police cars listed as surplus include the ones that will be replaced with the six (6) new cars (denoted with a double asterisk) in the current year's budget.

Staff Comments

The Town has previously sold items electronically GovDeals.com successfully, the most recent being August 2017. All items are sold "as is, where is" and the Town of Ayden reserves the right to reject any and all bids. The Town Manager is authorized to sell items at auction with values less than \$2500. However vehicle sales must be approved by the Board. Some vehicles are being transferred to other departments. The attached Surplus Vehicle list also provides a listing of these transfers to the Board for informational purposes.

Action Requested

By motion, adopt enclosed resolution authorizing the Town Manager to place said vehicles on GovDeals and be authorized to administer and conduct this electronic public auction.

Motion to adopt enclosed resolution authorizing the Town Manager to place said vehicles on GovDeals and be authorized to administer and conduct this electronic public auction.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.



RESOLUTION NO. 18-19-02
Electronic Sale of Surplus Vehicles

WHEREAS, the Town of Ayden has nineteen (19) surplus vehicles that need disposal (see attached list "Exhibit A"). NCGS 160A-270 sets out the ways in which a Town can conduct a Public Auction to dispose of real property and personal property, which can include doing so electronically; and

WHEREAS, the Town Board has previously authorized electronic sales as a method for disposal of surplus Town property and previously surplus items have been sold electronically on GovDeals.com successfully, the most recent being August 2017; and

WHEREAS, the Town Manager is authorized by the Town Board to sell items at auction with values less than \$2500, however vehicle sales must be approved by the Town Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Ayden, North Carolina that the Town Manager is hereby authorized to place said vehicles on GovDeals and authorized to administer and conduct this electronic public auction.

Adopted this the 13th day of August, 2018 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:

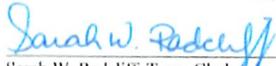

Sarah W. Radcliff, Town Clerk

Exhibit A
SURPLUS VEHICLES

07/01/18

DISPOSALS	DESCRIPTION	DEPARTMENT
2FAHP71W76X138760	06 Ford Crown Victoria 117K	Police*
2FAFP71W75X123472	05 Ford Crown Victoria 117K	Police*
2FAHP71W17X136682	07 Ford Crown Victoria 110K	Police*
2FAFP71V68X133177	08 Ford Crown Victoria ??K	Police*
2FAFP71V48X133176	08 Ford Crown Victoria 103K	Police**
2FAFP71W36X116679	06 Ford Crown Victoria 86K	Police**
2FAHP71V39X102429	09 Ford Crown Victoria 80K	Police**
2FAFP71V88X178749	08 Ford Crown Victoria 65K	Police**
2FABP7BVXBX159415	11 Ford Crown Victoria 76K	Police**
2FAFP71W7WX134750	98 Ford Crown Victoria ??K	Fire
1GTEC14W0XE541113	99 GMC Pickup	Arts and Recreation
1FTYR10D62PA81968	02 Ford Ranger Pickup	Arts and Recreation
1FTCR10U6VUC82074	97 Ford Ranger Pickup	Arts and Recreation
1FTDF1720VNC55951	97 Ford F150 Pickup	Public Buildings
1J4FF28SXXL598692	99 Jeep Cherokee	Planning
350768	Ditch Witch	Electric
51602B	Mini Excavator	Electric
10HHTD2D0F1000039	Hudson Bros HTD202 Trailer	Electric

L. Waiver of Fee for Veterans Park

Mayor Pro-tem Mewborn said he had received a request from J.J. Brown's daughter to use Veterans Park on August 25th for a Back to School Event from 12-4.

Motion to waive the fee.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

VII. ITEMS FOR DISCUSSION

A. Draft Vacant Commercial Building Code

Item Explanation

Earlier this year, the Town Board requested the Town's Main Street Committee be charged with developing a draft non-residential building code for the Board's consideration. This followed two stakeholder's meetings conducting by Town staff with commercial property owners. Commercial property owners who attended one of these stakeholders' meetings were invited to meet with the Main Street Committee at its May meeting and discuss a staff initially drafted non-residential building code. Approximately 30 participants were at this May Main Street Committee meeting. Following this meeting, the code was further drafted based on the comments/input of that meeting and this draft was discussed with the Main Street Committee at its June meeting and further amendments were suggested at this meeting.

Enclosed you will find a recommended draft Vacant Commercial Building Code coming off the July meeting of the Main Street Committee.

Staff Comments

The enclosed draft code includes a provision for vacant commercial building code owners to annually register their buildings with the Town's Planning Department, to include a \$1000 annual registration fee, said fee to be effective one year following the adoption of the code. This registration fee was discussed at length at the Main Street Committee meeting and of the 20 attendees, all but two voted to recommend the draft code to the Town Board for consideration. One with a concern of the amount of the registration fee being too high and the other not wanting to have the one year delay of the fee being effective.

Note that the fee has two exemptions; i.e., if property is actively listed with a N.C. licensed realtor for sale or the property is being renovated under an active building permit in preparation for occupancy.

This drafted code is being brought to the Town Board tonight for discussion and direction as to next steps.

Action Requested

At the Board's directions.

Motion to move forward with a public hearing at the September 10th meeting.

Motion: Commissioner Ross

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.

B. License Plate Agency Discussion

Item Explanation

Mayor Pro Tem Mewborn asked that this discussion be placed on the August agenda as to what it would take to open a License Plate Agency office in Ayden, whether it be privately owned or a municipal office. Fairly recently, you may have seen some Facebook conversation about why isn't there a License Plate Agency Office in Ayden like the one in Farmville operated by the Town itself, and more specifically, why doesn't the Town of Ayden also operate a License Plate Agency Office out of Town Hall.

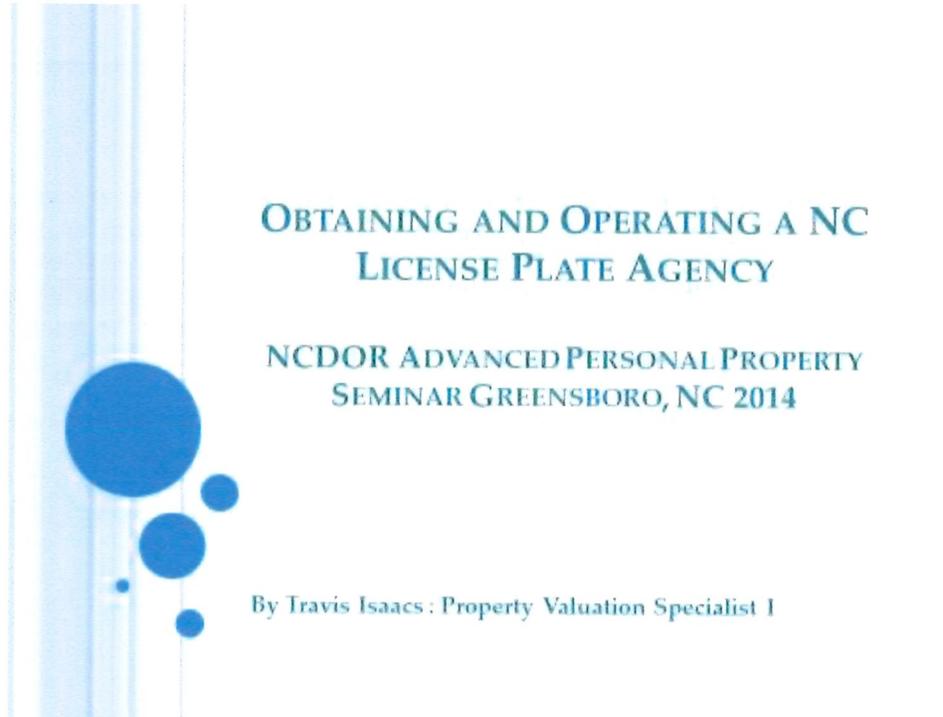
Attached you will find a power point that located on the internet from 2014, which makes it recent enough to use. The power point explains what it takes to operate a License Plate Agency office. A representative of the DMV Raleigh Office reached by phone on July 12th by the Town Manager to ask what it takes to open a License Plate Agency office stated that they require an application from whoever is interested in opening such an office. From that point, DMV does what is essentially a "market analysis" to determine if such an office in a particular locale can be profitable – his word. They will not allow an office to open that does not have a profitable cash flow. Also, the building for the office has to be fully ADA compliant to include the restrooms, have adequate parking, has to have a large enough lobby area such that individuals in line are not lining up out the front door and has to have enough storage space to hold the boxes of license plates to be distributed to the customers. Basically, the DMV makes the call with its own criteria as to whether or not a License Plate Agency office can be located in a particular locale as a successful business.

Staff Comments

Staff is at the Town Board's direction in this matter.

Action Requested

As the Town Board directs.



LPA HISTORY

- Early 1900's NCDMV contracts with NC Automobile Association to accept applications for registering motor vehicles.
- 1961 the Automobile Association elects to cancel its contract with NCDMV.
- Since 1961, the NCDMV has entered into contracts with individuals, municipalities, chambers of commerce, counties and business establishments to operate motor vehicle license plate agencies.

LPA OFFICES

- There are 122 LPA offices across the state.
 - 2 State Run offices: Raleigh & Charlotte
 - 99 Private Contractor offices
 - 5 Municipality offices
 - 3 Chamber of Commerce offices
 - 13 County Offices
 - Watauga Ashe
 - Polk Edgecombe
 - Yadkin Alexander
 - Tyrrell Hoke
 - Anson McDowell
 - Martin Swain
 - Yancey

HOW CAN MY COUNTY OBTAIN A CONTRACT?

- o NCDMV has a formal application process.
 - MVR-93AA is the County/Municipality/Chamber Application. This can be obtained on DMV website. www.ecdot.gov/dmv
 - 1. Complete & Submit Application
 - 2. DMV reviews application
 - 3. DMV may request applicant to come to Raleigh for a formal meeting to discuss:
 - a. Office Location
 - b. Feasibility/DMV can do a zip code study for profitability.
 - c. Financial Responsibilities
 - d. Start up cost can be as much as \$25,000

FACILITY REQUIREMENTS

- o Facility size requirements are determined by the number of transactions your office will do.

Number of Trans	Lobby Space	Work Stations
0-25,000	200 Sqft	1 to 2
25,001-50,000	300 Sqft	2 to 3
50,001-75000	400 Sqft	3 to 4
75,001-100,000	500 Sqft	4 to 5
100,001-125,000	600 Sqft	5 to 6
125,001-150,000	700 Sqft	6 to 7
150,001-Up	800 Sqft	7 plus

Each additional workstation requires another 100 Sqft

FACILITY REQUIREMENTS CONT'

- The facility must be handicap accessible under the American Disabilities Act.
- Must provide adequate restroom facilities that are handicap equipped.
- Storage room must be adequate for storing plates, renewal stickers and forms. Room must be secure and have easy access for deliveries.
- Parking for the facility shall have a sufficient number of parking spaces and handicap parking is required.
- LPA's operated by counties, towns or municipalities will be operated the same hours as the county, town or municipality. Offices can close 1 hour for lunch.

LPA TRAINING

- Training is three successive weeks in Raleigh.
 - Contractors can send the entire staff or the designated manager. This can be costly.
 - DMV recommends that you send the entire staff but only one representative is required. The more knowledgeable your staff is helps them be more efficient and provide better customer service
 - Once training is completed and the office is opened, a designated NCDMV Field Representative will be assigned to the office for at least two weeks.

DMV/LPA COMPENSATION

Rates for Services Rendered

Standard Transactions \$1.43

- Renewals
- Plate Turn-ins
- Document Collections
- Issuing Handicap Placards
- Collecting Civil Penalties

HUT (Highway Use Tax) \$1.27

Title Transactions \$1.00

Notary Fee Schedule 1 Signature \$5.00

(Fees Schedule Set by DMV) 2 Signatures \$6.00

3 Signatures \$7.00

COUNTY/LPA COMPENSATION

Rates for Services Rendered

- Renewals \$1.06
- Plate Issuance \$1.06
- LRP (Limited Registration Plate) \$1.27

AUDIT & OFFICE INSPECTIONS

- Each LPA is assigned a DMV Field Supervisor who covers a regional area. The Field Supervisor's job is to:
 - Audit all Deposits for accuracy or fraudulent activity
 - Assess all Damaged/Missing Plates and Stickers
 - Go over error reports and any customer complaints with agents
 - Is on call to help with any issues

The office is audited approximately every 45 days.

REPLACEMENT CHARGES FOR PLATES AND STICKERS

What happens when Validation Stickers and License Plates go unaccounted for?

The contractor gets charged for them.

- Validation Stickers \$28
- Private Passenger/Farm Plates \$15
- Weighted/For Hire/Commercial Plates \$123
- Multi Year Trailer Plates \$75
- Handicap/Temp Plates \$5

BUDGETING CHALLENGES

- Things to consider when developing your LPA budget.
 - **County Staff vs Private Contractor**
 - County Staff
 - Full Time Employees, Salary plus Benefits
 - Part time Employees, no benefits and provide flexibility
 - Private Contractor Staff
 - Most offices are staffed with full and part time employees with little or no benefits
 - Owner operators usually work in the office

BUDGETING CHALLENGES CONT'

- **Renting vs In-House?**
 - Rent, Renovations/Start Up Fees can be costly. Renting makes it difficult to make a profit.
 - Renting will add other cost such as: Utility cost, building maintenance, signage, office supplies, etc...
 - If the office can be housed in a county owned building it makes it easier to reach your budgeting goals. No Rent!

BUDGETING CONT'

- Staff Size and Salaries-
 - Staff size is dictated by the number of work stations and transactions.
 - Out of seven offices polled, staff sizes range from 1 to as many as 5 with a mix of full and part-time employees.
 - Mixing in part-timers gives you the flexibility to fill positions during vacations and sickness as well as maintaining budget restraints.
 - Salary Ranges
 - Managers \$27,000 to \$42,000
 - Clerks \$19,000 to \$31,000
 - Part-timers \$8 to \$15 per hour

CHALLENGING ISSUES

- Working under DMV regulations
 - DMV has their own guidelines and they must be followed.
- Employee Turnover
 - Working in an LPA is highly stressful and takes its toll.
 - Well trained employees are an invaluable asset.
 - Salaries & work environment help retain employees.

CHALLENGING ISSUES CONT'

o Handling Extreme Volume Fluctuations

The ending, beginning and the 15th day of the month. Monday, Friday and the day after a holiday or closing. These times are extremely busy and can be taxing on your staff.

- o Part timers can help bear the load during these high volume periods
- o Cross training other office staff
- o Some offices have used some of their tax office staff to help with their LPA operations

LPA DIRECTOR/MANAGER

- o The LPA Director/Manager is the most important employee you can hire. This person is the go between for the County and DMV. This person is responsible for:
 - Handling all Banking and Accounting for the LPA
 - All paperwork processed at the LPA must be graded for accuracy before mailing to DMV within two business days. If they go out incorrectly errors are charged to the office and can cause issues.*
 - Manage inventory, documents
 - Be able to handle difficult situations
 - Be sensitive to the counties investment, by making sure the property taxes are correct
 - Answers to DMV Field Supervisor concerning errors & complaints, etc...

WHY WOULD YOU WANT TO OPERATE AN LPA?

- Your tax office could provide an important service to the citizens of your county.
 - Counties can provide superior customer service
 - Retain better employees
 - Create a better environment for citizens
- Bridge the gap between the LPA and the County Tax Office.
 - A County run LPA office will be more sensitive to tax issues such as valuation and situs irregularities.
 - Some offices even have a Motor Vehicle Tax Specialist in the LPA office to help with issues.

WHY WOULD YOU WANT TO OPERATE AN LPA? CONT'

With the implementation of the Tag & Tax Together project it makes it more feasible for counties to operate LPA!

Motion to hold a public hearing on September 10th to consider a License Plate Agency in the town, ran either by the town or individually.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: Mayor Tripp asked for a cost analysis to be done to see what it would cost to make us ADA compliant.

Approved: 5-0

Motion passed unanimously.

C. Economic Developer's Position

Manager Harrell presented to the board.

Item Explanation

As reported last month, I met a very qualified candidate for our open Economic Developer's position. Interviewed him twice, once over lunch in Zebulon (he lives in Chapel Hill) and then he made a trip to Ayden and we spent pretty much the day together; we toured our community, showed him our industrial parks, downtown, neighborhoods, etc. I had him meet with Brad Hufford of the Pitt County Development Commission to have a practicing Economic Developer vet him – Brad believed he would do a fine job as our Economic Developer. His references were impeccable and all spoke highly of him. Based on our interactions, I believed I had found our person for the job. I offered him the position and after a couple of days of consideration, he respectfully declined the position. He told me that after discussing the move further with his wife, they had decided to stay in the Chapel Hill area.

As you know, this is the second round of advertisements for the position. I received 17 resumes and only two really had the experience and credentials for an Economic Developer – in fact, were the only ones that actually had worked as actual Economic Developers. Interviewed both and offered job to the second one, who opted not to accept.

Staff Comments

As I emailed last month, I am placing this matter on the Town Board's agenda for August 13th for discussion, before I incur another round of costs for advertisements.

Action Requested

At the Board's direction.

Manager Harrell suggested maybe hiring another code enforcement officer instead of an economic developer. He stated Mr. Hardee was doing a great job, but has a lot to cover for just one person. Manager Harrell said they would bring it back in September to give the board some time to think about it.

VIII. INFORMATION

A. Staff Departmental Reports

Manager Harrell said Electricities and NextGrid had made a presentation to staff regarding automatic meter infrastructure (AMI). He said it is being done in 30 some power agencies across the state. He asked the board to consider a special meeting to hear from Electricities and NextGrid regarding AMI. Mayor Tripp said that sounded like a good idea. Manager Harrell said he would send out some dates to the board for their consideration.

IX. BOARD MEMBER COMMENTS

Commissioners thanked everyone for coming and for being patient with such a long agenda.

X. CLOSED SESSION

Attorney Scott Dixon stated we would enter into closed session pursuant to 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 9:52pm.

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

Motion to enter into open session at 10:09pm.

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

XI. ADJOURNMENT

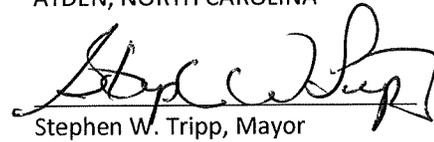
Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 10:09pm.

CERTIFICATION

Minutes from the August 13, 2018 meeting were adopted and certified this 8th day of October 2018 in Ayden, North Carolina.



AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

ATTEST:


Sarah W. Radcliff, Town Clerk

