



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

November 12, 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  
Kimberly Raynor - Administrative Support Specialist  
Scott Dixon - Town Attorney

C. Welcome Visitors/Protocol for Public Comment

D. Invocation

E. Pledge of Allegiance

F. Approval of the Agenda

Motion to approve the agenda as amended to add an action item to discuss the location of the December meeting and remove item B. under Action Items regarding agreements with Electricities and Nexgrid, and to add the 2019 Street Resurfacing Update under Action Items.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

## II. PUBLIC COMMENTS

There were no public comments.

## III. PRESENTATIONS

### A. Presentation on Ayden Market Analysis

#### **Item Explanation**

Mallory Denham, Economic Development Director, will make a brief presentation of the recent Ayden Market Analysis, a product of the Retail Academy hosted by Electricities in October. Handouts from the Retail Academy specific to Ayden's market were handed out to the Town Board at its last meeting.

#### **Staff Comments**

Enclosed is powerpoint to be presented.

#### **Action Requested**

No action needed.

# AYDEN, NORTH CAROLINA

## Market Guide

ayden.com

### City Contact Information



**Malory Benham**  
 Economic Development Director  
 malorybenham@ayden.com  
 (810) 875-5800 ext.404

**Steven Harrell**  
 Town Manager  
 sharrell@ayden.com  
 (252) 481-4825 ext.100

### Demographics

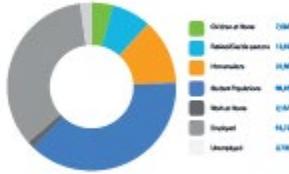


### Peer Analysis

The Peer Analysis tool by Priced Strategies alongside our analysis platform (PDA), identifies peer municipalities within a similar demographic and geographic footprint. The Peer Analysis is based on a 10 or 15 statute mile drive from major commercial retail centers throughout the county. The results are used to compare income, median population, market supply and gross household area. The following are municipalities that most resemble the city:

Blount, NC	204,000 pop
Castle Pines, NC	100,000 pop
Clayton, NC	400,000 pop
Clayton, NC	1,000,000 pop
Clayton, NC	1,000,000 pop
Clayton, NC	1,000,000 pop

### Daytime Population 170,991



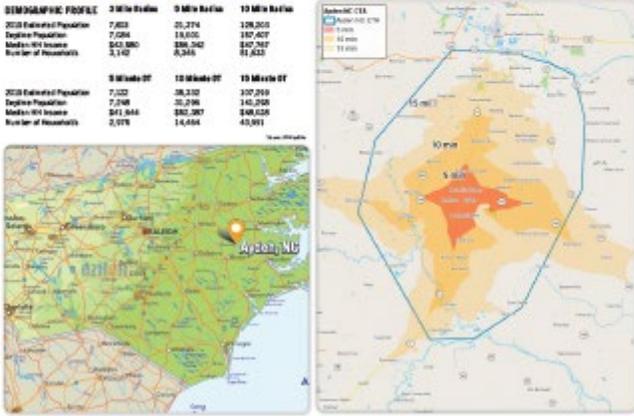
### GAP Analysis \$66,577,802

The Gap Analysis is a summary of the primary operating gaps represented by retail category. It identifies retail categories that are underserved within the city's footprint and opportunities for potential future investment generated by residents in the same area. The different categories are the new residents within the region, or the degree to which categories best serve the community. For retail retail gaps and services. The Opportunity for a market that is large retail supply and demand within the community.

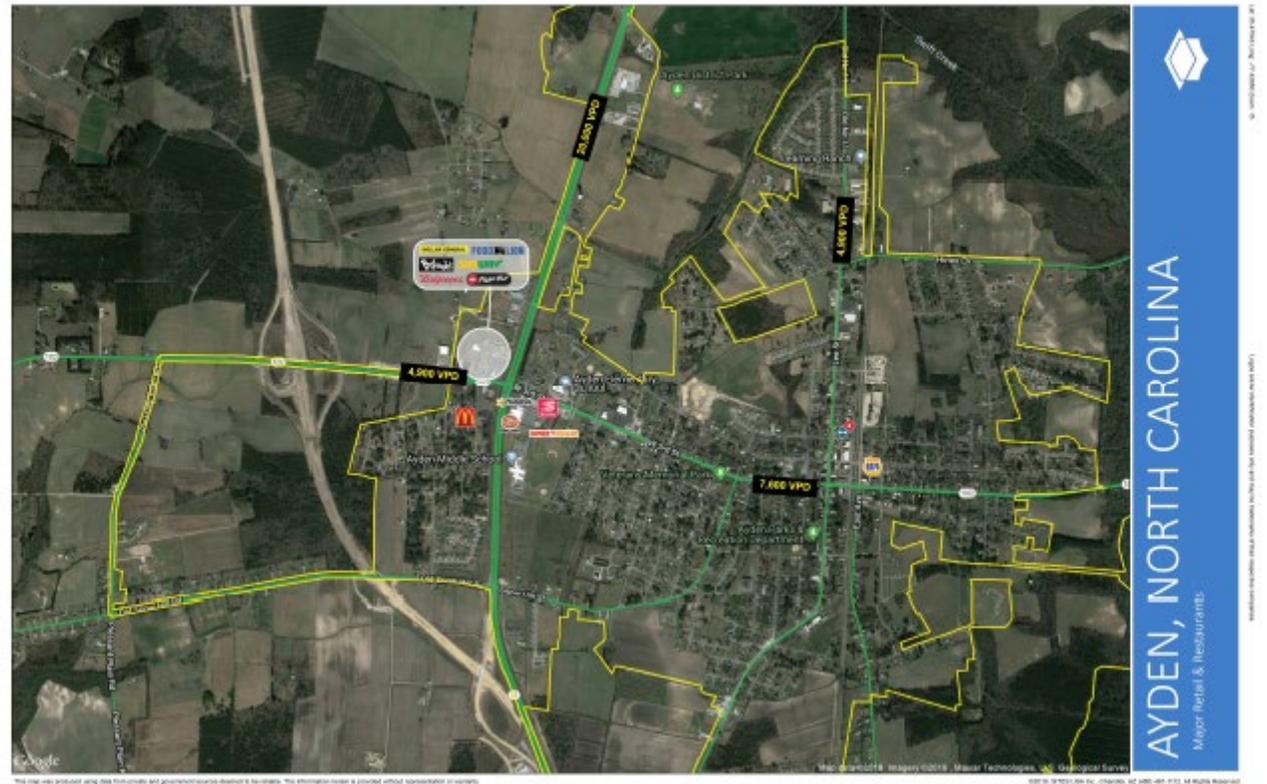


### Focus Categories

The key categories for future growth in the municipality are defined from a combination of leading retail, other services, retail trends and local retail market. Although there are the key categories, it is important to think about the future beyond the current retail.



Follow us!



**AYDEN, NORTH CAROLINA**  
 Major Retail & Restaurants

### IV. PUBLIC HEARING

A. Land Use Plan Update

**Item Explanation**

Consultants from Stewart, Inc will make a presentation on the update to the Ayden Land Use Plan.

**Staff Comments**

Town staff, along with Stewart Inc. began work on updating the Land Use Plan in August 2018. Over the last 14 months, two public meetings and 4 steering committee meetings were held to shape the direction of this Plan update. We also conducted a public survey which generated over 100 responses. The plan being presented to you captures the suggestions and visions of the citizens of the Town of Ayden.

A public hearing was held during the October 21 Planning Board Meeting. The Planning Board voted unanimously to recommend adoption of the updated Land Use Plan & Map.

Staff along with consultants from Stewart will be making a presentation on the plan update. Included for your review is a copy of the draft land use plan as well as an updated future land use map.

**Action Requested**

Conduct a Public Hearing  
Consider adoption of the Ayden Land Use Plan & Map

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

Motion to adopt the Ayden Land Use Plan and Map.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

V. CONSENT AGENDA

A. Minutes from the October 14, 2019 Meeting

B. Employee Christmas Bonus

**Item Explanation**

Consideration and approval to authorize Christmas Bonus to all permanent full time and part time employees as well as Police Reserve Officers of the Town of Ayden.

**Staff Comments**

For the past few years, it has been customary for the Town Board to consider a Christmas Bonus to Town employees. Last year the Board approved each permanent full time and part time employee and Police Reserve Officers receive a \$300 Christmas Bonus. As in year's past, the bonus is considered part of an employee's pay and is grossed up to \$324.85 for Social Security and Medicare taxes so the employee receives a net \$300. The 19/20 budget anticipated this request and the associated costs were included in the approved 19/20 budget.

**Action Requested**

Consideration by the Board to approve Christmas Bonuses

- C. Approval of Grant Project Ordinance for Water and Sewer AIA Project

**Item Explanation**

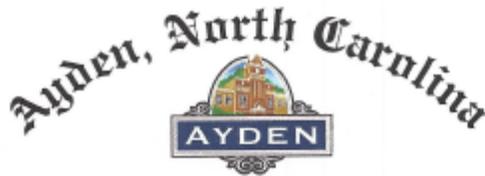
The Town has been awarded two grants of \$150,000 each (\$300,000 total) by NCDEQ – Division of Water Infrastructure. The Town Board authorized applying for these grants and also approved accepting the grants at previous Board meetings. Grants are to identify and assess all water and sewer assets of the town.

**Staff Comments**

The enclosed Project Ordinance is required to properly budget the project and approve expenditures and receipts of grant proceeds. Grants require a \$30,000 match from the Town.

**Action Requested**

By motion, adopt Project Ordinance.



ORDINANCE No. 19-20-09  
AN ORDINANCE ADOPTED BY THE TOWN OF AYDEN GOVERNING BOARD  
GRANT PROJECT BUDGET  
Water and Sewer Asset Inventory and Assessment Grants

Be it ordained by the Board of Commissioners of the Town of Ayden, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the County adopts the following Grant Program Budget:

Section 1. The program authorized is the Water and Sewer Asset Inventory and Assessment Project funded thru two grants totaling \$300,000, awarded by the North Carolina Department of Environmental Quality – Division of Water Infrastructure with \$30,000 in matching funds from the Town of Ayden.

Section 2. The officers of this unit are hereby directed to proceed with the Project Budget within the terms of the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Project:

Grants	\$300,000.00
Town Matching Funds	<u>\$ 30,000.00</u>
Total Funds	\$330,000.00

Section 4. The following amounts are appropriated for the Project:

Project and Grant Administration	\$ 20,000.00
Other Grant Expenditures	<u>\$310,000.00</u>
Total Funds	\$330,000.00

Section 5. The Finance Officer is hereby directed to maintain within the Project Budget Accounts sufficient specific detailed accounting records to provide an accounting.

Section 6. Funds may be advanced from the Water and Sewer Fund for the purpose of making payments as due.

Section 7. Copies of this project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Board of Commissioners adopts this budget with authorization given to the Mayor to approve this budget the 12th day of November, 2019.



AYDEN, NORTH CAROLINA

Stephen W. Tripp, Mayor

Sarah Radcliff, Town Clerk

Motion to approve the consent agenda.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

VI. ACTION ITEMS

A. Offer & Acceptance for State SRP Grant for Lift Station and Sanitary Sewer Rehabilitation

**Item Explanation**

The Town of Ayden has been approved for a State (SRP) Grant from the Water Infrastructure Fund in the amount of \$935,100. Enclosed is a (1) copy of an offer-and-acceptance document, extending a State Reserve Grant in the amount of \$935,100. The offer is made by the Division of Water Infrastructure (DWI), subject to the assurances and conditions set forth in the enclosed offer-and-acceptance document. Funds will not be disbursed unless this offer is accepted.

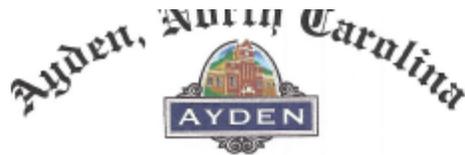
Purpose of the grant is for lift station and sanitary sewer rehabilitation.

**Staff Comments**

The enclosed resolution is required to be adopted by the Town Board, accepting the offer, and making the applicable assurances contained in the resolution. The resolution names the Town Manager as the Authorized Representative of the Town for the project.

**Action Requested**

By motion, adopt enclosed Offer & Acceptance resolution for the State SRP Grant of \$935,100.



RESOLUTION NO. 19-20-08  
ACCEPTANCE OF STATE SRP GRANT OFFER OF \$935,100

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State SRP Grant in the amount of \$935,100 for the construction of Lift Station No.8 Sanitary Sewer Rehabilitation, and

WHEREAS, the Town of Ayden intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Ayden, North Carolina:

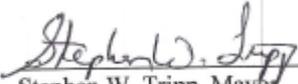
That the Town of Ayden does hereby accept the State SRP Grant offer of \$935,100.

That the Town of Ayden does hereby give assurance to the N.C. Department of Environmental Quality that all items specified in State SRP Grant offer, Section II - Assurances 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 in connection with the application,

That Town of Ayden has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 12<sup>th</sup> day of November 2019 in Ayden, North Carolina.

  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



Motion to adopt the Offer & Acceptance resolution for the State SRP Grant of \$935,100.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

- B. Approval of Proposed Landscaping for NC102 Corridor and Roundabout East of US11 Southwest Connector

Motion to table this item until we can find out who is responsible at what point if the plants die.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

- C. Appointment to the Ayden Arts & Recreation Board

**Item Explanation**

R. Cherry Stokes is filling an unexpired term that expires on November 30, 2019. He is eligible for reappointment for a three-year term.

**Staff Comments**

Vacancy was advertised and only one application was received. That application was from Mr. Stokes.

**Action Requested**

Motion to reappoint R. Cherry Stokes to a three-year term that will expire in November 2022.

Motion to appoint R. Cherry Stokes to a three-year term that will expire in November 2022.

Motion: Commissioner Goff

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

D. Appointment to the Ayden Library Board

**Item Explanation**

Joyce Dixon's term on the Ayden Library Board expired on September 30, 2019 and she is not eligible for reappointment.

**Staff Comments**

Vacancy was advertised on social media sites and for two consecutive weeks in the Times Leader. Staff received one application, which is attached.

**Action Requested**

Motion to appoint Kimberly Rogers to a three-year term on the Ayden Library Board that will expire in September, 2022.

Motion to appoint Kimberly Rogers to a three-year term on the Ayden Library Board that will expire in September 2022.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

E. Location of December Board Meeting

Mayor Tripp stated in the past the Swearing-In Ceremony has been held at Old Town Hall; however, the manager pointed out that Old Town Hall is not ADA compliant and suggested we look at a different location. Manager Harrell stated since we will be serving food, the Community Building is the most practical choice.

Motion to move the December meeting to the Community Building.

Motion: Commissioner Goff

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

F. 2019 Street Resurfacing Update

**Item Explanation**

The Town Board previously authorized an assessment of existing streets to prioritize improvements to aid in addressing severe needs and to assist in long-term planning. Based on prioritizations, a bid package has been prepared and distributed to contractors. A first solicitation did not obtain greater than two (2) bid proposals. A second solicitation has been distributed and proposals will be received on November 21, 2019. Proposal is set up to allow the Town to add work at unit prices (if costs are viewed as beneficial to consider expanding scope). Expanding scope may be accomplished at any time during the project. To expedite contract execution and moving forward, the following exhibits are attached for review:

Attachments:

- Copy of Bid Proposal Solicitation
- Capital Project Budget Ordinance

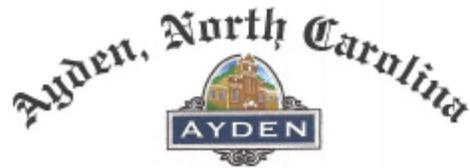
**Staff Comments**

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

**Action Requested**

Approve Resolution establishing Capital Project Budget Ordinance

Motion to approve resolution establishing the Capital Project Budget Ordinance.



RESOLUTION NO. 19-20-12  
ESTABLISHING CAPITAL PROJECT BUDGET ORDINANCE  
2019 STREET RESURFACING IMPROVEMENTS  
TOWN OF AYDEN

WHEREAS, the Town of Ayden desires to allocate Powell Bill Fund resources to repair/resurface Town streets that have been prioritized for resurfacing,

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

That the attached project budget is hereby approved.

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

Adopted this the 12th day of November, 2019 at Ayden, North Carolina.



Stephen W. Tripp, Mayor  
Town of Ayden

Sarah W. Radcliff  
Town Clerk

2019 STREET RESURFACING  
 CONTRACT NO. 1 - STREET IMPROVEMENTS  
 TOWN OF AYDEN

	CURRENT BUDGET	CHANGES THIS AMENDMENT	REVISED BUDGET
<b><u>REVENUES</u></b>			
Town of Ayden (Powell Bill Proceeds)	\$102,000.00	\$0.00	\$102,000.00
Sales Tax Refund	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL REVENUES</b>	<b>\$102,000.00</b>	<b>\$0.00</b>	<b>\$102,000.00</b>
<b><u>EXPENSES</u></b>			
Construction	\$375,000.00	\$0.00	\$375,000.00
Contingency	\$15,800.00	\$0.00	\$15,800.00
Engineering Report	\$3,000.00	\$0.00	\$3,000.00
Engineering	\$30,000.00	\$0.00	\$30,000.00
Construction Observation	\$28,100.00	\$0.00	\$28,100.00
Legal	\$1,500.00	\$0.00	\$1,500.00
Reimbursables	<u>\$1,500.00</u>	<u>\$0.00</u>	<u>\$1,500.00</u>
<b>TOTAL EXPENSES</b>	<b>\$454,900.00</b>	<b>\$0.00</b>	<b>\$454,900.00</b>

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

VII. ITEMS FOR DISCUSSION

A. Consideration of Amendments to the Vacant Commercial Building Code

**Item Explanation**

At the Town Board's October 14, 2019 meeting, it asked staff to bring back some alternatives for amending the Vacant Commercial Building Code based on input from the public and property owners at the Town Board's special called meeting on September 30, 2019.

**Staff Comments**

Enclosed are both the amended code in a form that can be adopted and the code with the delineated alternatives presented November 12, 2019. The amended code for adoption maintains these alternatives.

**Action Requested**

Consideration, by motion, of adopting amendment to the Vacant Commercial Building Code.

Mayor Pro-tem Mewborn asked if other town's have this type of policy with the fees. Manager Harrell stated the only municipality that he is aware of that has the registration fee is the Town of Warrenton and they're fee is

\$15/year. Attorney Dixon reminded the board that any fee that they decide on has to be connected to the costs of implementing the fee and cannot be excessive. Commissioner Langley stated vacant property registration and fees are all over the country. He stated the fees are assessed by the local Boards. He said the whole idea behind the fee is to motivate property owners. Commissioner Langley recommended a fee of \$250/year. Commissioner Goff asked if Warrenton is the only one in the area that charges a fee, is there a reason as to why the other municipalities that have an ordinance don't charge a fee. Manager Harrell said he didn't have that answer. Commissioner Goff asked why we would impose a fee. Commissioner Davis asked what the population of Warrenton was. Manager Harrell said around 900. Commissioner Ross agreed with Commissioner Goff and stated she was opposed to a registration fee and in favor of enforcing the ordinance. Mayor Pro-tem Mewborn said before he got on this board, we were having the same problems and never could get anything done. He said we have to enforce the ordinance after it is adopted. Mayor Tripp stated we live in a different time than we did ten years ago. He said he does not agree with charging a registration fee.

Commissioner Goff recommended adopting the draft, communicate with the downtown owners and eliminate the fee for 12 months. Commissioner Langley stated the idea behind the registration was for the town to get an idea of what we have out there. He asked how many properties we have that are vacant that are not registered? Stephen Smith stated there were twelve. Manager Harrell said they were fined for not registering the property. Commissioner Langley asked if we were going to require registration. Mayor Tripp said they are not going to charge a fee, but still will require them to register their property. He stated the intent should be a partnership with the Town. Manager Harrell suggested we bring this back in December and get with the 12 property owners and see if we can get some movement. Mayor Tripp said he wanted the manager to bring it back as a discussion item, then the next month we will put it as a public hearing.

Motion: None

Second: None

Discussion: None

Approved: 0-0

Motion passed unanimously.

- B. Discussion of Consideration to Request NCDOT to Reduce Speed Limit on a Portion of Ayden Country Club Road South of US102 from 55 MPH to 45 MPH and to Request an Expedited Study of Alternatives to Increase Safety of Intersection of Snow Hill Drive and US11

#### **Item Explanation**

Request has been made to Mayor Tripp for consideration of reducing speed limit on Ayden Country Club Road from just north of the Ayden Country Club property to around the bend in the road to the south.

A number of requests have been received by the Town Manager's Office with regard to making the Snow Hill Road/US11 intersection safer, particularly in light of several accidents that have occurred there over the past few weeks.

#### **Staff Comments**

A resolution for each of these items is enclosed for discussion.

**Action Requested**

At the Town Board's directions.



RESOLUTION NO. 19-20-10  
REQUESTING REDUCING SPEED LIMIT ON AYDEN COUNTRY CLUB RD

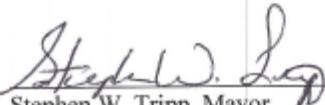
**WHEREAS**, the current speed limit on Ayden Country Club Road is fifty-five (55) miles per hour on the section of the road south of NC102; and

**WHEREAS**, due to the existence of the Ayden Country Club complex and existing residential subdivision with two (2) entrances on to Ayden Country Club Road and the near future of two (2) more subdivisions on this stretch of road;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Ayden, North Carolina that the Board hereby requests that the North Carolina Department of Transportation reduce the speed limit on Ayden Country Club Road from fifty-five (55) to forty-five (45) miles per hour from just north of the Ayden Country Club property to around and through the bend in the road to south.

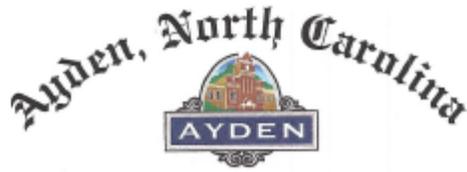
Adopted this the 12<sup>th</sup> day of November 2019 in Ayden, North Carolina.



  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



RESOLUTION NO. 19-20-11  
REQUESTING NCDOT SAFETY STUDY FOR US11/SNOW HILL ROAD INTERSECTION

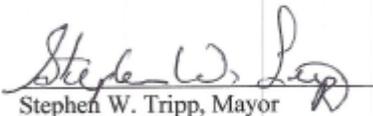
**WHEREAS**, the Town Board wishes to increase the safety of the intersection of US11 and Snow Hill Road given the continued traffic accidents that occur at this intersection; and

**WHEREAS**, the Town Board believes the recent changes to US11 along this stretch due to the completion of the US11 Southwest Bypass connector have worsened the safety of this intersection particularly with regard to seeing traffic coming from the south on US11 into this intersection;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Ayden, North Carolina, that it requests the North Carolina Department of Transportation conduct an expedited study of alternatives to increase the safety of the aforementioned intersection.

Adopted this the 12<sup>th</sup> day of November 2019 in Ayden, North Carolina.



  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk

Motion to approve the resolutions and send to the NCDOT.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

- C. Discussion of Fee for Online Utilities' Bill Payment and Deposits for Commercial Customers

**Item Explanation**

Currently a vendor fee of \$1.25 is required for customers making an online utilities' bill payment by credit card. Enclosed is a copy of the deposit requirements in the Town Board's adopted Fee Schedule in the FY19-20 Annual Budget. The Town Board requested at its October 14, 2019 meeting that these be on the November 12, 2019 agenda for discussion.

**Staff Comments**

Discussion at the October 12, 2019 meeting with regard to the vendor fee for use of credit cards online revolved around the possibility of the Town of Ayden covering this vendor fee rather than by the customers when paying their utilities' bill online. To that end, the Town Board will find for its consideration a drafted FY19-20 Budget Amendment that would appropriate dollars needed to cover this vendor fee.

The Town Board also discussed the possibility of the refund of a commercial customer's deposit after 12 months of on time payment as we do with residential customers - the refund is in the form of applying the deposit against the current month's bill. Additionally, it was discussed the possibility of allowing commercial customers to use a letter of credit in lieu of a deposit, again similar to residential customers. Lastly, it was discussed whether or not a commercial customer could provide a credit card number in lieu of a cash deposit. Ayden's deposit fees are enclosed.

As a matter of comparison with the other public power communities in Pitt County, Greenville Utilities Commission (GUC), Winterville and Farmville were contacted as to their policies on commercial deposits.

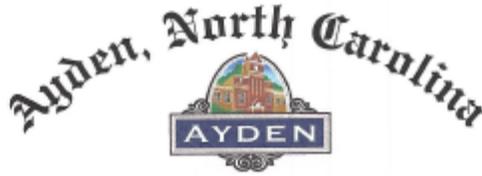
GUC Utilities' Collection Office was contacted and its deposit policy is enclosed and requires a two (2) months' average bill deposit, as estimated by the Commission. After six (6) months, at the customer's request, the Commission will review the customers pay history and a partial refund of the deposit may be appropriate based on good pay performance. GUC staff reported that generally the partial refund is equivalent to one month's bill or half the original required two (2) months' average bill deposit. Further, although not in the written policy, GUC staff stated that when requested they will review a letter of credit from a commercial customer in lieu of a deposit - this review takes into account the type of business, average monthly bill, etc. Generally, large commercial customers with large utilities' use will be required to continue a cash deposit. GUC staff said about only one in ten (10) letters of credit are accepted for commercial customers. When asked, GUC staff reported they do not accept credit card numbers in lieu of a deposit, citing that they use an outside vendor for all credit card payments and do not maintain credit card numbers, and its staff added they likely wouldn't even have decided to keep credit card numbers in lieu of deposit as a credit card could be cancelled.

Winterville's adopted Fee Schedule with deposits is enclosed. Winterville requires a two (2) month deposit of \$300 for commercial customers - its deposit is not based on actual average usage and Winterville staff reported that a letter of credit in lieu of the deposit is not afforded commercial customers. Its staff also reported that commercial customers' deposits are not refundable and that they do not accept credit card numbers in lieu of a deposit.

Farmville reports that they do not charge a deposit initially for commercial customers. If a commercial customer pays late twice in a twelve (12) month period, then the customer is required to make a \$420 deposit.

#### **Action Requested**

As the Town Board directs.



ORDINANCE No. 19-20-08

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

Budget Amendment 2

**WHEREAS**, the Town of Ayden's third party online card processor charges a \$1.25 convenience fee per transaction to all customers who pay online or by phone, and

**WHEREAS**, the Board of Commissioners desires customers not incur any additional charge to use online or pay by phone services, and

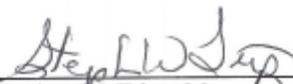
**WHEREAS**, the Board of Commissioners agrees to absorb the costs and pay all convenience fees going forward,

**NOW, THEREFORE BE IT ORDAINED** by the Board of Commissioners of the Town of Ayden does hereby authorize the FY19/20 budget ordinance be amended as follows:

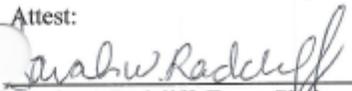
Electric Fund	Current	Revision	Revised
<b>Revenues/Other Financing Sources</b>			
Fund Balance Appropriation	\$ 752,214.00	\$ 12,000.00	\$ 764,214.00
All Other General Fund Revenues and OFS	\$ 12,330,050.00	\$ -	\$ 12,330,050.00
<b>Total Estimated Revenues and OFS</b>	<b>\$ 13,082,264.00</b>	<b>\$ 12,000.00</b>	<b>\$ 13,094,264.00</b>
<b>Expenditures/Other Financing Uses</b>			
Credit Card Acceptance	\$ 58,000.00	\$ 12,000.00	\$ 70,000.00
All Other General Fund Expenditures and OFU	\$ 13,024,264.00	\$ -	\$ 13,024,264.00
<b>Total Estimated Expenditures and OFU</b>	<b>\$ 13,082,264.00</b>	<b>\$ 12,000.00</b>	<b>\$ 13,094,264.00</b>

**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 12th day of November 12, 2019

  
Stephen W. Tripp, Mayor

Attest:

  
Sarah W. Radcliff, Town Clerk



Motion to waive the \$1.25 fee and bring back next month for further discussion on the deposit.

Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

D. Discussion of Town Noise Ordinance

**Item Explanation**

Mayor Tripp has requested that the Town's Noise Ordinance be discussed as to whether or not to include a decibel level in the ordinance.

**Staff Comments**

The Town's current Noise Ordinance, with no decibel level, is enclosed. Additionally enclosed are sample noise ordinances from Greenville, Winterville and Winston-Salem. Greenville and Winterville have decibel levels, Winston-Salem does not.

**Action Requested**

At the Town Board's directions.

Attorney Dixon stated the policy can be enforced the way it is currently written. Mayor Tripp said he didn't see a need to change the ordinance if Captain Forehand states he can enforce it as is and the issue seems to have been resolved. The Board concurred.

E. Consideration of Reducing Size of Grave Plots from 7x10 to 5x10 to Enable Availability of More Grave Plots in Town's Two Cemeteries

**Item Explanation**

Town has laid out additional grave plots in both cemeteries using current grave dimensions of 7x10. 5X10 grave plots as used by neighboring City of Greenville would add an additional 70± grave plots to the Northside Cemetery and 48± to the Blount Street Cemetery. Enclosed are maps showing the current number of available grave sites in the two cemeteries; i.e., 168 in Northeast and 117 in Blount Street, respectively.

**Staff Comments**

Staff recommends consideration of reducing grave plot size to 5X10 and in doing so, at the current rate of plot sales, Town will have an inventory of available plots for approximately another 4 to 5 years.

**Action Requested**

At the Town Board's direction.

Motion to reduce grave plot size to 5x10.

Motion: Commissioner Goff

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

## VIII. INFORMATION

### A. Staff Departmental Reports

Manager Harrell asked about office hours on Christmas Eve. He stated our policy states that we remain open until 1pm on Christmas Eve. Surrounding town's and Pitt County offices are closed on Christmas Eve and Manager Harrell asked the Board to consider closing town office's on Christmas Eve.

Motion to close town offices on Christmas Eve.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

Brent Umphlett reported the following on the AHA.

In our work on the Ayden Housing Authority's FYE 2019 engagement, we noticed that the year-end financial reports reflected several areas where the budget was overspent. Total revenues were over our budgetary estimates by some \$76,000 and total expenditures were over budget by some \$245,000. Three of the areas that were over budget are in utilities expense (overspent by some \$100,000), capital expenditures (overspent by some \$104,000), and maintenance salaries (overspent by some \$11,000).

The utilities expense overage is related to the trend used for the previous two years, which included 15 months to catch up to the towns FYE. The other thought is that we received a refund from the town for utility overage, which may have been netted, thus appearing to have spent less for that FYE.

With regards to Operating Fund and the Capital Funding Program (CFP). The capital expenditures paid from operating reserves were related to the ongoing modernization needs of the dwelling units and, there were not many major improvements being done over the last year or so. In fact, we had several major deficiencies that needed to be addressed immediately. In addition, the excel workbooks were not being actively plotted for each Capital Fund. Having continual up-to-date CFG information and using specific grants for major modernization improvements will help us to better plan the contributions needed from operating reserves.

Excess spending from maintenance salaries; we discerned that this was due to unplanned overtime in the maintenance department. I have already implemented certain corrective measures to cut back on the overtime incurred in the maintenance department. I carry the emergency phone 24/7 and respond if capable. If not, I dispatch the call and monitor the time used.

The accountant and I put several safety measures in place to spearhead this from happening for the current FYE and beyond.

Please note that the overspending of the budget may result in a finding in the FYE 2019 Audited Financial Statements and a letter from the Local Government Commission.

IX. BOARD MEMBER COMMENTS

Board members thanked everyone for coming and staff for their hard work.

X. CLOSED SESSION

- A. Pursuant to G.S. 143-318.11 (a) (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of the State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
  
- B. Pursuant to G.S. 143-318.11 (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Attorney Dixon stated the board would enter into Closed Session pursuant to G.S. 143-318.11 (a) (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of the State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes and pursuant to G.S. 143-318.11 (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Motion to enter into closed session at 8:50pm.

Motion: Commissioner Ross

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to enter back into open session at 9:08pm.

Motion: Commissioner Goff

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

XI. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:09pm.

**CERTIFICATION**

Minutes from the November 12, 2019 meeting were adopted and certified this 13th day of January, 2020 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

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Stephen W. Tripp, Mayor

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Sarah W. Radcliff, Town Clerk