



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

June 10, 2019 - 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 7pm.

B. Roll Call

Present:

Mayor Stephen Tripp, Mayor Pro-tem Ivory Mewborn, Commissioner Raymond Langley, Commissioner Cynthia Goff, Commissioner Phyllis Ross, Commissioner Johnny Davis

Absent:

None

Also Present:

Steven Harrell - Town Manager
Sarah Radcliff - Town Clerk
Scott Dixon - Town Attorney

C. Welcome Visitors/Protocol for Public Comment

Mayor Tripp welcomed everyone to the meeting and read the protocol for public comments.

D. Invocation

Mayor Tripp gave the invocation.

E. Pledge of Allegiance

Mayor Tripp led the Pledge of Allegiance.

F. Approval of the Agenda

Motion to approve the agenda.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. PUBLIC COMMENTS

Darlene Pollard, 4202A Deer Meadow Court, addressed the Board. Ms. Pollard said citizens are worried and the board needs to step up and do their job. She said we all need to get along.

Arthur Wearing, Jr. addressed the board. He wanted to know requirements for receiving a grant. Manager Harrell said we would get his information and get back to him.

III. PRESENTATIONS

A. Pitt County Farm and Food Council

Doris Connell with the Pitt County Farm and Food Council addressed the Board. She said they are going to all the municipalities in Pitt County so they will know who they are. She said she appreciated the work the town has done with the Eastern Carolina Food Commercialization Center. She stated the Farm and Food Council had 13 members from all over the county. She stated they had launched a food app in December to connect people in Pitt County to food resources, such as a farm, farmer's market, food pantry, summer feeding program, community garden, etc. She said information was available on the Pitt County Website under the Farm and Food Council.

B. Project Update on Sanitary Sewer Improvements Projects

Rich Moore, McDavid Associates, addressed the board and gave the following presentation.



Town of Ayden
Board of Commissioners Meeting
June 10, 2019

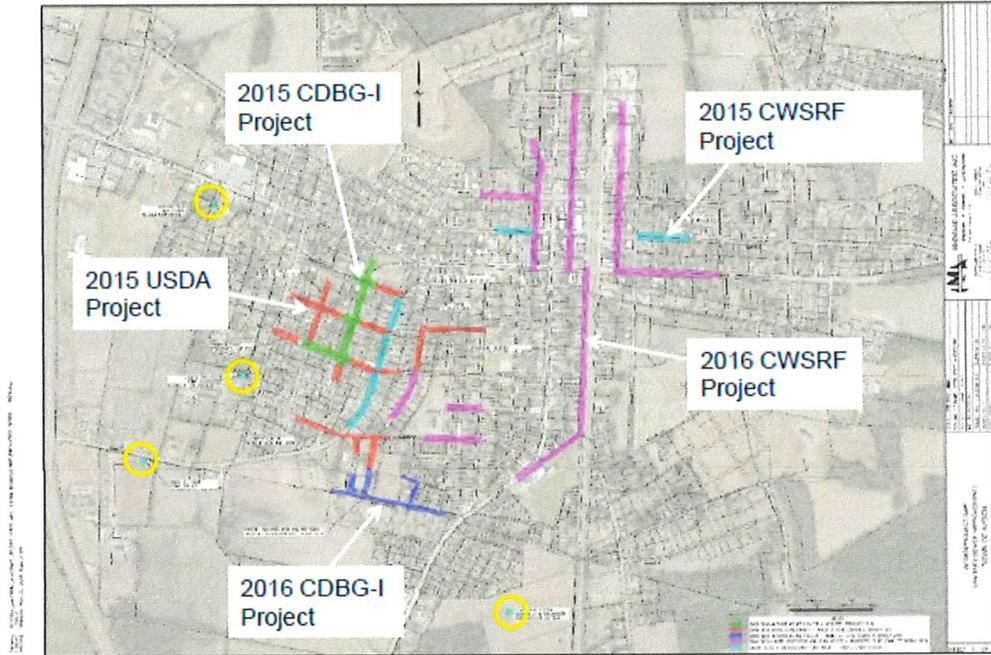
Sanitary Sewer Improvements Project Update

Town of Ayden

Sanitary Sewer Improvements Project Update

- ▶ Sanitary Sewer Construction Project Photos
 - ▶ 2015 Community Development Block Grant – Infrastructure (CDBG-I) Project
 - ▶ 2015 Clean Water State Revolving Fund (CWSRF) Project
 - ▶ 2016 Community Development Block Grant – Infrastructure (CDBG-I) Project
 - ▶ 2015 USDA – Rural Development Sanitary Sewer Replacement Project
 - ▶ 2016 Clean Water State Revolving Fund (CWSRF) Project

Ayden Sanitary Sewer Project Map



▶ 3

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Existing sewer line located under paved street. Construction had extreme impact on area.

▶ 4

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Original sewer line was vitrified clay pipe. For areas where sewer lines less than 3 feet deep, ductile iron pipe installed.

▶ 5

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



The project replaced sewer and waterlines in the project area. CDBG allows impacted roads to be patched and completely resurfaced.

▶ 6

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Resurfaced roads adjusted manhole rings, water valve covers and installed new drainage piping (and inlets).

2015 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Original sewer lines had drainage connected to sewer lines.
Replacement of sewer required need to install new drainage piping.

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Sample of existing vitrified clay sewer pipe replaced.

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Similar to CDBG-I project, excavation of existing sewer lines required significant impact to existing streets and rights-of-way.

▶ 10

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Sewer replacement installed new service connections. New clean-outs are installed at the street rights-of-way.

▶ 11

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Sewer replacement included replacement of original brick manholes with new precast concrete manhole structures.

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



USDA project areas had several conflicts with existing drainage pipes and other utilities, particularly at Snow Hill/Planters intersection.

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Excavation at Snow Hill/Planters intersection required replacement of soil to correct street and curb settlement.

▶ 14

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Sewer crossed through storm drainage pipes. As part of replacement, conflict boxes were installed to help correct cross connection

▶ 15

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



USDA project scope includes backfilling of disturbed areas, initial asphalt patch and complete resurfacing of street(s).

▶ 16

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos

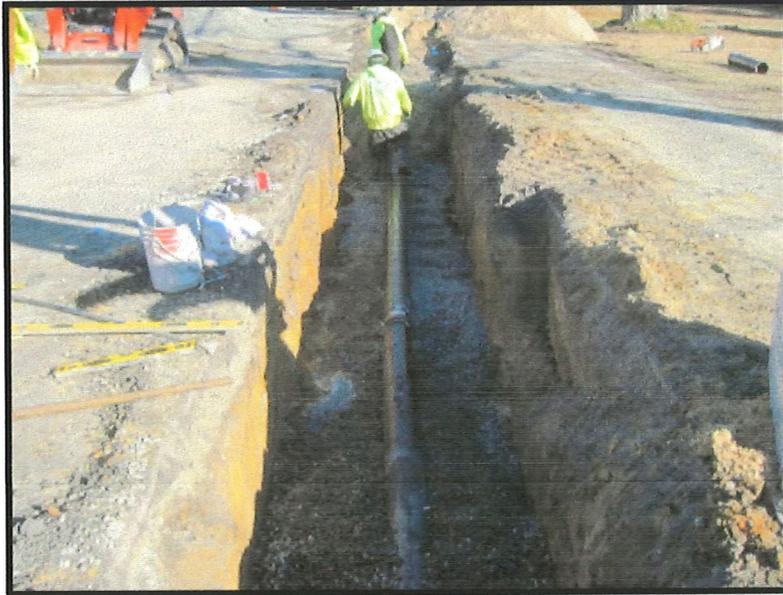


Sample of backfilling excavated area and preparation for initial asphalt patch. This road will ultimately be resurfaced.

▶ 17

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2015 USDA Rural Development Sanitary Sewer Replacement Project Photos



Sample of new sewer pipe installation.

▶ 18

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2016 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Sewer replacement is deep. Existing sewer crosses a Town 10" asbestos cement waterline.

▶ 19

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2016 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Existing sewer line is deep (requires trench box). Ductile iron pipe in picture is being used to support the exposed asbestos waterline pipe.

▶ 20

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2016 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



The depth of existing sewer and poor soil conditions have required removal of existing soil and backfill with borrow (good dirt).

▶ 21

Town of Ayden - Board of Commissioners Meeting - June 10, 2019

2016 Community Development Block Grant –
Infrastructure (CDBG-I) Project Photos



Sample showing the impact of disturbance on the street and rights-of-way.

2016 Community Development Block Grant – Infrastructure (CDBG-I) Project Photos



Trench backfilled with stone to top of pipe and borrow to subgrade (street will be re-constructed). Stockpiled dirt is removed from site.

Item Explanation

The Town of Ayden has several projects that are replacing/rehabilitating sanitary sewer infrastructure facilities. Many of the projects are resulting in Town streets being excavated. The impact on Town streets has been an inconvenience due to closures, traffic re-routing, and patched street areas. This presentation is to update the Board on the progress of projects and provide information on the status of street improvements related to construction projects. A map exhibit is provided that identifies scoping involved with sanitary sewer projects. The following paragraphs summarize status of projects:

1. Clean Water State Revolving Fund Project

Ayden was awarded a \$980,000 loan in 2015 to rehabilitate sections of existing gravity sewer collection lines and rehabilitate several existing sanitary sewer pump stations. Supplemental funding was awarded in March 2019 to support rehabilitation of an additional sewer pump station.

Scoping related to the project is shown on the map exhibit as cyan. Project areas include:

- Gravity sewer replacement on Second Street
- Gravity sewer replacement on Snow Hill Street
- Rehabilitation of sewer pump stations at Weyerhaeuser, Snow Hill Road, Juanita Street, and Southern Bank

Gravity sewer replacement that has been completed has included patching of the existing Town streets. The funding program does not allow for complete resurfacing of streets. Existing condition of streets (patching) will not change as a result of the project.

1. 2015 Community Development Block Grant – Infrastructure (CDBG-I) Project

Ayden was awarded a \$1,031,725 grant in March 2016 to replace aged sanitary sewer collection lines (and waterlines) along Montague Street (and connecting side streets). Completed scope is shown on the map exhibit in green.

Construction has been completed and impacted Town streets have been completely resurfaced. Completed project replaced 1,008 LF of 8" diameter sanitary sewer collection line.

2. 2015 USDA – Rural Development Sanitary Sewer Replacement Project

Ayden was awarded a \$784,000 loan (40 year, 1.875% interest) and \$916,000 grant to replace sections of existing gravity sewer collection lines. Scoping consists primarily of streets located south of Veteran's Park. Scoping is shown on the map exhibit in red. The project will replace approximately 5,300 LF of existing gravity sewer collection lines. Gravity sewer replacement west of Snow Hill Street is primarily complete. Streets have been patched with asphalt. Impacted streets are plan to be resurfaced in June 2019. The contractor has mobilized to proposed streets east of Snow Hill Street and should be finished with sewer replacement in July 2019. All impacted streets in the project scope will be resurfaced.

3. 2016 Community Development Block Grant – Infrastructure (CDBG-I) Project

Ayden was awarded a \$968,000 grant in March 2017 to replace sanitary sewer collection lines on Barwick, Joyner, and Garris Streets in/around the Ayden Housing Authority. Project scope is depicted on the map exhibit in blue. Construction has been completed from Barwick Street, down Joyner Street, and down Garris Street. Sewer lines (particularly on Barwick Street) are deep. The project will replace approximately 2,500 LF of existing gravity sewer collection lines. The contractor has backfilled excavated areas. Backfilled areas are being allowed to compact before asphalt patching. Impacted streets will be patched and, ultimately resurfaced.

4. 2016 Clean Water State Revolving Fund Project

Ayden has been awarded a \$805,100 loan (20 years, 0% interest) and \$500,000 grant to evaluate and rehabilitate/replace existing sanitary sewer collection assets. Approximately 10,000 LF of existing sanitary sewer lines will be evaluated for corrective action. Final plans have been submitted to the funding agency (Division of Water Infrastructure) for review and authorization to bid.

Staff Comments

McDavid Associates, Inc. will be in attendance to make a presentation and answer any questions from the Board.

Action Requested

No action required. Presentation is for information.

- C. Approve 2018 CDBG Neighborhood Revitalization Programs Compliance Plans and Policies

Rich Moore, McDavid Associates, presented to the board.

Item Explanation

The 2018 CDBG Neighborhood Revitalization (CDBG-NR) program requires the Town have in place Compliance Plans and Policies to meet Compliance requirements and help expedite execution of the program. Plans and Policies include:

- Program Contact and Signature Policy
- Equal Opportunity Plan
- Section 3 Plan
- Procurement Plan and Code of Conduct
- Language Access Plan
- Citizen Participation Plan
- Fair Housing Plan
- Anti-displacement & Relocation Assistance Plan

- Section 504 Grievance Procedure

Ayden has similar plans currently in place for the 2016 CDBG-I program.

Staff Comments

Staff recommends approval of enclosed CDBG Neighborhood Revitalization Programs Compliance Plans and Policies. Mike Barnette of McDavid & Associates will present this item at the meeting.

Action Requested

By motion, approve Program Compliance Plans and Policies.

Motion to approve Program Compliance Plans and Policies.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

IV. CONSENT AGENDA

A. Minutes from the May 13, 2019 Board Meeting

B. Budget Amendment #5 FEMA Reimbursement for Hurricane Florence

Item Explanation

The Town incurred additional expenses after Hurricane Florence. Expenses related to the storm were absorbed by the approved FY18/19 budget. An amendment is needed to cover these additional expenses. FEMA will be reimbursing the Town these additional costs.

To avoid going over the approved FY 18/19 budget, an amendment is needed to cover these additional expenses and the corresponding reimbursement from FEMA. Estimated reimbursements from FEMA at this time total \$175,620.00.

Staff Comments

The amendment covers most of the additional costs the Town incurred to date. The Town is still working with FEMA to summarize all costs that will be reimbursed.

Action Requested

Approve budget amendment.



ORDINANCE No. 18-19-20

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

Budget Amendment 5

WHEREAS, the Town of Ayden incurred additional expenditures related to storm damage from Hurricane Florence which were unforeseen an unbudgeted, and

WHEREAS, FEMA will reimburse the Town these expenditures, and

WHEREAS, the Town desires to properly account for these additional expenditures and revenues by amending the FY18/19 budget;

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Ayden does hereby authorize the FY18/19 budget ordinance be amended as follows:

Section 1: General Fund

	Current	Revision	Revised
Revenue/Other Financing Sources			
Local and State Grants	\$ 123,000.00	\$ 45,284.00	\$ 168,284.00
All Other General Fund Revenue and OFS	\$ 5,288,597.00		\$ 5,288,597.00
Total Estimated Revenues and OFS	\$ 5,411,597.00	\$ 45,284.00	\$ 5,456,881.00
Expenses/Other Financing Uses			
Police Salaries	\$ 953,864.00	\$ 7,425.00	\$ 961,289.00
Street Salaries	\$ 260,309.00	\$ 21,444.00	\$ 281,753.00
Street Repairs and Maintenance	\$ 25,000.00	\$ 10,289.00	\$ 35,289.00
Sanitation Salaries	\$ 79,916.00	\$ 1,860.00	\$ 81,776.00
Sanitation Repairs and Maintenance	\$ 36,500.00	\$ 4,266.00	\$ 40,766.00
All Other General Fund Expenditures and OFU	\$ 4,056,008.00		\$ 4,056,008.00
Total Estimated Expenditures and OFU	\$ 5,411,597.00	\$ 45,284.00	\$ 5,456,881.00

Section 2: Electric Fund

Revenues/Other Financing Sources			
Reimbursement Proceeds	\$	-	\$ 113,636.00 \$ 113,636.00
All Other General Fund Revenue and OFS	\$	11,792,800.00	\$ 11,792,800.00
Total Estimated Revenues and OFS	\$	11,792,800.00	\$ 113,636.00 \$ 11,906,436.00

Expenses/Other Financing Uses			
Salaries	\$	713,455.00	\$ 14,415.00 \$ 727,870.00
Repairs and Maintenance Equipment	\$	35,000.00	\$ 1,853.00 \$ 36,853.00
Repairs and Maintenance System	\$	242,000.00	\$ 97,358.00 \$ 339,358.00
All Other General Fund Expenditures and OFU	\$	10,802,345.00	\$ 10,802,345.00
Total Estimated Expenditures and OFU	\$	11,792,800.00	\$ 113,636.00 \$ 11,906,436.00

Section 3: Water and Sewer Fund

		Current	Revision	Revised
Revenue/Other Financing Sources				
Reimbursement Proceeds	\$	-	\$ 6,133.00	\$ 6,133.00
All Other General Fund Revenue and OFS	\$	2,832,667.00		\$ 2,832,667.00
Total Estimated Revenues and OFS	\$	2,832,667.00	\$ 6,133.00	\$ 2,838,800.00

Expenses/Other Financing Uses				
Salaries	\$	341,643.00	\$ 6,133.00	\$ 347,776.00
All Other General Fund Expenditures and OFU	\$	2,491,024.00		\$ 2,491,024.00
Total Estimated Expenditures and OFU	\$	2,832,667.00	\$ 6,133.00	\$ 2,838,800.00

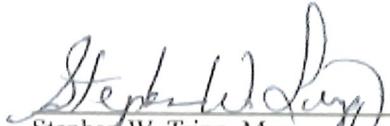
Section 4: Stormwater Fund

		Current	Revision	Revised
Revenue/Other Financing Sources				
Reimbursement Proceeds	\$	-	\$ 10,567.00	\$ 10,567.00
All Other General Fund Revenue and OFS	\$	146,828.00		\$ 146,828.00
Total Estimated Revenues and OFS	\$	2,832,667.00	\$ 10,567.00	\$ 157,395.00

Expenses/Other Financing Uses				
Salaries	\$	59,665.00	\$ 3,355.00	\$ 63,020.00
Repairs & Maintenance - Equipment	\$	11,840.00	\$ 7,212.00	\$ 19,052.00
All Other General Fund Expenditures and OFU	\$	87,163.00		\$ 87,163.00
Total Estimated Expenditures and OFU	\$	146,828.00	\$ 10,567.00	\$ 169,235.00

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 10th day of June 2019.


 Stephen W. Tripp, Mayor

Attest:


 Sarah W. Radcliff, Town Clerk



Item Explanation

Last month, the Town Board as a discussion item approved amendments to the Vacant Commercial Building Ordinance. The changes for the written record should be in formal ordinance form. Enclosed tonight is those changes in an ordinance amendment.

Staff Comments

Staff recommends adoption of the enclosed ordinance amendment to the Vacant Commercial Building Code. Those amendments are:

Action Requested

By motion, adopt ordinance amending Vacant Commercial Building Code.



ORDINANCE NO. 18-19-21 to amend 18-09-09
TO AMEND CHAPTER 156. NONRESIDENTIAL MAINTENANCE CODE OF THE TOWN OF AYDEN CODE OF
ORDINANCES IN ORDER TO REGULATE VACANT COMMERCIAL BUILDINGS IN AYDEN

WHEREAS, amendments to Sections (E) and (F) of the Vacant Commercial Building Code were approved by the Board of Commissioners at its May 11, 2019 meeting; and

WHEREAS, these amendments are formalized herein in ordinance form.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Ayden that the Vacant Commercial Building Code be amended as follows:

(E) Fees. Effective one year following the adoption date of this code, an initial annual registration fee of \$500 shall be collected upon registration of the vacant property. Effective one year following this initial registration fee, an annual registration fee of \$1,000 shall be collected upon registration of the vacant property and collected annually at that amount on the renewal of the registration.

(F) Exemptions.

- (3) A vacant commercial building that has been purchased within 90 days of receiving a Notice of Registration Requirement. Properties meeting this exemption will be given 12 months to start rehabilitation or action to occupy the buildings. A work plan of action shall be submitted along with the property registration form outlining the work being planned and an estimated date of completion/occupation.

Adopted this the 10th day of June 2019 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:


Sarah W. Radcliff, Town Clerk

Motion to approve the Consent Agenda.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

V. ACTION ITEMS

- A. Adoption of FY19-20 Annual Budget Ordinance

Item Explanation

A public hearing was held on the submitted FY19-20 Annual Budget on May 13, 2019. Additionally, the Town Board received from staff a Six Capital Improvement Plan (CIP) as a part of the budgetary process.

Staff Comments

Enclosed is a copy of the FY19-20 Annual Budget Ordinance for consideration of adoption by the Board of Commissioners. Effective date of ordinance will be July 1, 2019. The Fee Schedule has one change in that it raises the fee for Off Duty staff that are required to cover facilities rented to the public from \$25 per hour to \$35 hour, the prevailing rate in the region.

The CIP is not a part of the FY19-20 Annual Budget Ordinance, but is recommended to be formally adopted by separate resolution.

Included under this item are two final considerations, see attached document on funding request by Mr. Staurvon Hunter, originally requested of the Town Board at its May 13, 2019 meeting. Data for a request for a 10% pay increase for Police Department by Commissioner Ross at the Board's workshop on June 3rd, 2019 is still being assembled and will be sent out to the Town Board by June 7th.

Action Requested

By motion, adopt FY19-20 Annual Budget Ordinance. By separate motion, adopt the CIP by resolution.



ORDINANCE NO. 19-20-01

**FYE JUNE 30, 2020
OPERATING BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of the Town of Ayden, North Carolina, that the following anticipated fund revenues and departmental expenditures together with a certain Fee and Charge Schedule, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

SUMMARY

General Fund	\$	5,055,410
Rural Fire Fund	\$	238,802
Library Trust Fund	\$	1,000
Electric Fund	\$	13,082,264
Water & Sewer Fund	\$	3,181,741
Stormwater Fund	\$	112,000
	\$	<u>21,671,217</u>

SECTION 1: GENERAL FUND REVENUES

REVENUES

2019 Taxes	\$ 1,098,560
Vehicle Taxes	\$ 167,356
Prior Years	\$ 10,000
Motor Vehicle Fee	\$ 16,000
Penalties & Interest	\$ 5,000
1% Sales Tax - Art. 39	\$ 416,000
0.5% Sales Tax - Art. 40	\$ 244,400
0.5% Sales Tax - Art. 42	\$ 208,000
Hold Harmless Tax	\$ 239,200
Utility Franchise Tax	\$ 375,000
Beer and Wine Tax	\$ 22,300
Cell Tower Franchise Fee	\$ 56,200
Cable TV Franchise Tax	\$ 50,000
Piped Natural Gas	\$ 2,000
Solid Waste Disposal Tax	\$ 3,600
Rural Fire/EMS Lease Pmts	\$ 30,319
Powell Bill	\$ 147,500
Local/State Grants	\$ 272,700
Planning Fees/Permits	\$ 5,000
Refuse Collection Fees	\$ 315,000
Cemetery Plot Sales	\$ 32,000
Recreation Revenue	\$ 68,000
Facility Rental Fees	\$ 20,000
Investment Earnings	\$ 45,000
Misc. Revenues	\$ 40,000
Sale of Fixed Assets	\$ 10,000
Special Donations	\$ 10,000
Inter-Gov't Electric Franchise Tax	\$ 594,405
PIL Tax - Electric Utility	\$ 64,788
Transfer (to) Other Funds	\$ (125,000)
GF Fund Balance Appropriated	\$ 612,082
	<u>\$ 5,055,410</u>

EXPENDITURES

Governing Board	\$	65,249
Administration	\$	97,738
Finance	\$	95,537
Central Garage	\$	79,774
Public Buildings	\$	45,931
Police Department	\$	1,900,855
Fire Department - Town	\$	168,893
Public Works	\$	661,205
Powell Bill	\$	519,500
Sanitation	\$	324,263
Planning and Zoning	\$	200,616
Economic Development	\$	23,898
Library	\$	134,133
Recreation	\$	495,153
Debt Service	\$	242,665
	\$	<u>5,055,410</u>

SECTION 2: RURAL FIRE FUND

REVENUES

Contracted Services	\$	238,802
	\$	<u>238,802</u>

EXPENDITURES

Rural Fire Dept. Operations	\$	238,802
	\$	<u>238,802</u>

SECTION 3: LIBRARY TRUST FUND

REVENUES

Revenues	\$	1,000
	\$	<u>1,000</u>

EXPENDITURES

Library Fund Expenditures	\$	1,000
	\$	<u>1,000</u>

SECTION 4: ELECTRIC FUND

REVENUES

Electric Utility Charges	\$	11,550,000
Reconnect Fees & Penalties	\$	75,000
New Account Connect Fees	\$	50,000
Facility Fees	\$	120,350
Service Charges	\$	1,200
Investment Earnings	\$	160,000
Misc. Receipts	\$	55,000
Cable TV Pole Lease	\$	16,500
Sale of Material & Assets	\$	30,000
Issuance of Debt	\$	272,000
Fund Balance Appropriated	\$	752,214
	\$	<u>13,082,264</u>

EXPENDITURES

Electric Admin/Billing	\$	1,095,425
Electric Operations	\$	3,044,033
Wholesale Power Purchase	\$	7,747,562
Debt Service	\$	541,651
Special Appropriations	\$	653,593
	\$	<u>13,082,264</u>

SECTION 5: WATER / SEWER FUND

REVENUES

Water Charges	\$ 1,236,240
Sewer Charges	\$ 1,642,200
Reconnect Fees & Penalties	\$ 39,000
Connection & Install Fees	\$ 6,000
Subdivision Installation Fees	\$ 2,500
Investment Earnings	\$ 20,000
Loan Proceeds	\$ 90,000
Fund Balance Appropriated	\$ 145,801
	<u>\$ 3,181,741</u>

EXPENDITURES

Water/Sewer Operations	\$ 2,653,596
Debt Service	\$ 528,145
	<u>\$ 3,181,741</u>

SECTION 6: STORMWATER FUND

REVENUES

Stormwater Fees	\$ 112,000
	<u>\$ 112,000</u>

EXPENDITURES

Stormwater Operations	\$ 112,000
	<u>\$ 112,000</u>

SECTION 7: UTILITY RATES

There is hereby established, for the fiscal year 2019-2020, utility charges and fees as scheduled herewith:

ELECTRIC RATES

Effective for Bills Rendered after July 1, 2019

Tariff	Class Type	Customer User Charge (\$)	Energy (\$/kWh)	Demand (\$/kW)
EL1	Residential Single Phase	\$11.50	\$0.11110	
EL2	Residential Three Phase	\$14.50	\$0.11110	
EL3-SFL	Sports Field Lighting	\$21.00	\$0.09190	\$2.00
EL4-5	Small General Service (SGS) - Single Phase and Bulk Barn	\$16.00	\$0.12872 for 1st 1500kWh	
			\$0.12253 for next 2000kWh	
			\$0.10007 for any usage above 3500 kWh	
EL6	SGS Three Phase	\$19.00	Same as SGS Single Phase	
EL7	Large General Service (LGS) - Single Phase	\$25.00	\$0.06490	\$14.00
EL8	LGS Three Phase	\$28.00	\$0.07836	\$14.00
Manual	Seasonal	\$25.00	\$0.06490	\$13.50
Manual	General CP	\$350.00	\$0.05280	CP \$24.00
				Excess \$6.00
Manual	Seasonal CP	\$350.00	\$0.04820	CP \$24.00
				Excess \$6.00
Manual	Industrial	\$1,000.00	\$0.04518	CP \$24.00
				Excess \$6.00
Manual	ED CP Rate [offered case by case]	\$1,000.00	\$0.05629	CP \$24.00
				Excess \$6.00
ELAL	Metered Area Lights	\$12.00	\$0.11550	
AL1	Area Lights	\$11.05	175 Watt Mercury Vapor NO LONGER AVAILABLE	
AL2	Area Lights	\$14.75	100 Watt HPS	
AL3	Area Lights	\$15.65	150 Watt HPS	
AL4	Area Lights	\$20.25	250 Watt HPS	
AL5	Area Lights	\$32.20	400 Watt Flood SV - 50,000 Lumens	
TAX	SALES TAX	7%		

WATER & SEWER RATES

Effective for Bills Rendered after July 1, 2019

WATER

	In Town	Out of Town
Monthly Base User Charge/Availability Fee	\$13.00	\$26.00
Monthly Base User Charge Add'l Dwelling (Master Metered Accounts) per unit	\$10.00	\$18.00
First 5,000 Gallons	\$ 5.25	\$ 6.25
Next 10,000 Gallons	\$ 6.50	\$ 7.50
Over 15,000 Gallons	\$ 8.00	\$ 9.00

Consumption Rate is per 1,000 Gallons

IRRIGATION/SPRINKLER RATES: Same as In Town and Out of Town rates respectively; no additional user charge assessed.

SEWER

	In Town	Out of Town
Monthly Base User Charge/Availability Fee	\$20.34	\$37.99
Monthly Base User Charge Add'l Dwelling (Master Metered Accounts) per unit	\$16.28	\$29.84
First 5,000 Gallons	\$ 8.48	\$ 9.83
Next 10,000 Gallons	\$10.17	\$11.19
Over 15,000 Gallons	\$12.21	\$13.56

Consumption Rate is per 1,000 Gallons

Rates are based on monthly usage. Base user charge is charged on all active accounts regardless of usage. A sewer availability Charge is assessed for anyone who has availability to Town sewer line but is not connected

SECTION 8: FEE SCHEDULE

There is hereby established, for the fiscal year 2019-2020, various fees and charges as scheduled herewith:

ADMINISTRATION

Photocopies	\$0.10 / page
Agenda Copies Sunshine List	\$10.00 / year
Certified True Copies of Documents	\$3.00 / first page \$1.00 / additional pages
Notary Fee	\$5.00 per signature
Motor Vehicle License Fee	\$5.00 / vehicle

BILLING & COLLECTIONS

Return Check/ Bank Draft Fee	\$25.00 / occurrence
Residential Utility Deposits	\$175.00
Small Commercial Utility Deposits	\$300.00
Large Commercial Utility Deposits	\$1000.00 up front and the balance of an average of 1.5 months usage over six months due at the end of six months of operations.
Industrial Utility Deposits	\$1500.00 up front and the balance of an average of 1.5 months usage over six months due at the end of six months of operations.
Temporary Service Charge	\$35.00 Connection Fee \$35.00 Meter Deposit (first time Ayden Utility customer)
Temporary Service Charge (Realtor)	\$20.00 Connection Fee (48 hrs of service)
Connection Fee	\$10.00 Electric \$10.00 Water & Sewer
Late Payment Fee	1% of account balance
Delinquent (Cut off) Fee	\$25.00
Reconnection Fee:	
Business Hours	No Charge
After Hours (Town Error)	No Charge

After Hours (Customer Request) \$25.00

Meter Check
Defective No Charge
Operational \$35.00

ELECTRIC SERVICES

All Fees due at time of service request

Residential Installment Fee
150LF or less \$250.00/ dwelling
Greater than 150LF \$250.00/ dwelling plus \$3.50/LF over 150LF

Commercial Installment Fee
200 AMP \$300.00
400 AMP \$700.00
600 AMP \$1000.00
Over 600 Amp Calculated at time of service request for services
Transformer and pad at customer expense

Primary Line Extension Material Cost + 15%

Subdivision Installment Fee (Electric) \$800.00/ unit
Cost to developer for Town to install Backbone. Paid by developer prior to ordering of materials.

Metering Tampering Fee \$500.00

WATER AND WASTEWATER SERVICES

All Fees due at time of service request
Where applicable, Fees are for Town installing taps and service to property line

Water Connection Fee	In Town	Out of Town
¾" Meter	\$ 450.00	\$ 900.00
1" Meter	\$ 750.00	\$1500.00
1 ½" Meter	\$1200.00	\$2400.00
2" Meter	\$2200.00	\$4500.00
Greater than 2"	Cost of materials/labor plus 20%	

Sprinkler Connection Fee \$450.00 \$900.00

Sewer Connection Fee \$500.00/ dwelling \$1000.00/ dwelling
8' depth or less

Sewer Connection Fee
Greater than 8' depth

Where a sewer line is deeper than eight (8) feet, the Town of Ayden will equally cost share with the owner/developer/builder in the difference between the actual cost to tap the sewer line at eight (8) feet and the cost of the tap at the depth of the line below eight (8) feet, with that depth not exceeding fourteen (14) feet.

The Town of Ayden's share of the difference shall not exceed the total amount of property tax revenue generated by the new development in the first taxable 36 months of the development. This collected 36 month tax revenue will be used to reimburse the water & sewer fund for the cost advanced by the fund.

The Town of Ayden's share of the connection costs shall be only as a reimbursement of the actual connection costs of the owner/developer/builder, and only after the property in question is fully developed and ready for occupancy – Certificate of Occupancy issued.

This cost sharing of sewer connection costs shall only apply to connections made after the effective date of this policy.

The Town of Ayden shall acquire at least three (3) quotes from contractors for the sewer tap work in question.

Sewer Connection Fee (Commercial)	Cost of materials/labor plus 20%
CMSD Impact Fee	
Residential	\$1000.00
Commercial/Industrial	\$1000.00 per 350 /GPD estimated flow

Paid by builder prior to issuance of Zoning Compliance Certificate

Subdivision Installment Fee (Water/Sewer)	\$200.00/ unit
Developer installs lines and extends taps to property line. Paid by builder prior to issuance of Zoning Compliance Certificate.	

STORMWATER FEE

Residential - Monthly	\$ 3.50
Commercial - Monthly	\$ 6.00
Industrial - Monthly	\$10.00

FACILITY RENTALS

Buildings and Stage

	<u>Refundable Deposit</u>		<u>Utility Customers</u>	<u>Non-Utility Customers</u>	<u>Civic or Non-Profit Orgs Only</u>
<i>Second Street Community Building</i>	\$ 50.00				
		Per Use	\$ 150.00	\$ 225.00	
		Annually for once a month use	NA	NA	\$ 600.00
		Annually for once a week use	NA	NA	\$1,000.00
<i>Old Town Hall</i>	\$ 50.00	Per Use	\$ 100.00	\$ 150.00	
		Annually for once a month use	NA	NA	\$ 600.00
		Annually for once a week use	NA	NA	\$1,000.00
<i>West Avenue Stage</i>	\$ 250.00	Per Use	\$ 250.00	\$ 375.00	

Arts and Recreation Center Campus

	<u>Refundable Deposit</u>		<u>Utility Customer</u>	<u>Non-Utility Customer</u>
<i>Doug Mitchell Auditorium</i>	\$ 150.00	Non-Profit per use	\$ 350.00	\$ 525.00
		For Profit per use	\$ 700.00	\$ 1,050.00
<i>Classrooms</i>		4 Hour maximum	\$ 50.00	\$ 75.00

Park Shelters

Reservations are required for all park shelters

	<u>Refundable</u> <u>Deposit</u>		<u>Utility</u> <u>Customer</u>	<u>Non-Utility</u> <u>Customer</u>
Veteran's Park Shelter (small)	\$ 50.00	Half Day (4 hours)	\$ 15.00	\$ 22.50
		Full Day (8 hours)	\$ 30.00	\$ 45.00
Veteran's Park Baldree Shelter	\$ 50.00	Half Day (4 hours)	\$ 30.00	\$ 45.00
		Full Day (8 hours)	\$ 60.00	\$ 90.00
J.J. Brown Park Shelter	\$ 50.00	Half Day (4 hours)	\$ 20.00	\$ 30.00
		Full Day (8 hours)	\$ 40.00	\$ 60.00
District Park Shelter (small)	\$ 50.00	Half Day (4 hours)	\$ 40.00	\$ 60.00
		Full Day (8 hours)	\$ 70.00	\$ 105.00
District Park Shelter (large)	\$ 50.00	Half Day (4 hours)	\$ 70.00	\$ 105.00
		Full Day (8 hours)	\$ 130.00	\$ 195.00

Outdoor Athletic Fields and Gymnasium are NOT available for rent

See rental use agreement for terms

Off-Duty Staff \$35.00/hour per staff member

Rental fee, including any off-duty staff fees, guarantees reservation and must be paid at least three (3) days in advance of requested reservation unless specified otherwise in the rental use agreement.

POLICE

Noise Permit

Permit to exceed noise limitations/
Permit for outdoor amplified sound

\$15.00/ event

No permitted event may last more than 4 hours in duration. No permitted event may extend beyond 11:00 pm.

SOLID WASTE

Refuse & Recycling

Residential Collection	\$11.50/dwelling/monthly
Business and Church Collection	\$16.50/ first two rollouts/monthly \$16.50/ each additional rollout/monthly

Residential Bulk Pick-Up

Major Appliance	1 item per month per address at no charge \$10.00 per month for each additional item
Furniture and Mattress	1 item per month per address at no charge \$10.00 per month for each additional item
½ a load Collection	\$50.00
Full Load Collection	\$100.00

Residential Yard Waste, Limbs, Leaves

Standard Collection	No Charge
½ a load Collection	\$50.00
Full Load Collection	\$100.00

Rollout Containers

Refuse - 1	No Charge
Recycle - 1	No Charge
Additional Refuse or Recycle	\$65.00 /each additional

PLANNING

Zoning and Subdivision Ordinance Copy	\$15.00
Erosion and Sedimentation Control	Administered by Pitt County Planning
Flood Prevention	Administered by Pitt County Planning
Minimum Housing Requirements	\$5.00
Thoroughfare Plan	Administered by Greenville MPO
Code of Ordinances Copy	\$25.00
Town Maps (8.5" x 11" Black and White)	\$1.00
Town Maps (11" x 17" Black and White)	\$2.00
Zoning, ETJ, and Land Use Maps	
24" x 36" Color	\$20.00
36" x 42" Color	\$35.00

Driveway Permit Fee	\$50.00 (Town Maintained Streets Only)
Rezoning Request	\$300.00
Future Land Use Map Amendment	\$150.00
Zoning Ordinance Text Amendment	\$150.00
Board of Adjustment Hearings	\$250.00 Variance Zoning Administrator Appeal Ordinance Interpretation
Conditional Use Permits	\$250.00
Voluntary Annexation Petition	\$50.00
Preliminary Plat Review (Subdivisions)	\$200.00 plus \$50.00 per acre or fraction thereof not to exceed \$1000.00
Preliminary Plat Review (Minor Revisions)	\$100.00
Construction Drawing Review	\$200.00
Final Plat Review (Subdivisions)	\$150.00 plus \$50.00 per acre or fraction thereof not to exceed \$500.00
Final Plat Review (Minor Revisions)	\$50.00
Site Plan Review	\$250.00 plus \$25.00 per acre or fraction thereof not to exceed \$500.00
Site Plan Review (Minor Revisions)	\$50.00 (Minor Revisions must be requested in writing by owner/applicant)
Landscape Plan Review	\$100.00 (Submitted with Original Site Plan)
Landscape Plan Review (Minor Revisions)	\$50.00 (Minor Revisions must be requested in writing by owner/applicant)
Erosion and Sedimentation Control Plan	Administered by Pitt County Planning Department
Stormwater Permit	Major Subdivisions \$400.00 Other \$250.00
Inspection Permit	Administered by Pitt County Planning, inspections

RECREATION

	Resident	Non-Resident
Tackle Football Activity Fee	\$25.00	\$50.00
Flag Football Activity Fee	\$20.00	\$40.00
Softball Activity Fee	\$20.00	\$30.00
Basketball Activity Fee	\$20.00	\$30.00
Cheerleading	\$20.00	\$30.00
Volleyball	\$20.00	\$30.00
Classes (Art, Pottery, Etc...)	\$30.00	\$40.00
Summer Day Camps	\$45.00/ per week	\$55.00/per week
Specialty/Sport Camps	Cost Varies/Determined by Instructor Fees	
Gate Admission to Events	\$1.00	
District Park Splash Pad Admission	\$2.00 (All Day Pass)	

CEMETERY

Lot Fee:	
Resident	\$450.00
Non-Resident on Ayden Utilities	\$550.00
Non-Resident	\$750.00
Mausoleums	Plot price x 4 as set above
Lot Transfer	\$50.00 per deed
Grave Openings and Closings	
Weekday	\$350.00
Weekday Cremation	\$125.00
Weekend/Holiday (O/C)	\$600.00
Weekend/Holiday Cremation	\$150.00

SECTION 9: LEVY OF TAXES

There is hereby levied, for the fiscal year 2019-2020, a 2019 tax rate of \$0.54 per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2019, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated real and personal property valuation of \$239,453,235.

SECTION 10: SPECIAL AUTHORIZATIONS – BUDGET OFFICER

- A. The Budget Officer shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as the officer deems necessary.
- B. The Budget Officer shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. Notification of all such transfers shall be made to the Town Board at its next meeting following the date of the transfer.
- C. Inter-fund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the Town Board.

SECTION 11: RESTRICTIONS – BUDGET OFFICER

- A. Inter-fund and interdepartmental transfer of monies, except as noted in Section 9, shall be accomplished by Town Board authorizations only.
- B. Utilization of appropriations contained in contingencies may be accomplished only with specific approval of the Town Board.

SECTION 12: RE-APPROPRIATION OF FUNDS ENCUMBERED IN FISCAL YEAR 2019

Fiscal Year 2018-2019 expenditures encumbered on the financial records as of June 30, 2019 are hereby re-appropriated to Fiscal Year 2019-2020.

SECTION 13: UTILIZATION OF BUDGET ORDINANCE

This ordinance shall be the basis of the financial plan for the Town of Ayden municipal government during the 2019-2020 fiscal year. The budget officer shall administer the budget and this officer shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The finance and purchasing departments shall establish and maintain all records, which are in accordance with this Budget Ordinance, and the appropriate statutes of the State of North Carolina.

SECTION 14: EFFECTIVE DATE OF SALARY CHANGES

Any salary changes for Town employees shall begin the first full payroll in the new fiscal year which will begin June 25, 2019.

SECTION 15: INCLUSION OF AYDEN HOUSING AUTHORITY FY19 – 20 OPERATING BUDGET

The Ayden Housing Authority FY19 – 20 Operating Budget, although adopted by separate HUD Public Housing Agency "Approving Operating Resolution", is included in the Town's FY19 – 20 annual adopted budget.

Adopted this 10th day of June 2019 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

ATTEST:


Sarah W. Radcliff, Town Clerk



Commissioner Ross stated after seeing the numbers and speaking to Chief Stanley, she felt they would be better off to hire another officer. Mayor Tripp asked the manager if he was aware of the need for an additional officer. Manager Harrell stated he was not and asked Chief Stanley to come forward. Chief Stanley said what he was talking about with Commissioner Ross is the School Resource Officer and if it gets funded or not. Mayor Tripp asked if the position of the officer that went to the schools had been replaced. Chief Stanley said it had not. Manager Harrell said the school resource officer was only temporarily funded. Mayor Tripp said he agreed with Commissioner Ross, the position needs

to be put back in the field.

Mayor Tripp stated we are continuing to go into the fund balance and need to be careful doing that. He stated it is easy to spend, and hard to build back up.

Motion to approve the FY 19-20 Annual Budget Ordinance, with the addition of a full-time police officer to give the department 18 full-time officers and a School Resource Officer.

Motion: Commissioner Ross

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to adopt the Six Year Capital Improvement Plan.



**RESOLUTION NO. 18-19-37
Adoption of Town of Ayden
Six Year Capital Improvement Plan**

WHEREAS, the Board of Commissioners has reviewed the Six Year Capital Improvement Plan (CIP) as presented by staff; and

WHEREAS, the Board of Commissioners desires to adopt the CIP formally,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Ayden that the Town's Six Year Capital Improvement Plan effective July 1, 2019 be formally adopted.

Adopted this the 10th day of June 2019 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:


Sarah W. Radcliff, Town Clerk

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

- B. Recommendation of Award for Construction of 2018 Disaster Recovery Project (Golden LEAF Foundation) Martin Luther King, Jr. Boulevard Drainage Improvements

Rich Moore, McDavid Associates, Inc., presented to the Board.

Item Explanation

The Town of Ayden was awarded a \$102,000 Disaster Recovery grant through the Golden LEAF Foundation to replace/relocate failed drainage piping from Martin Luther King, Jr Boulevard extending through easements on the north side of Third Street.

Informal Bids for construction were received on April 30, 2019. Based on the low bid received, a recommendation of award is presented for Town Board consideration. The following exhibits are attached for Board review:

1. Recommendation of Award Letter
2. Resolution Awarding Construction and Amending Capital Project Budget Ordinance
3. Notice of Award
4. Bid Tabulation Sheet
5. Project Location Map Exhibit

The low bid for construction received was in the amount of \$74,510 as submitted by Tripp Bro's, Inc. The low bid is within the budget of available funds.

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

Staff Comments

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

Action Requested

By motion, approve resolution that awards construction.



**RESOLUTION 18-19-34
AMENDING CAPITAL PROJECT BUDGET ORDINANCE AND
AWARDING CONSTRUCTION CONTRACTS FOR
2018 GOLDEN LEAF DISASTER RECOVER PROJECT FY 2019-027
CONTRACT NO. 1 – MARTIN LUTHER KING, JR BOULEVARD DRAINAGE IMPROVEMENTS
TOWN OF AYDEN**

- WHEREAS,** The Town of Ayden has been awarded a Golden LEAF Disaster Recovery Grant for drainage improvements in the amount of \$102,000.00, and
- WHEREAS,** Bids for construction of Contract No. 1 – Martin Luther King, Jr Boulevard Drainage Improvements were received on April 30, 2019, and
- WHEREAS,** Tripp Bro's, Inc. submitted the low bid for Contract No. 1 – Martin Luther King, Jr Boulevard Drainage Improvements in the amount of \$74,510.00, and
- WHEREAS,** The Engineer has prepared a Recommendation of Award and balanced budget for Town Board consideration and approval,

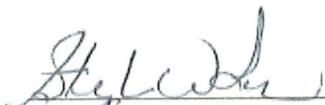
NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:

That the attached project budget is hereby approved as amended for implementation of the 2018 Golden LEAF Disaster Recovery Project.

That Contract No. 1 – Martin Luther King, Jr Boulevard Drainage Improvements be awarded to Tripp Bro's Inc. for the low bid amount of \$74,510.00.

That the Mayor and Town Manager are authorized and directed to execute all documents associated with award of construction contracts on behalf of the Town of Ayden.

Adopted this the 10th day of June, 2019 at Ayden, North Carolina.



Stephen W. Tripp, Mayor
Town of Ayden

(SEAL)



Sarah W. Radcliff
Town Clerk



PROJECT BUDGET ORDINANCE AMENDMENT
 2018 GOLDEN LEAF DISASTER RECOVERY DRAINAGE PROJECT
 CONTRACT NO. 1 - MARTIN LUTHER KING, JR BOULEVARD DRAINAGE IMPROVEMENTS
 TOWN OF AYDEN

	APPROVED BUDGET NOVEMBER 13, 2018	CHANGES THIS AMENDMENT	BUDGET AFTER AWARD
<u>REVENUES</u>			
Golden LEAF Grant	\$102,000.00		\$102,000.00
Sales Tax Refund	\$0.00		\$0.00
TOTAL REVENUES	\$102,000.00	\$0.00	\$102,000.00
<u>EXPENSES</u>			
Construction	\$73,400.00	\$1,110.00	\$74,510.00
Planning and Engineering Design	\$7,300.00		\$7,300.00
Construction Administration	\$3,500.00		\$3,500.00
Construction Observation	\$5,500.00		\$5,500.00
Reimbursable Expenses	\$2,500.00		\$2,500.00
Legal Fees	\$2,500.00		\$2,500.00
Contingency	\$7,300.00	-\$1,110.00	\$6,190.00
TOTAL EXPENSES	\$102,000.00	\$0.00	\$102,000.00

Motion to approve the resolution that awards construction to Tripp Bro's., Inc.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.

- C. Resolution by the Governing Board of the Town of Ayden to accept the State Reserve Grant offer of \$150,000 for a Water System Asset Inventory and Assessment grant, and the conditions set forth in the Offer and Acceptance Document

Gary Flowers, Municipal Engineering, presented to the Board.

Item Explanation

The Town of Ayden was recently approved for a Water System Asset Inventory and Assessment grant from the North Carolina Department of Environmental Quality Water Infrastructure Fund in the amount of \$150,000. As part of the technical assistance offer, the Town is required to provide a 10% match (\$15,000).

The AIA grants were created to broaden the use of grant funds to encourage water and wastewater utilities to become more viable and more proactive in the management and financing of their system. The proposed Scope of Work for the Water System AIA project is as follows:

Water System AIA

- Develop a Hydraulic Model of the water system
- Provide updates to the Town's GIS mapping and database

- Perform a Desktop Condition Assessment of the water system
- Capital Improvement Plan (CIP) Project Planning/Development

Staff Comments

It is recommended that the Governing Board of the Town of Ayden adopt enclosed resolution to accept the AIA grant offer, and the conditions set forth in the Offer & Acceptance Document and authorize the Town Manager to enter into an Engineering Services Agreement with Municipal Engineering Services Co., PA to provide services necessary to perform the Scope of Work, as noted above.

Action Requested

By motion, adopt resolution accepting the AIA grant offer, and the conditions set forth in the Offer & Acceptance Document and authorizing the Town Manager to enter into an Engineering Services Agreement with Municipal Engineering Services Co., PA to provide services necessary to perform the Scope of Work.



RESOLUTION NO. 18-19-35
ACCEPTING NORTH CAROLINA DEPARTMENT
OF ENVIRONMENTAL QUALITY GRANT FOR WATER AIA

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and
WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform asset inventory and assessment work, and
WHEREAS, the Town of Ayden intends to perform said project in accordance with the agreed scope of work.

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

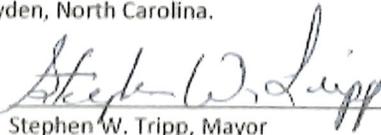
That the Town of Ayden does hereby accept the State Reserve Grant offer of \$150,000.

That the Town of Ayden does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Steven L. Harrell, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 10th day of June 2019 in Ayden, North Carolina.




Stephen W. Tripp, Mayor
Town of Ayden

ATTEST:


Sarah W. Radcliff, Town Clerk

Motion to adopt the resolution accepting the AIA grant offer, and the conditions set forth in the Offer & Acceptance Document and authorizing the Town Manager to enter into an Engineering Services Agreement with Municipal Engineering Services Co., PA to provide services necessary to perform the Scope of Work.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

- D. Resolution by the Governing Board of the Town of Ayden to accept the State Reserve Grant offer of \$150,000 for a Wastewater System Asset Inventory and Assessment grant, and the conditions set forth in the Offer and Acceptance Document

Gary Flowers, Municipal Engineering, presented to the Board.

Item Explanation

The Town of Ayden was recently approved for a Wastewater System Asset Inventory and Assessment grant from the North Carolina Department of Environmental Quality Water Infrastructure Fund in the amount of \$150,000. As part of the technical assistance offer, the Town is required to provide a 10% match (\$15,000).

The AIA grants were created to broaden the use of grant funds to encourage water and wastewater utilities to become more viable and more proactive in the management and financing of their system. The proposed Scope of Work for the Wastewater System AIA project is as follows:

Wastewater System AIA

- CCTV Condition Assessment/Smoke Testing/Level 2 Manhole Inspection
- Provide updates to the Town's GIS mapping and database
- Capital Improvement Plan (CIP) Project Planning/Development

Staff Comments

It is recommended that the Governing Board of the Town of Ayden pass a resolution to accept the AIA grant offer, and the conditions set forth in the Offer & Acceptance Document and authorize the Town Manager to enter into an Engineering Services Agreement with Municipal Engineering Services Co., PA to provide services necessary to perform the Scope of Work, as noted above.

Action Requested

By motion, adopt resolution accepting AIA grant offer and authorize Town Manager to execute Engineering Services Agreement with Municipal Engineering.



RESOLUTION NO. 18-19-36
ACCEPTING NORTH CAROLINA DEPARTMENT
OF ENVIRONMENTAL QUALITY GRANT FOR WASTEWATER AIA

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform asset inventory and assessment work, and

WHEREAS, the Town of Ayden intends to perform said project in accordance with the agreed scope of work,

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

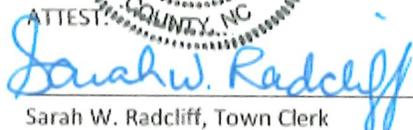
That the Town of Ayden does hereby accept the State Reserve Grant offer of \$150,000.

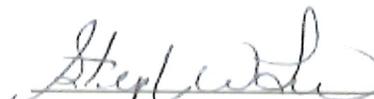
That the Town of Ayden does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Steven L. Harrell, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Done this the 10th day of June 2019 in Ayden, North Carolina.



ATTEST:

Sarah W. Radcliff, Town Clerk


Stephen W. Tripp, Mayor
Town of Ayden

Motion to adopt the resolution accepting AIA grant offer and authorize the Town Manager to execute the Engineering Services Agreement with Municipal Engineering.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

- E. Approve Contract with Mid East Commission to Complete and Submit an Application to the U.S. Economic Development Administration for a Grant for the Eastern North Carolina Food Commercialization Center

Kevin Richards, Mid-East Commission, addressed the Board.

Item Explanation

The Town of Ayden has been cleared to submit an application to the U.S. Economic Development Administration (EDA) for a matching grant of up to 80% of the costs to construct the planned Eastern North Carolina Food Commercialization Center (ENFCC). The Center is estimated at \$4 million, a grant from EDA could be as much as \$3.2 million. Currently, the General Assembly proposed budget has \$500,000 toward the needed \$800,000 match for the grant. Plans are to seek other funding sources to raise the other needed \$300,000 in matching funds.

Staff Comments

The Mid-East Commission has been working with this effort dating back to 2013, having submitted on the Town's behalf the pre-application for the food commercialization center (FCC) in 2013, working on the FCC Planning Committee in 2017, and meeting with and advising the ENFCC Board of Directors throughout 2018 and 2019. To date, this work by the Mid-East Commission has been gratis and the Commission all along has been contemplated to assist in the completion and submittal of the EDA grant application - its expertise in this area proven and needed.

In conversations with EDA, a preliminary report on the scope of the FCC is needed prior to the actual submittal of the application. This preliminary report needs to be submitted at least 60 days prior to the application submittal. With the General Assembly's planned approval of its budget in the next month or so, preparation of the preliminary report needs to begin this month. The Town Board will find an Assistance Agreement with the Mid-East Commission for \$8,500 to complete the preliminary report and application. It is planned to seek reimbursement for this expense through the matching funds provided by the General Assembly.

Kevin Richards, Planning & Economic Development Director, of the Mid-East Commission will be present to answer any questions. Note that Mr. Richards has been the assignee from the Mid-East Commission throughout the years in the development of the FCC - he completed and submitted the original pre-application in 2013. He also has a highly competent and knowledgeable, long standing working relationship with the EDA.

Action Requested

By motion, approve Assistance Agreement with the Mid-East Commission for \$8,500.

Motion to approve the Assistance Agreement with the Mid-East Commissioner for \$8,500.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

F. Purchase of Cameras for Police Department

Chief Stanley addressed the Board.

Item Explanation

The Police Department would like to purchase five (5) WCCTV 4G Mini Dome Cameras.

Staff Comments

These cameras would be installed in areas of high criminal and drug activity to assist the Police Department in combating these issue. The cameras are a "stand alone" system that run off cellular service. These cameras are portable and may be moved to other areas of Town as needed. Each camera unit has a cost of \$6,850.38. The Town budgeted \$80,000.00 in the FYE 18/19 budget for the purchase of cameras. Staff was unsuccessful in securing grant monies to offset the cost. The funds for the purchase of these cameras will be taken out of Capital Outlay funds for the Police Department.

Cost to purchase the contemplated five (5) cameras is \$34,251.90. Staff recommends purchase of the cameras.

Action Requested

By motion, approve purchase of the five (5) police cameras for \$34,251.90.

Motion to approve purchase of 5 police cameras for \$34,251.90.

Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

G. Amendment to Town of Ayden Traffic Calming Policy

Item Explanation

At last month's Town Board meeting, staff was instructed to bring back recommended amendments to the Town Traffic Calming Policy to allow for the Town Board to unilaterally be able to install traffic calming measures when it deemed public safety requires it.

Staff Comments

Enclosed the Town Board will find the Traffic Calming Policy amended with the changes highlighted in red. Essentially the policy is amended such that the primary parts of the policy are still in place as to the process of the public making requests for traffic calming measures. The amendments are such that the Town Board is not longer in a requesting mode under the policy, as it is in the existing policy, but in a position to unilaterally install traffic calming measures where it deems public safety is an issue.

Action Requested

By motion, adopt Traffic Calming Policy as amended.

Motion to approve the amended Traffic Calming Policy.

Motion: Commissioner Langley

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

H. Request by The Doghouse Tavern

Item Explanation

The Doghouse Tavern on 2nd Street is having a grand opening weekend June 14th and 15th and has requested the ability to rope off three parking spaces that immediately abut its new deck on the back of the building for those two days. Said roped area to be used as additional space for patrons outdoors for the grand opening.

Staff Comments

The tavern has received permission from the state ABC Commission to have alcohol consumed in the proposed roped area if the property owner agrees to allow it.

Action Requested

At the Board's discretion to approve or not.

Motion to allow Doghouse Tavern to use three parking spots in the Town's lot for their grand opening.

Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

I. Appointment to the Ayden Planning Board

Item Explanation

Benjamin Norris's term on the Ayden Planning Board expired on June 4, 2019 and he is not eligible for reappointment. Mr. Norris was filling the Regular ETJ seat that is appointed by the Pitt County Board of Commissioners.

Staff Comments

Vacancy was advertised on the Town's Facebook page, in The Daily Reflector and in The Times Leader. Staff received four applications, two of which are eligible for the ETJ seat. Those applications are attached.

Action Requested

Recommend Jerry Cox or Wayne Harris to the Ayden Planning Board ETJ seat, to a two-year term that will expire in June 2021.

*Wayne Harris is currently filling the alternate ETJ seat. If he is appointed to the regular seat, we will need to fill the alternate ETJ seat.

Motion to appoint Wayne Harris to the regular ETJ seat on the Ayden Planning Board, that will expire in June 2021 and to appoint Jerry Cox to the alternate ETJ seat to an unexpired term that will expire in March 2022.

Motion: Commissioner Langley

Second: Mayor Pro-tem Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

J. Appointment to the Ayden Arts & Recreation Board

Item Explanation

Michele Atwater has resigned from the Ayden Arts & Recreation Board. She was filling a three-year term that will expire in November 2019.

Staff Comments

Vacancy was advertised on the Town's Facebook page. Staff received one application, which is attached. Mr. Stokes has previously served on this board and would like to be reappointed to in order to complete his 3 terms of service to the Town.

Action Requested

Appoint Cherry Stokes to the Ayden Arts & Recreation Board to an unexpired term that will expire in November 2019.

Motion to appoint Cherry Stokes to the Ayden Arts & Recreation Board to an unexpired term that will expire in November 2019.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

K. July 8, 2019 Meeting Location

Item Explanation

A citizen who is not able to climb the stairs has requested the July 8th board meeting be moved to the Community Building to accommodate her.

Staff Comments

In order to meet public notice requirements, Town Board needs to vote on a location change for a regular meeting. Such a vote to move the July 8th board meeting to the Community Building would be with the understanding that if the elevator is complete, meeting will be held at Town Hall.

An alternative to moving the meeting location is to offer an alternative access for the citizen making this request. Audio access to the Town Board meeting can be offered. Such was offered to the citizen making this request and she prefers the location be moved.

Lastly, the installation of the elevator has taken much longer than we had planned on. The company providing the custom made elevator/chairlift delivery time has lengthen considerably beyond what was originally planned with the company. Delivery of the elevator/chairlift is the end of June. It is a possibility the elevator will be installed by the July 15th meeting, since all other preparations/installation of the elevator shaft are complete.

Action Requested

At the Town Board's direction; i.e., vote to move the meeting location to the Community Building or continue to offer audio access.

Motion to move the July Board Meeting to the Community Building if the elevator is not complete.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

VI. ITEMS FOR DISCUSSION

- A. Discussion on an Amendment to the Town Code Requiring Painting of Boarded Windows and Doors

Manager Harrell presented to the Board.

Item Explanation

Enclosed is a draft of a proposed amendment to the Town's minimum housing code to require painting of any temporary boarding of windows and doors.

Staff Comments

Tonight's meeting is to discuss the draft ordinance to glean any additions or changes by the Town Board. Final form of this ordinance will be brought back to the Town Board at its July 13, 2019 meeting for Adoption.

Action Requested

As the Town Board directs.

Standards for boarding a vacant building.

- A. Any temporary boarding of the doors, windows or other openings of any building or structure or any means of securing such

openings, other than by the conventional method used in the original construction and design of the building or structure, shall comply with the following minimum standards:

1. Windows. Windows and similar openings shall be boarded with exterior grade plywood of minimum thickness three-fourths inch (to be consistent with door security standards) or its equivalent and be cut to match the dimensions of the window opening. Vent holes may be required, as deemed necessary by the building official. The plywood shall be secured in place, at a minimum standard approved by the minimum housing code official. Bolts and nuts used to secure the cross members to the plywood must be tightened enough to slightly deflect the wood and do not give purchase for pliers or pry bars. The nuts are to be located on the interior side of the structure.

2. Exterior Doors. The main exterior (required) residential exit door(s) and all commercial exterior exit doors shall be boarded with exterior grade plywood of a minimum thickness of three-fourths inch or its equivalent, fitted to the entry door jamb with maximum one-eighth-inch clearance at each edge from the door jambs and threshold, cut to match the dimensions of the door opening. The existing door should be removed. The plywood shall be attached at a minimum standard approved by the minimum housing code official. Fasteners used to attach the door hasp and hinges shall be the nonreversible type that do not give a purchase for pliers or pry bars. All other unsecured residential doors providing exterior access shall be removed and be secured in the same fashion as windows noted above.

3. Painting of Boarded Openings. All boarded openings shall be painted with a minimum of one coat of oil based exterior paint which is a color compatible with the exterior color of the building or structure.

4. Garages. Overhead garage doors shall be secured. Nailing the door to the jamb or nailing pieces of two-by-four to the jamb is not acceptable. The overhead door shall be padlocked with the existing garage lock or a newly installed one. In an attached garage it is acceptable, as a minimum standard, to insert a piece of Grade No. 2 Douglas fir two-by-four lumber through the overhead mechanism on the inside of the door. The two-by-four shall be long enough to go through both sides of the mechanism or shall be nailed in place on the inside so that it cannot fall out. Secondary garage entrances to the outside of the garage shall be secured with strong-backed plywood as described for windows above. Access doors between the house and attached garage need not be boarded. Detached garages shall be secured as separate structures. Access shall be provided by padlock as described for doors above.

B. Alternative Methods of Securing a Building. Notwithstanding subsection (A) of this section, the minimum housing code official may approve alternative methods of securing doors, windows or other openings of any building or structure. In making the determination to approve any alternative method, the official shall consider the aesthetic and other impacts of such method on the immediate neighborhood and the extent to which such method provides adequate security against the unauthorized entry to the property.

C. During all times that persons are inside a boarded structure, all exits and entries shall be made accessible; provided, that the structure must be again secured when such persons are no longer inside.

With no questions or discussion from the Board, the Mayor directed the manager to put the ordinance in final form as presented.

B. Discussion of Amendment to the Town Code to Allow Use of Outdoor Fireplaces/Pits

Manager Harrell presented to the Board.

Item Explanation

As we know, outside fireplaces; i.e., fire pits, chimineas, fire places, etc. are quite the norm these days. We have a number in Ayden, like any other community. Generally though, without specific authority to do so, these outside fireplaces run afoul of fire prevention ordinances that generally ban outdoor fires.

Staff Comments

Our current Ayden Codes do not allow for "open burning" of combustible material – thus, the current outside fireplaces in use are technically in violation of the Code. This really needs to be addressed to allow the operation of these outside fireplaces, but to do so in a safe manner. Staff has gleaned verbiage from several ordinances from other cities in the U.S. and drafted an ordinance that allows for these. This ordinance has been reviewed by our Fire Chief Sam Jones and he is good with it. It is contemplated that this item will be discussed by the Town Board, making any changes it might desire. Staff will take these changes incorporating them into the Ayden Code book and bringing back an amended Code for Board approval at its July 13th meeting.

Action Requested

At the Town Board's direction.

AN ORDINANCE TO AMEND CHAPTER 94 OF THE CODE OF ORDINANCES OF THE TOWN OF AYDEN ALLOW BURNING IN OUTDOOR FIREPLACES, PORTABLE FIRE PITTS, FIRE RINGS, CHIMINEAS, AND FIRE PITTS

Burning Allowed

94.31 Definitions.

(1) "Outdoor fireplaces" shall include fire pits, fire rings and chimineas. These residential outdoor fireplaces are used for containing recreational fires located at a private residence for the purpose of outdoor cooking and personal enjoyment. Outdoor fireplaces do not include barbeque grills that use propane or charcoal as a fuel which are used primarily for outdoor cooking.

(2) "Fire rings" are defined as a fire ring constructed on the ground that is enclosed with a metal tube, partially buried in the ground, poured concrete, stones or other type of material used for an enclosure.

(3) "Chimineas" are defined as outdoor patio fireplaces, usually made from clay, intended to confine and control outdoor fires.

(4) "Fire Pits" are usually constructed of steel, concrete and/or stone, and constructed above ground with a heavy steel screen cover.

94.32 Clearances. All outdoor fireplaces must be located no less than twenty (20) feet from any structures on neighboring property and no less than fifteen (15) feet from any structures on the same property or from any combustible materials.

94.33 Size. The fuel area for an outdoor fireplace shall not be larger than three feet in diameter and a height of more than three feet above ground. No ground pits shall be dug and used as a fire pit; only approved outdoor fireplaces as defined herein shall be allowed.

94.34 Location. Outdoor fireplaces shall not be located on combustible balconies or decks, and shall not be located under any combustible balcony or any overhanging portion of a structure or vulnerable vegetation.

94.35 Type of Materials Burnt. Outdoor fireplaces shall only burn propane, commercial logs, untreated wood or natural sawed dry wood. Petroleum products, rubbish, grass, leaves, cardboard, plastics, rubber or any material that may flow out of the containment or cause excessive heat, smoke or offensive smell shall not be permitted.

94.36 Amount of Materials Burnt. Users must limit the amount of material being burnt to ensure the flames are confined inside the fuel area of the outdoor fireplace.

94.37 Supervision. Outdoor fireplaces shall be under constant supervision by at least one responsible person of the age of 18 or older, from the ignition of the fire until the fire must be cold to touch, when pit or fireplace is extinguished to prohibit the fire from rekindling.

94.38 Provisions for Protection. A portable fire extinguisher or garden hose connected to a water supply shall be immediately available for use in the area of the fire.

94.39 Wind and Weather Conditions. Outdoor fireplaces shall be completely extinguished and/or not operated when winds are blowing over 12 mph, and a wind direction which may cause smoke, embers, or other burning materials to be carried by the wind toward any building or other combustible materials or vulnerable vegetation. State mandated burning bans shall supersede this ordinance and outdoor fireplaces shall not be operated during such bans by the State.

94.40.1 Maintenance. The owner of the property upon which the outdoor fireplace is located shall be responsible to ensure proper maintenance and care is accomplished in accordance with manufacturer's instructions. At the minimum, the outdoor fireplace will be checked regularly for the appearance of cracks and other physical deterioration or loose parts.

94.40.2 Authority of Ayden Fire Department. The Ayden Fire Department retains the authority to require the fire to be extinguished for cause.

Mayor directed the manager to put the ordinance in final form as presented.

VII. INFORMATION

A. Staff Departmental Reports

Commissioner Langley asked about the Dog Park. Manager Harrell stated it would go back to the Arts & Recreation Commission at their next meeting, then their recommendation would come back to the Board of Commissioners.

VIII. BOARD MEMBER COMMENTS

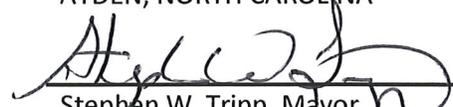
The Board thanked everyone for attending and thanked staff for their work.

IX. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:45pm.

Minutes for the June 10, 2019 Board meeting were adopted and certified this 15th day of August, 2019, in Ayden, North Carolina.

AYDEN, NORTH CAROLINA



Stephen W. Tripp, Mayor



Sarah W. Radcliff, Town Clerk



