

**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

**January 14, 2019**– 7:00 pm

District Courtroom – 2<sup>nd</sup> 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 Ross, Langley and Davis

Absent:

Commissioner Davenport

Also Present:

Steven Harrell - Town Manager

Kimberly Raynor– Administrative Assistant

Scott Dixon- Town Attorney

**C. Welcome Visitors**

Mayor Tripp welcomed everyone to the meeting.

**D. Invocation**

Mayor Tripp gave the invocation.

**E. Pledge of Allegiance**

Mayor Tripp led the Pledge of Allegiance.

**F. Approval of the Agenda**

Manager Harrell stated there were some additions to the agenda. He stated they needed to add a Proclamation declaring January as Human Trafficking Awareness Month under Presentations. He said we also have a resolution for FEMA assistance to add to Action Items. Commissioner Langley asked for Item H. to be removed from the Agenda and replace with a discussion of by-laws for the Town Board.

Motion to approve the amended agenda.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 4-0

*[Faint circular stamp or signature mark]*

Motion passed unanimously.

## II. PUBLIC COMMENTS

Bear Baldree, 4246 Wildwood Drive, addressed the Board. He stated Wildwood Drive needed to be repaved and asked if the Board could look into it. He said there were 15 potholes and 11 surface cuts. He said he had been before the Board before and was told it would be done in 2018, but nothing has been done. He asked Commissioner Davis to check into it and get the information back to him. He said it has been a while since Ayden streets have been resurfaced. He stated traffic on Wildwood exceeded any other street in Town.

Skip Stang, 3927 Winchester Drive, addressed the Board. He stated it had been 916 days since he has been in his house.

Jerry Bowling, 560 3<sup>rd</sup> Street, addressed the Board. He said he had concerns regarding the police cars. He said having a take home car and their own vehicle was a benefit to the police officers that he felt was important.

Sam Jones, 5020 Ayden Golf Club Road, addressed the Board. He stated he was in favor of the ordinance regarding the non-residential maintenance code. He said he received a notice with the \$1,000 registration fee and he disagrees with the fee. He said the only way you do not have to pay the fee, if you have a vacant building, is if the building is listed with a real estate company or has active building permits. He said staff recommended to the board to delay the fee for one year, which he agreed with, but the Board did not want to wait a year. He said he planned to fix his buildings and make them look better to help Ayden and felt his \$2,000 would be better spent that way.

## III. PRESENTATIONS

Manager Harrell stated Laura Todd with the Chamber had another engagement and would like to go first. Mayor Tripp agreed.

### A. Chamber of Commerce Quarterly Report

Laura Todd reported to the Board.

1. Christmas Town in Ayden: Laura thanked the commissioners for continuing to partner with the Ayden Chamber to host Christmas Town in Ayden. Once again this year it was very successful. The restaurant businesses reported great sales and most of the businesses are energized about this event and its benefits.
2. Chamber Annual Banquet- Laura invited the commissioners, mayor and town manager to the Ayden Chamber Annual Banquet on Thursday, March 7th. It will be at 6:30 again at the Ayden Christian Church Family Life Center. Laura also explained that citizens of Ayden are invited to nominate a person for Citizen of the Year and a business for Business of the Year. She invited the commissioners and the audience to vote. She has put nomination forms around Ayden at 10 businesses, library and town hall. February 14th is the deadline to make a nomination. Laura also announced that this year's recipient for Ayden's Highest Hero was in the room that evening. Bear Baldree will be honored that evening as Ayden's Highest Hero. Laura also explained how the winners for this event are chosen. The Highest Hero has its own committee, separate from the chamber, and the Citizen of the Year and Business of the Year are selected by the past 3 winners. Laura does not choose who the winners will be.
3. Community Conversations with Local Leaders: Laura spoke with most of the commissioners and they agreed that the Community Conversations went well last year and they wanted to participate again this year. Laura gave them a flyer with all of the dates. The first one will be on Thursday, February 7th at 6pm at Gwendy's Goodies. The event will focus on the educational leaders in Ayden. All 3 principals and leaders from their schools will be in attendance. The Ayden Chamber Board looks forward to having the ToA Commissioners partner with us in this endeavor.

- 4. HOME and LIVING Expo- Laura expressed her excitement about partnering with the Town of Ayden again this year at the Pitt County Home and Living Expo on March 2nd.

B. Proclamation Declaring January as Human Trafficking Awareness and Prevention Month

Liz Liles, founder of Daughters of Worth, addressed the Board. She expressed the importance of the awareness of Human Trafficking and thanked the Board for the opportunity to be heard.

Manager Harrell read the proclamation.

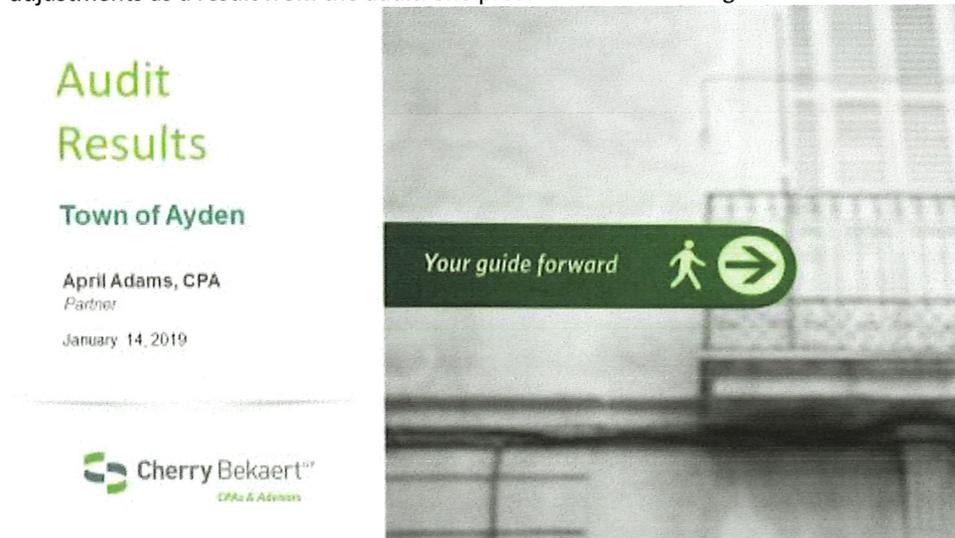
C. Proclamation to Ayden Elementary School

Mayor Tripp asked the students to come to the front. Manager Harrell read the proclamation. The teachers thanked Ayden for their support. One of the students said they had fun wrapping presents and delivering them to the Nursing Home.

D. Fiscal Year 17-18 Annual Audit

Mayor Tripp stated the Board received the report. April Adams, Cherry Bekaert, presented to the Board.

She stated they performed a risk-based audit and gave Ayden two opinions. She said both opinions were unmodified, or clean, meaning the financial statements are free from material misstatement. She stated this is the best result we could get. They did not find any significant deficiencies or material weaknesses. She stated they had one observation in that the capital outlay expenditures exceeded the budget. There were no adjustments as a result from the audit. She presented the following PowerPoint to the Board.



# Agenda

Role of External Auditor

Key Highlights

Financial Results

Summary

Questions and Comments



## Role of the External Auditor

In accordance with two sets of auditing standards – Generally Accepted and Governmental

### Actions

Plan & Perform Procedures

Obtain Reasonable Assurance

Free from material misstatement

### Results

Express Opinions:  
- Financial Statements  
- Yellow Book

### Required Communications

Significant Changes

Estimates

Journal Entries



## Key Highlights

### Opinions

Unmodified Opinion – Financial Statements (Does not include AAs)

Unmodified Opinion – Yellow Book (Does not include AAs)

### Internal Controls

No Significant Deficiencies or Material Weaknesses

Observations: Capital Outlay expenditures exceeded budget m/c

### SAS 114

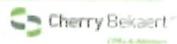
Implemented GASB 75 for OPEB PRA of \$293,945

Estimated: Depreciation, Allowance, Pensions, OPEB, Vacation

No Audit Adjustments

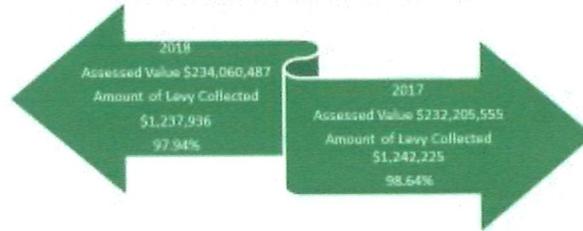
### Other Matters

Prior Period Adjustments:  
Cash  
Accounts Receivable  
Accounts Payable  
Capital Assets



## Financial Results

### Property Taxes



✓ Collections exceeded budgeted expectations by \$9,223

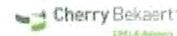
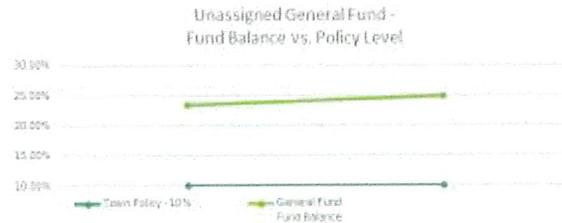


## Financial Results

### General Fund Balance

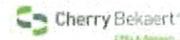
Town Policy is to maintain an available fund balance of 10% of general fund expenditures.

2018 = 24.85%      2017 = 23.32%



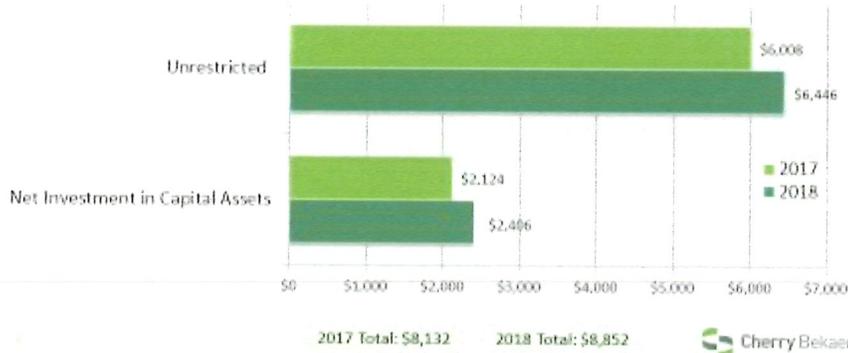
## Financial Results

### General Fund - Fund Balance (thousands)



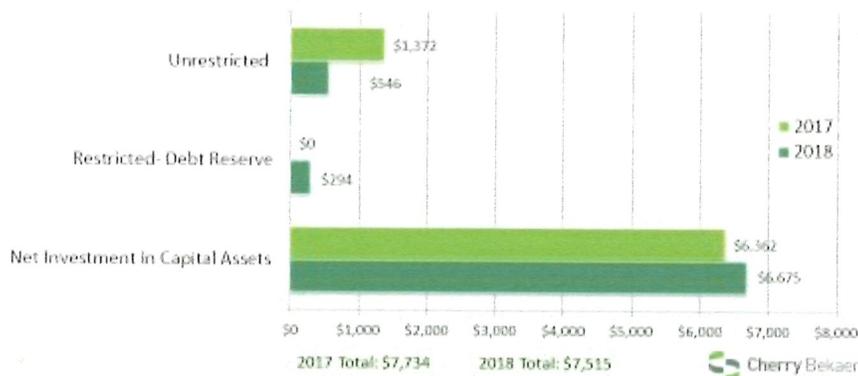
### Financial Results

Electric Fund - Net Position (thousands)



### Financial Results

Water and Sewer - Net Position (thousands)



### Financial Results

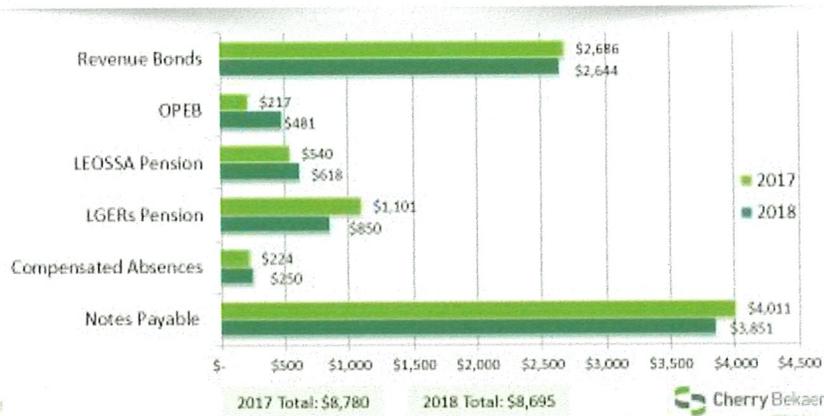
Water and Sewer - Net Position (thousands)

*Including the amount drawn down for the \$514,597 State Revolving Loan (see page 61)*

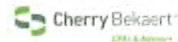


## Financial Results

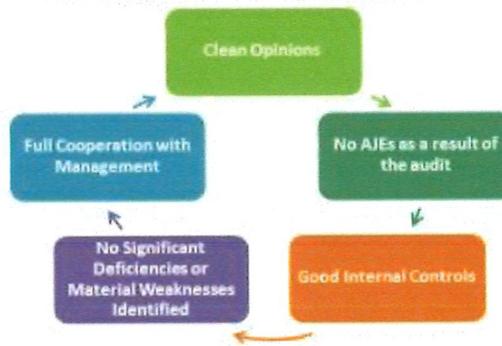
Long Term Obligations (thousands)



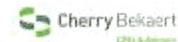
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## Summary



22



## Questions & Comments?

April Adams, CPA  
 Audit Partner  
[aadams@cbw.com](mailto:aadams@cbw.com)  
 919.762.1040



**Item Explanation**

Town Board was provided the Town's FY17-18 Annual Audit on January 3, 2018. A copy of the Town's completed FY17-18 Annual Audit has been submitted to the N.C. Local Government Commission (LGC). The Town's auditors, Cherry Bekaert, LLP issued an unmodified opinion with no findings.

**Staff Comments**

April Adams of our auditors Cherry-Bekaert will be in attendance to present the audit and answer any questions from the Town Board.

Enclosed is an LGC form for an amendment to the submittal date of the Town's audit. The original submittal date was October 31, 2018 to the LGC and the new submittal date is December 31, 2018. The Town Board will recall from last month's auditor's presentation, additional time was needed to complete the audit. Information related to both the Town's and housing authority's OPEB plans were not available until late November 2018. This information was needed to finalize the audit.

Recommendation is to accept the completed FY17-18 Annual Audit and approve the amendment to the LGC submittal date.

**Action Requested**

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

Mayor Tripp asked why miscellaneous revenue was down. Mr. Taylor stated they did a better job of classifying revenue this year. Mayor Tripp said the recreation fees went up \$27,000. Mr. Taylor said the Recreation Department was doing a good job. Mayor Tripp asked about the Powell Bill. He said he would like to see where that money was sent and the projections for 2019. He said we budgeted for repairs and didn't do them all, that was one reason the fund balance was healthy. He asked why we didn't do the repairs. Mr. Taylor said he would have to go back and check on that.

Motion to accept the audit and approve the amendment for LGC submittal date.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 4-0

Motion passed unanimously.

E. Flow Data from CMSD

**Item Explanation**

It was requested that staff provide CMSD flow data over the past several years to the Town Board for review. Purpose to see if Ayden's wastewater flows to the CMSD treatment plant have been lessened with the Town's current I&I repair work underway.

**Staff Comments**

Enclosed the Board will find flow data from the years 2015, 2016, 2017, and 2018. Also, as requested, enclosed is a copy of the CMSD map showing wastewater "points of entry" into the CMSD collection system. Map has been shrunk to fit an 11 X 17 page size – a bit small. Note the colored squares are the "points of entry"; i.e., yellow for Ayden, orange for Grifton, red for Winterville and green for CMSD.

Chuck Smithwick will be present to answer any questions the Board might have.

**Action Requested**

No action required.

**Summary of Wastewater Flows  
CMSD 2015**

	<b>Grifton Total Flow</b>	<b>Ayden Total Flow</b>	<b>Winterville Total Flow</b>	<b>CMSD Total Flow</b>	<b>Total Flow</b>	<b>Recorded Flow CMSD Effluent</b>
January	13.271	37.46	31.039	0.456	82.226	92.07
February	11.165	26.993	26.283	0.506	64.947	69.55
March	13.843	35.367	32.315	0.627	82.152	89.59
April	10.362	23.97	25.933	0.458	60.723	66.306
May	11.311	22.949	24.302	0.572	59.134	64.626
June	8.642	16.559	23.496	0.436	49.133	50.344
July	6.74	11.952	18.247	0.266	37.205	39.091
August	5.889	10.133	17.943	0.61	34.575	34.861
September	6.558	14.603	19.121	0.578	40.86	39.432
October	10.299	26.74	26.805	0.453	64.297	70.096
November	11.57	33.66	29.148	0.405	74.783	85.253
December	11.341	31.463	28.147	0.415	71.366	77.916
<b>Total</b>	<b>120.991</b>	<b>291.849</b>	<b>302.779</b>	<b>5.782</b>	<b>721.401</b>	<b>779.135</b>
<b>% of Flow</b>	<b>17%</b>	<b>40%</b>	<b>42%</b>	<b>1%</b>	<b>100%</b>	

Note: All flows are in million gallons (MG)

**Summary of Wastewater Flows  
CMSD 2016**

	<b>Grifton Total Flow</b>	<b>Ayden Total Flow</b>	<b>Winterville Total Flow</b>	<b>CMSD Total Flow</b>	<b>Total Flow</b>	<b>Recorded Flow CMSD Effluent</b>
January	12.543	32.019	28.551	0.394	73.507	79.439
February	17.008	42.782	31.774	0.641	92.205	103.46
March	10.253	20.756	23.512	0.458	54.979	60.088
April	8.521	16.271	19.98	0.631	45.403	52.827
May	9.627	28.255	26.796	0.543	65.221	71.063
June	8.43	26.453	22.11	0.52	57.513	66.375
July	8.127	20.218	20.783	0.447	49.575	55.225
August	10.056	18.46	20.198	0.658	49.372	51.427
September	12.579	24.365	22.448	0.507	59.899	69.601
October	13.851	29.452	25.427	0.714	69.444	80.212
November	8.753	12.516	18.707	0.413	40.389	43.2
December	8.595	15.33	19.882	0.436	44.243	49.276
<b>Total</b>	<b>129.374</b>	<b>288.932</b>	<b>280.168</b>	<b>6.362</b>	<b>704.836</b>	<b>782.193</b>
<b>% of Flow</b>	<b>18.36%</b>	<b>40.99%</b>	<b>39.75%</b>	<b>0.90%</b>	<b>100%</b>	

Note: All flows are in million gallons (MG)

Note: Additional flow of 1,031,380 added to Grifton flow-Trailer Park Hwy 11  
(128,343,000 original flow)

Note: Additional flow of 1,447,000 added to Ayden flow-Hwy 11 Industrial Parks  
(286,877,000 original flow)

Note: Additional flow of 608,000 added to Ayden flow-South Country Subdivision  
(286,877,000 original flow)

**Summary of Wastewater Flows  
CMSD 2017**

	<b>Grifton Total Flow</b>	<b>Ayden Total Flow</b>	<b>Winterville Total Flow</b>	<b>CMSD Total Flow</b>	<b>Total Flow</b>	<b>Recorded Flow CMSD Effluent</b>
January	10.32	25.937	25.946	0.374	62.577	68.227
February	7.178	12.476	16.42	0.375	36.449	43.119
March	8.223	16.024	21.799	0.228	46.274	49.418
April	10.509	20.303	22.794	0.275	53.881	60.411
May	10.35	15.295	20.71	0.202	46.557	52.695
June	7.93	14.56	19.732	0.158	42.38	49.902
July	7.912	14.497	17.804	0.617	40.83	47.117
August	7.083	13.388	21.077	0.355	41.903	47.014
September	7.819	22.04	22.372	0.415	52.646	62.772
October	5.994	10.853	18.057	0.512	35.416	39.474
November	5.75	10.605	20.984	0.528	37.867	42.106
December	7.092	17.451	24.665	0.385	49.593	52.014
<b>Total</b>	<b>97.212</b>	<b>194.464</b>	<b>252.36</b>	<b>4.424</b>	<b>548.46</b>	<b>614.269</b>
<b>% of Flow</b>	<b>17.72%</b>	<b>35.46%</b>	<b>46.01%</b>	<b>0.81%</b>	<b>100%</b>	

**Note: All flows are in million gallons (MG)**

\* Note Added 1,052,360 gallons to Grifton's flow. Unmetered flow from trailer park on Hwy 11  
Original flow = 96.16 million gallons

\*Note Added 1,035,000 gallons to Ayden's flow. Unmetered flow from Industrial Parks and South Country Sub.  
Original flow = 193.429 million gallons

**Summary of Wastewater Flows  
CMSD 2018**

	<b>Grifton Total Flow</b>	<b>Ayden Total Flow</b>	<b>Winterville Total Flow</b>	<b>CMSD Total Flow</b>	<b>Total Flow</b>	<b>Recorded Flow CMSD Effluent</b>
January	9.404	26.336	25.994	0.327	62.061	73.015
February	9.096	24.515	23.656	0.382	57.649	67.616
March	9.941	25.558	22.112	0.406	58.017	70.606
April	9.599	24.567	24.223	0.32	58.709	68.17
May	10.637	19.597	22.106	0.467	52.807	62.359
June	8.858	13.688	19.736	0.372	42.654	48.666
July	9.06	15.435	21.304	0.432	46.231	50.691
August	11.815	22.932	24.589	0.327	59.663	73.205
September	24.766	33.793	27.643	0.567	86.769	101.652
October	9.361	15.616	20.097	0.33	45.404	52.168
November	8.891	19.216	22.565	0.357	51.029	60.004
December	12.814	34.65	28.379	0.305	76.148	94.272
<b>Total</b>	<b>135.054</b>	<b>277.025</b>	<b>282.404</b>	<b>4.592</b>	<b>697.141</b>	<b>822.424</b>
<b>% of Flow</b>	<b>19.37%</b>	<b>39.74%</b>	<b>40.51%</b>	<b>0.66%</b>	<b>100%</b>	

**Note: All flows are in million gallons (MG)**

Note: Added 811,880 gallons (Shade Tree Trailer Park-Hwy 11) to Grifton's flow of 134.242 million gallons

Note: Added 1,122,000 gallons (South Country PS, Minges Ind. Park, Elliott Dixon Ind. Park, Anderson Truss) to Ayden's flow of 275.903 million

**IV. PUBLIC HEARING**

**A. Annexation – Leo Allen Venters**

Planning Director, Stephen Smith, presented to the Board.

**Item Explanation**

For your consideration, we have received a petition requesting voluntary annexation submitted by the Leo Allen Venters. The request includes a 21.635-acre tract located on Ayden Golf Club Rd.

**Staff Comments**

This request for voluntary annexation of contiguous property must be reviewed in accordance with N.C.G.S. 160A-58.1. As such, the following steps are required:

- Board of Commissioners adopts a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition - **November 13, 2018**
- Town Clerk provides Board of Commissioners Certificate of Sufficiency - **December 10, 2018**
- Board of Commissioners adopts a Resolution Setting a Public Hearing - **December 10, 2018**
- Board of Commissioners conducts Public Hearing - **January 14, 2019**
- Board of Commissioners considers Annexation Ordinance - **January 14, 2019**

**Action Requested**

Adopt enclosed Annexation Ordinance annexing the 21.635 acre tract located at on Ayden Golf Club Rd.



ORDINANCE NO. 18-19-14

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF AYDEN, NORTH CAROLINA

- WHEREAS, the Ayden Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and
- WHEREAS, the Ayden Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and
- WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Ayden District Courtroom at 7:00 PM on January 14, 2019, after due notice by publication on December 27<sup>th</sup> and January 4<sup>th</sup>; and
- WHEREAS, the Ayden Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Ayden as of January 14, 2019:

Lying and being situate in Ayden Township, Pitt County, North Carolina and being more particularly described as follows:

Beginning at an existing iron pipe on eastern right-of-way of NCSR 1723 (Ayden Golf Club Road) said iron pipe being located at the southwestern corner of the Benjamin Ryan Tittle and wife Amber G. Tittle Property as described in Deed Book 3537 Page 853 of the Pitt County Register of Deeds, said iron pipe also being located approximately 0.95 mile from NC Hwy 102. From the above described beginning, so located, running thence as follows:

Leaving the eastern right-of-way of NCSR 1723 (Ayden Golf Club Road) and with the southern and eastern lines of above referenced Benjamin Ryan Tittle and wife Amber G. Tittle Property, S 71°12'03" E 645.95' and N 33°59'42" E 280.62', thence S 67°18'04" E 516.84', thence S 38°40'50" W 1268.42' to a point on the northern right-of-way of NCSR 1723 (Ayden Golf Club Road), thence with the northern right-of-way of NCSR 1723 (Ayden Golf Club Road), N 53°28'35" W 657.50' to the point of curvature, thence with a curve

to the right an arc distance of 229.98' said curve having a radius of 200.11' and a chord bearing N 20°33'11" W 217.53' to the point of tangency on the eastern right-of-way of NCSR 1723 (Ayden Golf Club Road), thence with the eastern right-of-way of NCSR 1723 (Ayden Golf Club Road) N 14°25'16" E 106.80' and N 15°04'20" E 483.32' to the point of beginning containing 21.635 acres and being a portion of the property described in Deed Book 485, Page 739 of the Pitt County Register of Deeds.

Section 2. Upon and after January 14, 2019, the described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Ayden and shall be entitled to the same privileges and benefits as other parts of the Town of Ayden. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Ayden shall cause to be recorded in the office of the Register of Deeds of Pitt County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Section 4. That the newly annexed territory described hereinabove shall become a part of Ward No.1 of the Town of Ayden.

BE IT FURTHER ORDAINED, by the Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

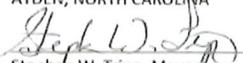
The Town Clerk be and hereby is directed, to cause all official town maps to be update to reflect the Annexation which is the subject matter of the within Ordinance.

Adopted this the 14th day of January 2019 in Ayden, North Carolina.

ATTEST:

  
Sarah W. Radcliff, Town Clerk



AYDEN, NORTH CAROLINA  
  
Stephen W. Tripp, Mayor

Motion to adopt Annexation Ordinance annexing the 21.635 acre tract located at on Ayden Golf Club Rd.

Motion: Commissioner Langley

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

## V. CONSENT AGENDA

- A. Minutes from the December 10, 2018 Board Meeting
- B. Town Boards Meeting Schedule

Motion to approve the consent agenda.

Motion: Commissioner Ross

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 4-0

Motion passed unanimously.

**VI. ACTION ITEMS**

**A. Update to Montclair Drainage Improvements**

**Agenda Item**

Update to Montclair Drainage Improvements

Rich Moore, McDavid Associates, presented to the Board.

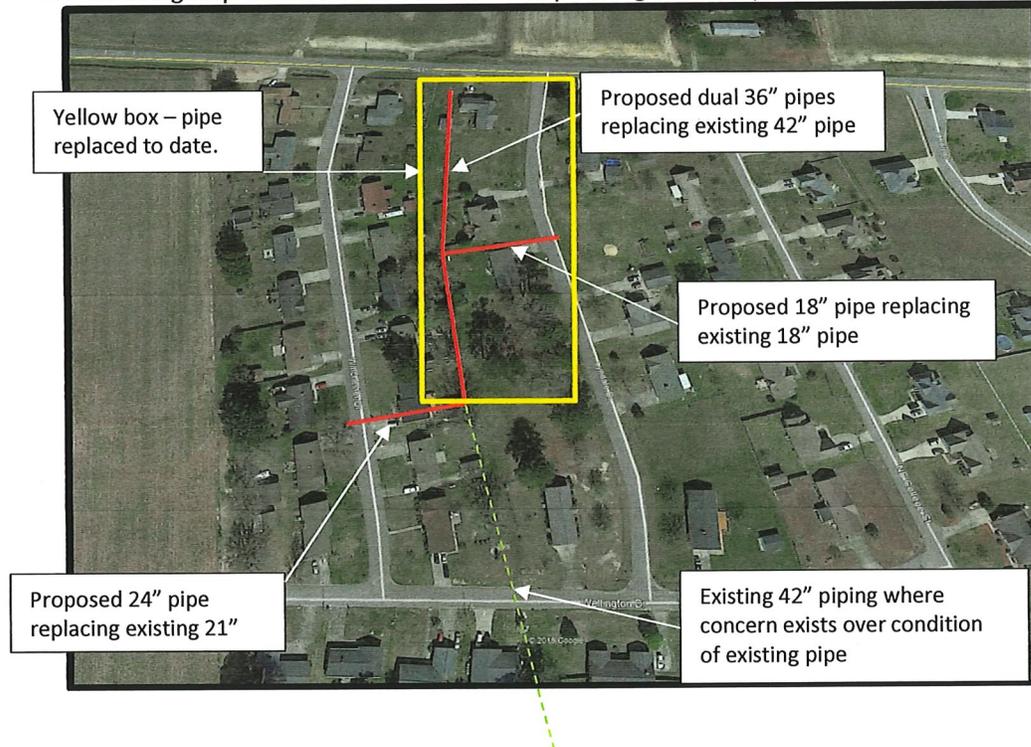
**Item Explanation**

Construction of drainage pipe replacement within the Montclair Subdivision is nearing completion.

Existing project scope includes replacement of existing 42" drainage piping from Hines Drive within existing drainage easement that is in the backyards of homes facing Lyndale Drive and Winchester Drive. Contracted work replaces existing pipe up to a point where a side lateral 21" pipe connects from Winchester Drive to the existing 42" pipe. Primary pipe replacement is installing twin 36" diameter pipes to replace the single 42" pipe. The 21" pipe that extends to Winchester Drive will be replaced with new 24" pipe. An existing 18" pipe that extends from the 42" pipe to Lyndale Drive will be replaced (with new 18" pipe).

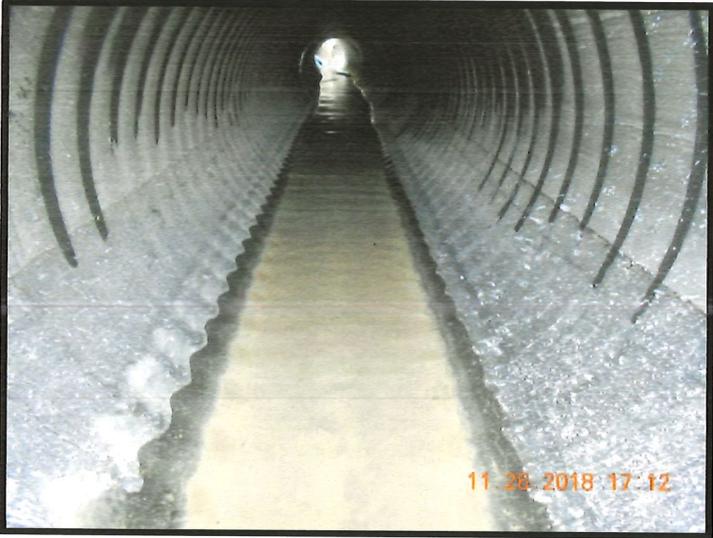
During construction, outside of current scope, another sink hole has developed on the existing 42" pipe that extends to Wellington Drive. The sink hole developed in proximity to pipe joint connection (existing connection point has failed). Concern exists that the remaining 42" pipe is in poor condition. Recommendation at the November 2018 Board Meeting was to further evaluate to make a formal recommendation on the potential need to replace the remaining pipe.

The following map exhibit shows contracted scope along with completed construction to date:

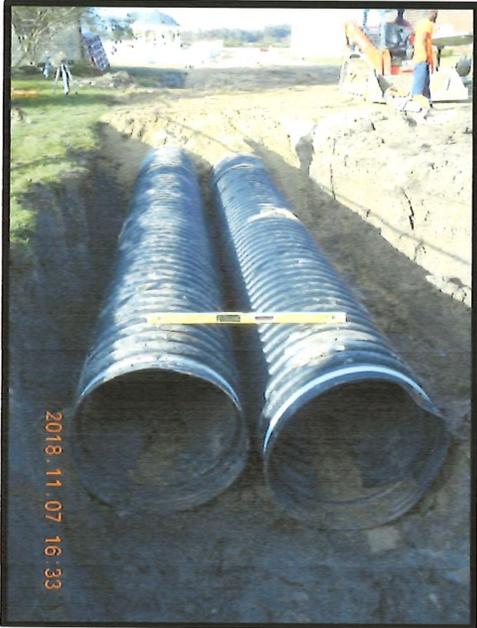


Construction confirms the poor condition of existing piping in the project area. The following photographs are provided showing construction:

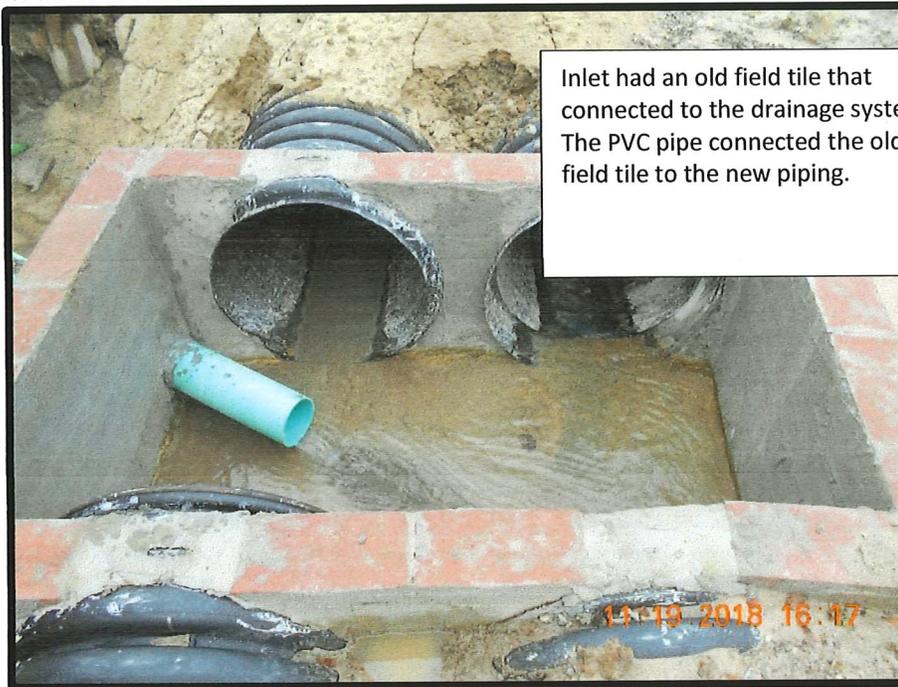
INSIDE VIEW OF INSTALLED 36" PIPE



INSTALLATION OF DUAL 36" PIPE



NEW INLET CONSTRUCTED



Recent rainfall events have slowed construction. Due to location (in residents' backyards), a temporary access has been provided to the job site from Lyndale Drive (in area where existing 18" pipe will be replaced). Crews installed drainage pipe from 2 directions in an effort to minimize land disturbance required from trucks hauling in borrow material and hauling out existing poor backfill dirt.

TEMPORARY ACCESS INSTALLED FROM PROJECT TO LYNDALE DRIVE



Ground conditions are very wet and very difficult to manage.

Construction completion date was December 23, 2018. Construction contracts allow for consideration of time delays due to precipitation events where it can be documented that rainfall exceeded average anticipated rainfall. The United States Geological Survey maintains rainfall gauges that record daily rainfall events. Recorded rainfall events are compared to 30-year average rainfall totals to determine if weather-related time extensions are merited for consideration. For November 2018, total recorded rainfall by USGS (Greenville, NC is closest rainfall gauge) was 4.17", which represents a 33.65% increase of the 30-year average (3.12"). Rainfall was recorded for 15 days (out of 30) for November 2018. For December 2018, total recorded rainfall by USGS was 5.50", which represents a 69.23% increase of the 30-year average. Rainfall was recorded for 13 days (out of 31) for December 2018. The contractor will be considered for time extension related to weather delays (ultimately to be approved by Town Board).

For the existing 42" pipe not currently in the scope, site conditions continue to negate any opportunity to clean/flush/video inspect the pipe. Based on field survey data, existing piping from the last drop inlet to be replaced under the current contract to the existing drop inlet near Wellington Drive is at a reverse grade (drainage flow is towards Wellington Drive). The elevation difference is such that several inches of water must build up before drainage is forced towards Hines Drive. Existing piping will always have several inches of water in it under current conditions. Any camera will not be able to show the condition of the invert of the pipe (camera will be under water). Looking at inside of pipe from existing drop inlets, there are no visible collapses. Existing pipe shows signs of corrosion and it has served its useful life. Options to address the remaining section of pipe are as follows:

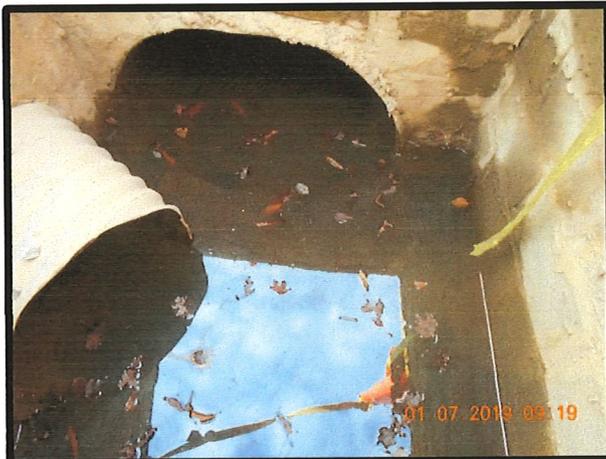
1. Do not address at the current time. Budget funds to replace piping in future fiscal years.
2. Perform point repair on area of pipe near observed sink hole (estimated cost = \$10,000). Budget funds to replace piping in future fiscal years.
3. Authorize use of Town funds to replace remaining section of piping from current end of construction point to Wellington Drive under current construction contract (proposed replacement of existing 42" corrugated pipe with 36" double-wall corrugated plastic pipe). The following is a preliminary cost estimate to replace the remaining section of 42" pipe to Wellington Drive:

Item	Description	Unit	Quantity	Unit Price	Amount
1	36" Double Wall Corrugated Plastic Pipe (CPP)	LF	425	\$120.00	\$51,000.00
2	Drop Inlet	EA	1	\$5,000.00	\$5,000.00
3	Stakeout Allowance	AL	1	\$1,000.00	\$1,000.00
4	Break, Remove, Replace Curb & Gutter	SY	20	\$45.00	\$900.00
5	Break, Remove, Replace Asphalt	SY	5	\$28.00	\$140.00
6	Construction Observation	HR	80	\$64.00	\$5,120.00
	<b>TOTAL ESTIMATED COST</b>				<b>\$63,160.00</b>

CORRODED CONDITION OF EXISTING 42" PIPE NEAR OBSERVED SINK HOLE



EXISTING 42" PIPING – STANDING WATER IN INVERT OF PIPE



Other challenges have impacted the project. Electric utility lines needed to be relocated along Lyndale Drive and Winchester Drive (Town staff was very helpful). Another sinkhole has been observed in Winchester Drive near the existing catch basin (contractor will dig out to determine problem and fix).

**Staff Comments**

A representative from McDavid Associates, Inc. will be present to update the Board and answer questions.

**Action Requested**

Board Direction to address remaining section of 42" piping from current project area to Wellington Drive.

Mr. Moore recommended the Town be more proactive with the drainage situation and do a comprehensive evaluation of the entire drainage network. He said, in his opinion, the existing 42" pipe to the point where we are stopping on Wellington is in pretty good shape. He said we should be concerned about the pipe from the box over to Lyndale along Wellington. He said it would be a problem, sooner than later.

Manager Harrell recommended we put this in the Capital Improvement Plan and talk about it at the CIP Workshop.

Motion to recommend this area as a priority and add it to the CIP.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 4-0

Motion passed unanimously.

B. Americans with Disabilities Act/Section 504 Policy Statement

**Item Explanation**

At a December 12, 2018 N.C. League of Municipalities' workshop in Kinston, the League and the N.C. Department of Transportation (NCDOT) provided information to attending municipalities about the need for municipalities to revisit and implement compliance with the Americans with Disabilities Act of 1990. The United States Department of Transportation has tasked the NCDOT with overseeing the implementation of ADA compliance within municipalities of the state. This compliance includes both pedestrian facilities in public rights-of-way and on public property, as well as compliance within vertical structures (i.e., buildings).

In packet is the pertinent portion of the PowerPoint presentation used at the workshop outlining the requirements of ADA and the steps a municipality must take to come into compliance.

**Staff Comments**

One of the first steps in coming into compliance with the ADA is for a municipality to adopt an Americans with Disabilities Act/Section 504 Policy Statement. Enclosed the Board will find a copy of the ADA Policy Statement of the NCDOT, one which we were advised we could use as a template for our respective municipalities' policies. The Board will also find the ADA Policy Statement for the Town of Ayden fashioned after the NCDOT policy.

Note in the policy that the Town Manager is designated the ADA Coordinator for the Town. The ADA coordinator helps to ensure that persons are easily able to find a responsible person who is familiar with the requirements of the Act and who can communicate those requirements to others in the municipality. The ADA Coordinator is also responsible for carrying out investigations of complaints alleging noncompliance or alleging any action prohibited under the ADA.

Town staff will be developing an ADA Transition Plan as outlined in the enclosed PowerPoint and will present the plan to the Town Board for adoption in coming months. The plan will be a product of a Town Self-Evaluation as required under ADA guidelines as outlined in the enclosed PowerPoint.

The ADA also requires the development and adoption of an ADA Grievance Procedure and a copy of the NCDOT Grievance Procedure is enclosed. Staff will develop an ADA Grievance Procedure as well for adoption by the Town Board at its February 11, 2018 meeting.

**Action Requested**

By motion, adopt the enclosed ADA Policy Statement for the Town of Ayden.

Motion to adopt the ADA Policy Statement for the Town of Ayden.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 4-0

Motion passed unanimously.

C. Purchase of Used Forklift

Rob Taylor presented to the Board.

**Item Explanation**

The Town currently owns a 1992 Yale GLP040LP forklift used in the warehouse. This unit was purchased used 18 years ago and currently has 8,793 hours on it. The unit failed on December 21<sup>st</sup> and is not operational. The unit requires extensive repairs, which would cost 40-50% of the costs of purchasing another used forklift. Staff has researched and a local dealer has provided a quote of \$13,500 net of trade in of old unit for a 2011 Yale forklift with 6128 hours. Staff does not recommend the purchase of a new unit as a forklift is needed at the operations center, but its use is infrequent.

The current forklift is an asset of the Electric Fund and any replacement would also be considered an asset of that fund. The board approved \$463,750 in capital outlay in the FY2018/2019 budget for the Electric Fund. It is anticipated there will be sufficient funds in the current capital outlay budget to cover the cost of replacing the forklift and no budget amendment would be required.

**Staff Comments**

Repairs identified are estimated to be \$6,000. Additional repairs maybe needed to make forklift usable. Local dealer will provide a \$1500 trade in for the 1999 unit.

**Action Requested**

By motion, authorize disposal/trade in of 1999 forklift and purchase of a used 2011 forklift.



RESOLUTION NO.18-19-20

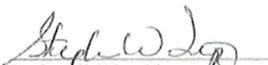
WHEREAS, the Town of Ayden has budgeted capital outlay expenditures in the Electric Fund for the FY18/19 budget year, and;

WHEREAS, the Electric Fund can use a portion of the budgeted capital outlay to replace its existing 1992 forklift with a 2011 forklift at \$13,500 net of trade in of older forklift and;

WHEREAS, there are sufficient funds available to make this additional capital outlay expenditure;

NOW, THEREFORE, BE IT RESOLVED the Town of Ayden Board of Commissioners does hereby approve the purchase of 2011 forklift and trade in of the 1992 forklift.

Adopted this the 14<sup>th</sup> day of January 2019 in Ayden, North Carolina.

  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



Motion to authorize the disposal/trade in of the 1999 forklift and purchase a 2011 forklift.

Motion: Commissioner Langley

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

D. Appointment to the Ayden Planning Board

**Item Explanation**

Victoria Killmon's term as an alternate member on the Ayden Planning Board expired in November 2018. She did not seek reappointment.

**Staff Comments**

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

**Action Requested**

To consider appointing Angela Smith as an alternate member to a three-year term that will expire in November 2021.

\*Angela Smith resides in District 2.

Motion to appoint Angela Smith to the Ayden Planning board as an alternate member to a three-year term that will expire in November 2021.

Motion: Commissioner Langley

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 4-0

Motion passed unanimously.

E. FY 19-20 Annual Budget Preparations

Manager Harrell presented to the Board.

**Item Explanation**

Enclosed the Board will find a Proposed Town Board FY19-20 Budget Preparation Calendar.

**Staff Comments**

Staff requests Town Board to review proposed dates for workshops for the Town Board to confirm at its Monday, Jan. 14<sup>th</sup> meeting.

**Action Requested**

Confirm Budget Preparation Calendar.

**PROPOSED TOWN BOARD  
FY2019/2020 CIP AND BUDGET PREPARATION CALENDAR**

Strategic Planning and Goal Confirmation Workshop  
Submit Recommended CIP to Town Board  
CIP Workshop with Town Board

Sat., Feb. 2<sup>nd</sup> at 8am  
Wednesday, February 20<sup>th</sup>  
Monday, February 25<sup>th</sup> at 7pm

Submit FY19/20 Recommended Budget & CIP to Town Board	Wednesday, April 17 <sup>th</sup> at 7pm
Town Board FY19/20 Budget Workshop	Monday, April 22 <sup>th</sup> at 7pm
Town Board FY19/20 Budget Workshop	Monday, April 29 <sup>th</sup> at 7pm
Public Hearing on Recommended FY19/20 Budget	Monday, May 13 <sup>th</sup> at 7pm
Town Board FY19/20 Budget Workshop	Monday, June 3 <sup>rd</sup> at 7pm
Town Board Adopts FY19/20 Annual Budget	Monday, June 10 <sup>th</sup> at 7pm

The Board concurred with the above dates.

F. Amendment to the Town Holiday Schedule

**Item Explanation**

Enclosed the Town Board will find the current policy with regard to holiday closings of Town Hall. For Christmas, when Christmas Eve falls on a weekday, the Town currently is open that day until 1 p.m., with Town Hall closed on Christmas and the day after. For the local governments of Farmville, Winterville, Greenville and Pitt County, when Christmas Eve falls on a weekday, these governments are closed that day, Christmas and the day after.

**Staff Comments**

The above information is provided to the Town Board for its information and possible consideration of The Town of Ayden having the same Christmas holiday schedule as these other local government units.

**Action Requested**

At the Town Board's direction.

Commissioner Langley asked how many customers we had on Christmas Eve. Mr. Harrell said it was a very slow day. He asked if we were closed if that would be considered a paid holiday. Mr. Harrell said yes. Mayor Tripp asked if part-time employees got any holiday benefits. Mr. Taylor said they didn't. Mayor Tripp asked if we could table this until a later date. Manager Harrell said he would bring it back.

G. Town Hall Elevator

**Item Explanation**

Please find enclosed a quote for the installation of an enclosed ADA compliant chair lift. This quote from Resolute Elevator is \$3,975 less than the Liftavator quote shared with Town Board via email last month. Also, enclosed is the cost estimate to make the front entrance to Town Hall ADA compliant – if we install the enclosed chairlift, we will need to make the front entrance wheelchair and disabled accessible. Costs of chairlift is \$31,9000, plus contractor's cost to install pit in floor for chairlift and structural engineer's cost(required by Pitt County's Building Inspection's Office for issuance of permit to install the chairlift) at \$20,000 and add in front entrance renovations of \$15,525 brings total to \$67,425. Note that delivery time on chairlift is 4 to 6 weeks – 4 weeks sooner than the original, higher quote we received. Estimated annual maintenance costs is \$400.

**Staff Comments**

Costs for chairlift and ADA front entrance improvements must come from General Fund fund balance.

**Action Requested**

By motion, approve enclosed FY18-19 Budget Ordinance amendment for \$67,425 from General Fund fund balance.



ORDINANCE No. 18-19-15

ORDINANCE TO AMEND THE TOWN OF AYDEN  
FY 18/19 BUDGET ORDINANCE

Budget Amendment 2

WHEREAS, the Town of Ayden desires to make the second floor and front entrance of Town Hall ADA compliant.

NOW, THEREFORE BE IT ORDAINED the Board of Commissioners of the Town of Ayden authorizes the following amendment to the FY 18/19 budget ordinance to cover the associated costs:

General Fund

	Current	Revision	Revised
<b>Revenues/Other Financing Sources</b>			
Appropriated Fund Balance	\$ 224,950.00	\$ 67,425.00	\$ 292,375.00
All Other General Fund Revenues and OFS	\$ 4,691,226.00	\$ -	\$ 4,691,226.00
Total Estimated Revenues and OFS	<u>\$ 4,916,176.00</u>	<u>\$ 67,425.00</u>	<u>\$ 4,983,601.00</u>
<b>Expenditures/Other Financing Uses</b>			
Public Buildings	\$ 131,941.00	\$ 67,425.00	\$ 199,366.00
All Other General Fund Expenditures and OFU	<u>\$ 4,784,235.00</u>	<u>\$ -</u>	<u>\$ 4,784,235.00</u>
Total Estimated Expenditures and OFU	<u>\$ 4,916,176.00</u>	<u>\$ 67,425.00</u>	<u>\$ 4,983,601.00</u>

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

Adopted this the 14th day of January 2019.

  
Stephen W. Tripp, Mayor

Attest:  
  
Sarah W. Radcliff, Town Clerk



Motion to approve enclosed FY18-19 Budget Ordinance amendment for \$67,425 from General Fund fund balance.

Motion: Commissioner Langley  
Second: Commissioner Davis  
Discussion: None  
Approved: 4-0  
Motion passed unanimously.

H. Board By-laws

Commissioner Langley said he had had some conversations with Mr. Harrell, the NCLM and our attorney in reference to by-laws, which we don't have. He said we don't have any rules of order and the attorney has offered to assist in putting some together. Commissioner Langley recommended we adhere to Robert's Rules of Order until we have adopted bylaws. Attorney Dixon said Robert's Rules are designed for parliamentary procedure and aren't always applicable to smaller municipalities. Mr. Dixon recommended we develop our own bylaws, which he can do before the next meeting, rather than agreeing to follow Robert's Rules until then, because everyone isn't familiar with Robert's Rules. Commissioner Langley said other towns use Robert's Rules and he didn't feel it would be out of order to do the same.

Motion to allow the attorney to prepare bylaws for the board and bring them back to the next board meeting.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 3-0

Mayor Pro-tem Mewborn, Commissioner Ross, and Commissioner Davis voted in favor. Commissioner Langley voted in opposition.

VII. INFORMATION

A. Staff Departmental Reports

Manager Harrell stated he still needed some names for the Steering Committee for the Comprehensive Land Use Plan.

VIII. BOARD MEMBER COMMENTS

The Board thanked everyone for attending and staff for their hard work.

IX. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:48pm.

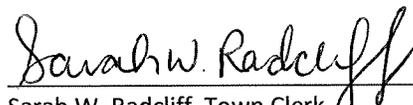
CERTIFICATION

Minutes from the January 14, 2019, meeting were adopted and certified this 11<sup>th</sup> day of February 2019 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

ATTEST:

  
Sarah W. Radcliff, Town Clerk



