



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

June 8, 2020 - 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 (arrived after approval of the agenda), 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

D. Invocation

E. Pledge of Allegiance

F. Approval of the Agenda

Manager Harrell stated we need to amend the agenda to add approval of the audit contract under Consent Agenda and two closed session items. Attorney Dixon cited the NCGS for the closed session items.

Motion to approve the agenda as amended.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

## II. PUBLIC COMMENTS

There were no public comments.

## III. PRESENTATIONS

- A. Presentations of Recommended FY20-21 Annual Operating Budgets of the Town of Ayden and the Ayden Housing Authority

### Item Explanation

Finance Director Rob Taylor will present a power point on the highlights of the recommended Town of Ayden FY20-21 Annual Operating Budget.

AHA Executive Director Nicole Maye-Brown will present a power point on the highlights of the recommended AHA FY20-21 Annual Operating Budget.

### Staff Comments

These presentations are done as a lead into the joint Public Hearing on the two (2) recommended budgets. It is recommended that the Town Board conduct the Public Hearing first, and then, enter into discussion/deliberation of the two (2) budgets under Action Items of this agenda following the closing of the hearing.

Allows for the presentation of the budgets to the public as they were submitted to the Town Board and for the public to provide its reaction/input so that the Town Board can take these in consideration during its discussion and deliberation on the two (2) budgets.

### Action Requested

No action recommended.

Finance Director, Rob Taylor, presented the following.



TOWN OF AYDEN

## Recommended Budget

FY2020-2021

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## Budget Highlights

- Total Town Budget \$21,185,183 – 2.24% Reduction over last year
- Fund Balance Appropriation – Lowest in several years
  - General Fund – 0 – first time in 13 years
  - Electric – \$43,745
  - Water and Sewer \$145,098
  - Stormwater – \$0

2

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## Budget Highlights – CAPITAL OUTLAY

- Capital Outlay - \$1,494,100
  - General Fund \$267,300
    - \$97,000 tractor and mower
    - Roof on warehouse \$25,000
    - Fire Department equipment \$29,800
    - Road paving, Powell Bill - \$115,500
  - Electric Fund – \$350,000
    - Distribution Line Improvements along Ayden Golf Club Rd for future Development - \$350,000
  - Water And Sewer \$847,000
    - AMI system - \$350,000
    - Vacuum Truck - \$497,000 – USDA grant \$200,000 + est'd \$145,000 sale of old vac-truck + finance balance

3

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## Budget Highlights -PERSONNEL

- Personnel - \$3,359,443 – 5.25% reduction
  - Reduction achieved thru contracting garbage collection
- Addition of Fulltime Human Resource Officer
  - Retirement of Part time Payroll Clerk
  - Oversee biweekly payroll, all personnel issues, benefits, disciplinary actions, maintain training and certifications, coordinate random testing as well as oversee all insurances of the Town.
- Part time Staff added to Fire Department
  - Manned station 24/7 using part time staff
  - Will also be utilized to assist with maintenance of building

4

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## Budget Highlights - REVALUATION

- Estimated to be \$264,539,304 – 11% increase
- Estimated additional Tax Revenue generated by revaluation at current tax rate at estimated COVID-19 collection rate of 97%:

\$126,285

5

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## Budget Highlights - FIRE

- Restrict \$0.0799 of property tax rate for the fire department
  - Rate matches Rural Fire District Rate
- Any tax rate change by Rural Fire would require Town Board to agree to change Town's rate
  - Max is the lesser of \$0.0799 of our tax base or amount Rural fire collects
- Any surplus between collections and expenditures in Fire Department would be restricted in fund balance for future use by Fire Department

6

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## Budget Highlights – COVID-19

- Most CIP projects have deferred 12 months - \$896,596
- COLA and pay progression increases have been deferred \$164,513.94
- Property Tax Collections rate reduced - \$25,554.00
- Sales Tax Collections reduced by 5% - \$56,000
- Total Estimated COVID Impact on budget \$1,142,664
- Garbage and Stormwater fees as well as all other rate and fee adjustments have been deferred excluding 1% Electric rate reduction and 6% sewer rate increase\*\*

\*\*as already approved by Town Board in February, 2020, to fund financing of sanitary sewer extension down NC102 to service development east of town

7



AHA Director, Nichole Brown, presented the following.



**Ayden Housing Authority  
Low Rent Public Housing Authority  
BUDGET ESTIMATE SUMMARY FOR THE BOARD**

**ORIGINAL BUDGET SUMMARY**  
FISCAL YEAR BEGINNING : 07/01/2020  
FISCAL YEAR ENDING : 06/30/2021

BUDGETARY MODIFIED ACCRUAL BASIS OF ACCOUNTING - UNAUDITED

	ACTUAL Revenues & Expenditures		BUDGETED Revenues & Expenditures	
	12 MONTHS ACTUAL PREVIOUS FY ENDED 06/30/2019	8 MONTHS ACTUAL CURRENT FY TO DATE 02/29/2020	LATEST BUDGET CURRENT FY ENDING 06/30/2020	ORIGINAL BUDGET NEXT FY ENDING 06/30/2021
<b>Revenues</b>				
Tenant revenue	\$ 595,427	\$ 405,454	\$ 602,800	\$ 602,600
Miscellaneous revenue	24,367	10,784	12,600	7,900
Interproject revenue				
Interfund revenue				
Associated entity revenue				
<b>SubTotal Revenues</b>	<b>619,794</b>	<b>416,238</b>	<b>615,400</b>	<b>610,500</b>
HUD subsidy	764,086	510,719	780,000	780,000
<b>Total Revenues</b>	<b>1,383,880</b>	<b>926,957</b>	<b>1,395,400</b>	<b>1,390,500</b>

Total revenues are estimating at 1,390,500. This will fluctuate based on rent collections and monies obligated by HUD.

We do expect some Longterm affect from COVID-19, however HUD has released additional funding to cover most of the affects from the short fall.

## REVENUES

No change in staff salaries from previous FYC.

Showing a projected Operating Profit of 90,100

Capital Expenditures (explained in next slide)  
105,000 in unit renovations and beginning rehab on Community Resource Center (CRC)

For an overall budgetary loss of (14,900)

I am working on a comprehensive Annual Capital Improvements plan for HUD which will be shared with the Board upon completion.

<b>Operating Expenses</b>			
Administrative expense	108,603	84,116	89,600
Resident services expense	12,627	6,250	10,000
Utilities expense	530,809	309,757	570,000
Maintenance expense	204,091	135,090	182,200
Protective services expense			
General expenses	85,755	9,014	74,400
Housing assistance payments			
Family self-sufficiency			
Interest & debt payments			
<b>SubTotal Operating Expenses</b>	<b>941,885</b>	<b>544,226</b>	<b>926,200</b>
<b>Operating Profit (Loss)</b>	<b>102,970</b>	<b>178,898</b>	<b>31,300</b>
<b>Non-Operating Expenses</b>			
Capital and other expenditures	190,730	107,059	105,000
<b>SubTotal Non-Operating Exp</b>	<b>190,730</b>	<b>107,059</b>	<b>105,000</b>
<b>Total Expenditures</b>	<b>1,471,640</b>	<b>855,118</b>	<b>1,405,400</b>
<b>BUDGETARY ACCOUNTING BASIS</b>			
<b>NET REVENUES (DEFICIT)</b>	<b>(87,760)</b>	<b>71,839</b>	<b>(179,300)</b>

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## Before Capital Improvements



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## After Capital Improvements



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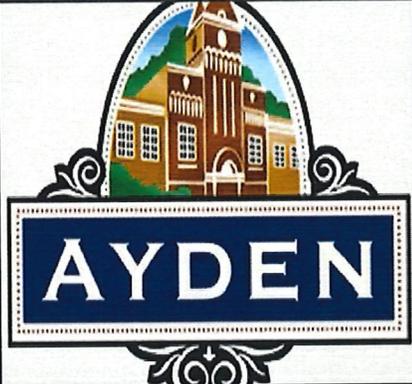
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## Reserve Balances

ESTIMATED OPERATING RESERVE BALANCES	
Targeted Operating Reserve for budget year ending 06/30/2021 (6 months of operating expenses)	\$ 734,100
Actual per REAC balance sheet at FYE 06/30/2019	
Total cash/investment balances	1,632,100
Add total receivables, prepayments	190,700
Less total current liabilities payable	(275,000)
Operating Reserve per HUD per REAC balance sheet at FYE 06/30/2019	1,547,800
Add (less) estimated net revenues (expenditures) per budget FYE 06/30/2020	(179,300)
Add (less) estimated net revenues (expenditures) per budget FYE 06/30/2021	(14,900)
<b>Estimated Operating Reserve Balance at 06/30/2021</b>	<b>\$ 1,353,600</b>
Estimated Operating Reserve Balance at 06/30/2021 as % of HUD Operating Reserve Target (Generally should be not less than 50%)	184.4%
Estimated Number Of Months Of Net Operating Reserve At 06/30/2021 (Generally should be not less than 6 months)	11.1 Months

- Per HUD, PHA's should maintain a maximum of 6 months reserves. AHA is currently operating a 11.1. Our desired goal is to reach 8 to 9 months reserves in the next 2-3 annual budgets.

AHA will continue to improve the quality of life through decent, safe and affordable living. Our goal over FYE 20-21 is to expand on Capital Improvements.



## IV. PUBLIC HEARING

- A. Joint Public Hearing on Recommended FY20-21 Annual Operating Budgets of the Town of Ayden and the Ayden Housing Authority

### Item Explanation

The recommended FY20-21 Annual Operating Budgets of the Town of Ayden and the Ayden Housing Authority have been presented and now reaction/input of the public through a Public Hearing, as required by N.C. State Statute and HUD is held. Copies of the recommended budgets in one compiled document were posted on the Town's website, as well as, its Facebook page.

### Staff Comments

Conduct public hearing.

### Action Requested

No action required.

Mayor Tripp opened the public hearing. Eric Walls presented to the Board. Mr. Walls stated he and Mark Brown came up with the idea for an "Artist in Residence Project". He stated the purpose was to foster greater engagement with the arts, Ayden history, and to beautify the town and make it more appealing. Mr. Walls stated the centerpiece for the project is a Downtown Mural, featuring Sammy Pierce, WWII fighter pilot ace from Ayden. Possible locations for the mural are on the furniture school building behind the fire station, Doghouse Tavern, Cannon Community Center, or Boone Roofing. Mr. Walls stated the costs would be \$500 for materials. He said the idea is to have a resident artist that will rotate every 6 mos. to 1 year. He would like for the artist to have studio space, possibly at the Ayden Community Center, that will be utilized for the resident artist studio and venue for classes/seminars conducted by the artist. Mr. Brown has offered to provide the initial materials to set up the studio space. The artist would partner with local businesses to assist with restoration and beautification work to greatly enhance the curb appeal of Downtown Ayden for residents and visitors and encourage overall social and economic engagement in the downtown area. Mr. Walls stated Mr. Brown has volunteered to be the first Resident Artist and after his term ends he will remain the Program Coordinator. The cost to get the program started would be \$500 for materials and \$400 to the artist. There would be a recurring cost of \$400 every 3 to 6 months for materials. He said some possible future costs could be a town provided apartment for the Resident Artist, and other future projects designed by Mr. Brown and the Resident Artist.

Devon Garris requested anything that could help his nonprofit organization, CLEATS, to keep children out of the streets. They provide an outlet for teens with various activities to reduce crime, prevent drug use, and keep them on the right track.

Sam Jones stated he would like to provide the North facing wall at 4261 Lee Street and donate the \$500 to get Mr. Walls' program started.

With no further comments, Mayor Tripp closed the public hearing. Due to this being a remote meeting, the board must allow 24 hours for comment from the public to be submitted to the Town Clerk. The meeting was recessed until 7:45pm on June 9th. At that time, the clerk stated no comments were submitted.

## B. 2016 CDBG-I Closeout Public Hearing

### **Item Explanation**

The Town's Citizen Participation Plan for the 2016 CDBG-I program requires the Town conduct a public hearing upon significant completion of the program. This hearing serves as the Closeout Public Hearing for the 2016 CDBG-I program.

This program replaced approximately 2,463 linear feet of sanitary sewer lines along East Barwick Street, Joyner Street, Garris Street, Liberty Street and the Ayden Housing Authority within the Town of Ayden. The program was funded with \$986,000 of CDBG-I funds.

In order to submit closeout package prior to June 30, 2020, it is requested the Board authorize the Mayor to approve minutes of this public hearing which must be included in the closeout package to be sent to the Division of Water Infrastructure.

### **Staff Comments**

Recommend conduct the required closeout public hearing and allow the Mayor to approve the minutes of the public hearing in order to expedite closeout of the program.

### **Action Requested**

1. Receive public comment
2. Authorized the Mayor to approve the minutes of the public hearing

Mayor Tripp opened the public hearing. No one spoke. Mayor Tripp closed the public hearing. Due to this being a remote meeting, the board must allow 24 hours for comment from the public to be submitted to the Town Clerk. The meeting was recessed until 7:45pm on June 9th. At that time, the clerk stated no comments were submitted. With that being said, Mayor Tripp called for a motion.

Motion was made to authorize the Mayor to approve the minutes of the public hearing.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Goff

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Goff: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Ross: Yes

Approved: 5-0

Motion passed unanimously.

#### C. Major Preliminary Plat (Cottages at Swift Creek) - Quasi-Judicial Hearing

### **Item Explanation**

The Town has received a request for approval for a Preliminary Plat submitted by Malpass and Associates. The submitted Preliminary Plat depicts 39 lots on 12.32 acres on Ayden Golf Club Rd with an additional 1573 feet of new public roads. (Pitt County Parcel # 14922).

### **Staff Comments**

The property is located within the Town's ETJ Limits and is currently zoned R-10 (Residential). Water is provided to the site by Eastern Pines and Sewer (future) and Electric are available to the site provided by the Town of Ayden.

This property is scheduled to be served by a sewer line extension currently being planned by the Town.

This property will require annexation prior to final approval.

The development is dedicating 1.78 acres for useable open space. This will include the stormwater retention pond which is being created as an open space amenity including a fountain, benches and a walking trail.

This plan has been reviewed by Pitt County Schools and they have no comments.

This plan has been reviewed by Pitt County Addressing and all proposed road names have been approved.

This plan has been reviewed by NCDOT. A turn lane is required to be installed on NC 102.

A stormwater management plan will be required.

Staff has reviewed the submitted Preliminary Plat and has found it to meet all applicable requirements of the Town's Unified Development Ordinance. As such, staff recommends approval of the Preliminary Plat for the Cottages at Swift Creek.

At its May 18, 2020 meeting, the Planning Board voted unanimously to recommend approval of the Preliminary Plat for Cottages at Swift Creek.

**Action Requested**

Conduct a Quasi-judicial Hearing. Motion to approve or deny the Revised Preliminary Plat for Cottages at Swift Creek.

Sarah Radcliff swore in Stephen Smith, Ken Malpass, and Kenneth Smith.

Planning Director, Stephen Smith, presented to the Board.

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

Mayor Tripp read the Findings of Fact:

1. The submitted major preliminary plat complies with all applicable provisions of the Unified Development Ordinance.

Vote:

Mayor Pro-tem Mewborn: Yes

Commissioner Ross: Yes

Commissioner Langley: Yes

Commissioner Davis: Yes

Commissioner Goff: Yes

2. The submitted major preliminary plat provides adequate infrastructure to support the plan as proposed.

Vote:

Mayor Pro-tem Mewborn: Yes

Commissioner Ross: Yes

Commissioner Langley: Yes

Commissioner Davis: Yes

Commissioner Goff: Yes

3. The submitted major preliminary plat will not be detrimental to the use or development of adjacent properties.

Vote:

Mayor Pro-tem Mewborn: Yes

Commissioner Ross: Yes

Commissioner Langley: Yes

Commissioner Davis: Yes

Commissioner Goff: Yes

Motion to approve the major preliminary plat.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

V. CONSENT AGENDA

A. Minutes from the May 11, 2020 Board Meeting

- B. Adopt Ordinances Repealing Current 45 MPH Speed Limit Stretch on Old NC11/Lee Street and Extending New 45 MPH Speed Limit Stretch on Old NC11/Lee Street

**Item Explanation**

To change the speed limit on Old NC11/Lee Street on the north side of town, requires the two (2) attached concurring ordinances adopted by the Town Board, one adopting the 45 mph for the entire length of this section of road and one repealing the original 45 mph, which was done by a previous concurring municipal ordinance.

**Staff Comments**

Attached are the two (2) concurring ordinances recommended for adoption by the Town Board.

**Action Requested**

By motion adopt the two (2) concurring ordinances for Old NC11/Lee Street on the north side of town, one adopting the 45 mph for the entire length of this section of road, and one repealing the original 45 mph, which was done by a previous concurring municipal ordinance.

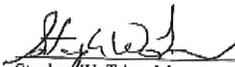


**ORDINANCE NO. 19-20-25  
REPEALING CURRENT 45 MPH SPEED LIMIT ON LEE STREET (SR1149) FROM  
HINES DRIVE TO THE NORTHERN CORPORATE LIMIT,  
APPROXIMATELY 0.20 MILE NORTH OF HINES DRIVE**

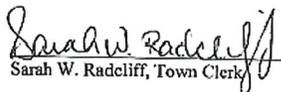
WHEREAS, the Board of Commissioners of the Town of Ayden desire to certify its enactment of the repeal of the current 45 mph speed limit from Hines Drive to the northern corporate limit, approximately 0.20 mile north of Hines Drive;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Ayden, North Carolina that it certifies and concurs with the repeal of the current 45 mph speed from Hines Drive to the northern corporate limit, approximately 0.20 mile north of Hines Drive and authorizes the Ayden Town Clerk to sign and seal the attached Certification of Municipal Declaration To Repeal Speed Limits and Request for Concurrence for the North Carolina Department of Transportation.

Adopted this 8<sup>th</sup> day of June, 2020.

  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



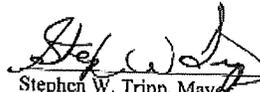


**ORDINANCE NO. 19-20-24  
ESTABLISHING 45 MPH SPEED LIMIT ON OLD NC11/LEE ST. FROM HINES  
DRIVE(SR 1122) TO 0.555 MILE NORTH OF HINES DRIVE(SR 1122)**

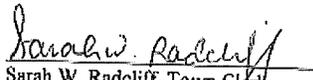
WHEREAS, the Board of Commissioners of the Town of Ayden desire to certify its enactment of a 45 mph speed limit for the section of Old NC11/Lee Street between Hines Drive(NC1122) to a point 0.5555 miles north of Hines Drive(NC1122);

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Ayden, North Carolina that it concurs with the designation and certification of a 45 mph speed limit for Old NC11/Lee Street between Hines Drive(NC1122) to a point 0.555 miles north of Hines Drive(NC1122) and authorizes the Ayden Town Clerk to sign and seal the attached Certification of Municipal Declaration To Enact Speed Limits and Request for Concurrence for the North Carolina Department of Transportation.

Adopted this 8<sup>th</sup> day of June, 2020.

  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



- C. Accept Funding Offer for Construction of 2016 Sanitary Sewer Improvements (Clean Water State Revolving Fund Project)

**Item Explanation**

The Town of Ayden was awarded \$1,305,130 in Clean Water State Revolving Funds (CWSRF), of which \$500,000 is grant (principal forgiveness) to address sanitary sewer needs to reduce inflow/infiltration. The original award targeted replacement of sewer on Barwick Street. The State funded a CDBG Infrastructure grant to replace sewer on Barwick Street and the Town requested that the State re-allocated awarded CWSRF funds to target sanitary sewer needs in other parts of Town.

The award of funds was packaged with supplemental funding for the active CWSRF project that has rehabilitated sewer on Second Street and Snow Hill Street and rehabilitated sewer pump stations. The Town previously accepted funds in May 2018; however, the adopted resolution only referenced the original CWSRF award number (CS370902-01). The State has requested that the Town re-approve acceptance of the CS370902-02 funding offer. The following exhibits are attached for review:

1. Resolution Accepting Funding Offer

2. Original Offer and Acceptance from Division of Water Infrastructure

Bids for construction were received on January 21, 2020. Based on the low bid received, a recommendation of award was approved by the Town on March 9, 2020.

**Staff Comments**

The requested action is a housekeeping activity required by the State.

**Action Requested**

By motion, approve resolution accepting funding offer from the Division of Water Infrastructure.



**RESOLUTION NO. 19-20-22  
RESOLUTION APPROVING CLEAN WATER STATE REVOLVING FUND  
PROJECT NO. CS370902-02  
2016 SANITARY SEWER IMPROVEMENTS**

**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 Revolving Loan in the amount of \$1,305,130 for the construction of sanitary sewer collection system 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:**

That Town of Ayden does hereby accept the State Revolving Loan offer of \$1,305,130.

That the Town of Ayden does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II - Assurances will be adhered to.

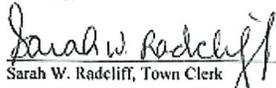
That Steven L. Harrell, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents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

That the 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 8<sup>th</sup> day of June 2020 at Ayden, North Carolina.

  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



D. Approve Auditor's Contracts for FY19-20 Budget Year

**Item Explanation**

The auditor's contracts for the audit of the Town's finances year end for FY19-20 needs to be approved.

**Staff Comments**

Enclosed is a letter of engagement from the Town's current auditors, Cherry Bekaert LLP, to conduct an audit of our financial accounts and to complete a required annual report the Local Government Employees Retirement System, respectively. Also enclosed is the auditing contract for \$27,187.50 with Cherry Bekaert LLP to conduct our FY19-20 year end audit.

**Action Requested**

By motion, approve auditor's contract for FY19-20 year end audit.

Motion to approve the consent agenda.

Motion: Commissioner Ross

Second: Commissioner Davis

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

VI. ACTION ITEMS

A. Consideration/Deliberation of Recommended FY20-21 Annual Operating Budgets of Town of Ayden and AHA

**Item Explanation**

Town Board has received a copy of the recommended FY20-21 Annual Operating Budgets of the Town of Ayden and the Ayden Housing Authority, said budgets to be effective July 1, 2020, once adopted. Additionally, the Town Board has gotten reaction/input from Public Hearing on the budgets this evening.

**Staff Comments**

Staff is present to answer any questions concerning the two recommended FY20-21 Annual Operating Budgets.

Action after discussion/deliberation of recommended budget are to separately:

1) adopt the Town of Ayden FY20-21 Operating Budget Ordinance with any decided amendments, effective July 1, 2020; and

2) approve the Ayden Housing Authority FY20-21 PHA Operating Budget Resolution with any decided amendments, effective July 1, 2020.

### **Action Requested**

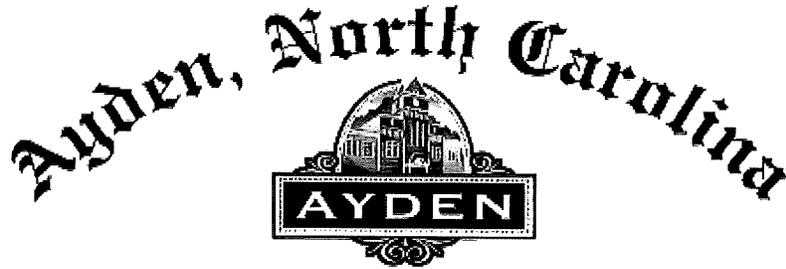
- 1) By motion, adopt the Town of Ayden FY20-21 Operating Budget Ordinance with any decided amendments, effective July 1, 2020.
  
- 2) By motion, approve the Ayden Housing Authority FY20-21 PHA Operating Budget Resolution, with any decided amendments, effective July 1, 2020.

Commissioner Langley asked what could we do to keep our sanitation in Ayden. Manager Harrell stated one alternative is to raise the rate from \$11.50 to \$13.85 for the new fiscal year and a 3-4% increase for the next two years to make it self-sustaining. He said a second alternative would be to go to \$12.68 and use \$34,000 from the general fund balance. A final alternative would be to forego a rate increase altogether and pull \$68,000 from the general fund. Commissioner Langley said he would like to keep sanitation with the Town. Mayor Tripp stated we had talked about this a few months ago and did a cost analysis. Manager Harrell said that was correct. By outsourcing the sanitation, the Town would save around \$24,000 for the current fiscal year and \$16,000 moving forward. Also, selling the two trucks would add to that bringing us \$68,000 to add to the fund balance this coming fiscal year. Manager Harrell stated we would have to purchase a new truck if we keep sanitation with the town. The purchase of the truck would not affect the budget until fiscal year 21-22. Mayor Tripp stated he was hesitant to do away with the sanitation department. He said the town has outsourced sanitation before, and it became too expensive over time. Mayor Tripp asked if they could send the cost analysis out again before the board reconvenes tomorrow. Mayor Pro-tem Mewborn asked how often we had to use the back-up truck. Manager Harrell said 2 or 3 times this past year. He said it will not make it through the next year, even as a backup. Mayor Pro-tem Mewborn said we need to look at the employees that work in the department as well, and their well-being. He said to have good morale and good productivity from our employees we need to do right by them. Mayor Tripp said his understanding was the the new vendor would hire our employees so they would still have a job. Commissioner Langley said GFL had several complaints from their citizens on their site and asked the other commissioners to check it out. Mayor Pro-tem Mewborn said staff should have checked the site out before recommending them to the Board. Manager Harrell stated staff based their recommendation on GFL doing collection for Winterville for 20 plus years and are also doing collection for the Town of Farmville for the last two years, and both are satisfied with their services. Mayor Pro-tem stated he would not vote to move our services to GFL. Mayor Tripp stated keeping the fund balance healthy needed to be a priority. Commissioner Langley asked about the part-time personnel for the fire department. Chief Sam Jones stated the position would be more than one employee, rotating a 9 hour shift each day from 7:30-4:30, and about \$35,000 per year. He said they needed someone to help maintain the facility and be available when volunteers are not. He said growth in the area has shown the need for this position. The town will only be responsible for around 50% of the salary.

Discussion reconvened during the recessed portion of the meeting as follows:

Manager Harrell stated he had sent the board the cost analysis as requested for sanitation. He stated to cover the shortage to the fund balance, residential rates needed to be increased to \$13.85 and commercial would increase to \$20.25. Manager Harrell said with Sam Jones providing the \$500 for Mr. Walls proposal, the town could find the additional \$400 in the budget and did not need to make adjustments for that. Commissioner Langley stated one thing that stood out to him was the potential income we would receive from the additional lots that have been approved. Manager Harrell said it would be years before all of those were completed and we saw the additional income and when that happens we would have to be running two trucks for garbage pick-up. Commissioner Goff asked if there was any idea about rate increases if we outsourced the sanitation. Mr. Taylor stated the contract stated the increase was tied to the annual CPI index. He said the contract is annual, and not a long-term commitment.

Motion to approve the budget with the town keeping the sanitation department in house and increasing residential rates to \$13.85 and commercial rates to \$20.25 and purchase a new truck with the first payment due in the 21-22 fiscal year.



**ORDINANCE NO. 20-21-01**

**FYE JUNE 30, 2021  
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, 2020 and ending June 30, 2021.

**SUMMARY**

General Fund	\$	4,826,397
Rural Fire Fund	\$	204,840
Library Trust Fund	\$	1,000
Electric Fund	\$	12,388,055
Water & Sewer Fund	\$	4,091,512
Stormwater Fund	\$	<u>112,000</u>
	\$	<u>21,623,804</u>

**SECTION 1: GENERAL FUND REVENUES**

**REVENUES**

2019 Taxes	\$	1,214,508
Vehicle Taxes	\$	172,848
Prior Years	\$	10,000
Motor Vehicle Fee	\$	16,000
Penalties & Interest	\$	5,000
1% Sales Tax - Art. 39	\$	395,200
0.5% Sales Tax - Art. 40	\$	232,180
0.5% Sales Tax - Art. 42	\$	197,600
Hold Harmless Tax	\$	227,240
Utility Franchise Tax	\$	364,000
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
Powell Bill	\$	145,000
Local/State Grants	\$	108,000
Planning Fees/Permits	\$	6,500
Refuse Collection Fees	\$	386,070
Cemetery Plot Sales	\$	20,000
Recreation Revenue	\$	55,000
Rural Fire/EMS Lease Pmts	\$	30,319
Facility Rental Fees	\$	15,000
Investment Earnings	\$	15,000
Misc. Revenues	\$	40,000
Sale of Fixed Assets	\$	25,000
Special Donations	\$	10,000
Inter-Gov't Electric Franchise Tax	\$	599,531
PIL Tax - Electric Utility	\$	70,673
Issuance of Debt	\$	347,000
Transfer (to) Other Funds	\$	(75,000)
GF Fund Balance Appropriated	\$	<u>59,627</u>
	\$	<u>4,826,397</u>

**EXPENDITURES**

Governing Board	\$	51,859
Administration	\$	122,174
Finance	\$	93,656
Central Garage	\$	83,833
Public Buildings	\$	50,633
Police Department	\$	1,738,337
Fire Department - Town	\$	134,931
Public Works	\$	785,092
Powell Bill	\$	145,000
Sanitation	\$	511,711
Planning and Zoning	\$	203,875
Economic Development	\$	25,924
Library	\$	135,930
Recreation	\$	500,458
Debt Service	\$	<u>242,984</u>
	\$	<u>4,826,397</u>

**SECTION 2: RURAL FIRE FUND**

**REVENUES**

Contracted Services	\$	<u>204,840</u>
	\$	<u>204,840</u>

**EXPENDITURES**

Rural Fire Dept. Operations	\$	<u>204,840</u>
	\$	<u>204,840</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	\$ 30,000
Facility Fees	\$ 108,315
Service Charges	\$ 1,200
Investment Earnings	\$ 70,000
Misc. Receipts	\$ 15,000
Cable TV Pole Lease	\$ 11,500
Sale of Material & Assets	\$ 30,000
Issuance of Debt	\$ 427,100
Fund Balance Appropriated	\$ 69,940
	<u>\$ 12,388,055</u>

**EXPENDITURES**

Electric Admin/Billing	\$ 1,137,496
Electric Operations	\$ 2,114,768
Wholesale Power Purchase	\$ 8,023,208
Debt Service	\$ 447,978
Special Appropriations	\$ 664,604
	<u>\$ 12,388,055</u>

**SECTION 5: WATER / SEWER FUND**

**REVENUES**

Water Charges	\$	1,236,240
Sewer Charges	\$	1,775,547
Reconnect Fees & Penalties	\$	39,000
Connection & Install Fees	\$	6,000
Subdivision Installation Fees	\$	15,000
Investment Earnings	\$	15,000
Miscellaneous Revenues	\$	345,000
Loan Proceeds	\$	500,000
Fund Balance Appropriated	\$	<u>159,725</u>
	\$	<u>4,091,512</u>

**EXPENDITURES**

Water/Sewer Operations	\$	3,459,158
Debt Service	\$	<u>632,354</u>
	\$	<u>4,091,512</u>

**SECTION 6: STORMWATER FUND**

**REVENUES**

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

**EXPENDITURES**

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

**SECTION 7: UTILITY RATES**

There is hereby established, for the fiscal year 2020-2021, utility charges and fees as scheduled herewith:

# ELECTRIC RATES

Effective for Bills Rendered after July 1, 2020

Tariff	Class Type	Customer User Charge (\$)	Energy (\$/kWh)	Demand (\$/kW)	Excess (\$/KW)
EL1	Residential Single Phase	\$11.39	\$0.10999		
EL2	Residential Three Phase	\$14.36	\$0.10999		
EL3-SHL	Sports Field Lighting	\$20.77	\$0.09098	\$1.98	
EL4-S	Small General Service (SGS) - Single Phase and Bulk Barn	\$15.84	\$0.12743	First 1500KWH	
			\$0.12131	Next 2000KWH	
			\$0.09907	Above 3500KWH	
EL6	Small General Service Three Phase	\$18.81	\$0.12743	First 1500KWH	
			\$0.12131	Next 2000KWH	
			\$0.09907	Above 3500KWH	
EL7	Large General Service (LGS) - Single Phase	\$24.75	\$0.06425	\$13.86	
EL8	LGS Three Phase	\$27.72	\$0.07758	\$13.86	
Manual	Seasonal	\$24.75	\$0.06425	\$13.37	
Manual	General CP	\$346.50	\$0.05227	CP \$23.76	\$5.94
Manual	Seasonal CP	\$346.50	\$0.06752	CP \$23.76	\$5.94
Manual	Industrial	\$990.00	\$0.04473	CP \$23.76	\$5.94
Manual	EO CP Rate (offered case by case)	\$990.00	\$0.05573	CP \$23.76	\$5.94
ELA1	Metered Area Lights	\$11.88	\$0.11435		
AL1	Area Lights	\$10.94	175 Watt Mercury Vapor NO LONGER AVAILABLE		
AL2	Area Lights	\$14.60	100 Watt HPS		
AL3	Area Lights	\$15.49	150 Watt HPS		
AL4	Area Lights	\$20.05	250 Watt HPS		
AL5	Area Lights	\$31.88	400 Watt Flood SV - 50,000 Lumens		
REF-1	Renewable Energy Facilities Credit	\$8.91	[\$0.04821]		
TAX	SALES TAX	7%			

# WATER & SEWER RATES

Effective for Bills Rendered after July 1, 2020

## 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	\$21.56	\$40.27
Monthly Base User Charge Add'l Dwelling (Master Metered Accounts) per unit	\$17.26	\$31.63
First 5,000 Gallons	\$ 8.99	\$10.42
Next 10,000 Gallons	\$10.78	\$11.86
Over 15,000 Gallons	\$12.94	\$14.37

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 2020-2021, 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
3/4" Meter	\$ 450.00	\$ 900.00
1" Meter	\$ 750.00	\$1500.00
1 1/2" 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>
Doug Mitchell Auditorium	\$ 150.00	Non-Profit per use	\$ 350.00	\$ 525.00
		For Profit per use	\$ 700.00	\$ 1,050.00
Classrooms		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 Balaree 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	\$13.85/dwelling/monthly
Business and Church Collection	\$20.25/ first two rollouts/monthly \$20.25/ 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
1/2 a load Collection	\$50.00
Full Load Collection	\$100.00

### **Residential Yard Waste, Limbs, Leaves**

Standard Collection	No Charge
1/2 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 2020-2021, a 2020 tax rate of \$0.54 per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2020, 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 \$264,539,304.

#### **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 2020**

Fiscal Year 2019-2020 expenditures encumbered on the financial records as of June 30, 2020 are hereby re-appropriated to Fiscal Year 2020-2021.

#### **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 2020-2021 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**

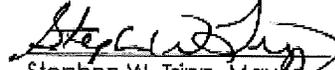
Any salary changes for Town employees shall begin the first full payroll in the new fiscal year which will begin June 23, 2020.

**SECTION 15: INCLUSION OF AYDEN HOUSING AUTHORITY FY20 – 21 OPERATING BUDGET**

The Ayden Housing Authority FY20 – 21 Operating Budget, although adopted by separate HUD Public Housing Agency "Approving Operating Resolution", is included in the Town's FY20 – 21 annual adopted budget.

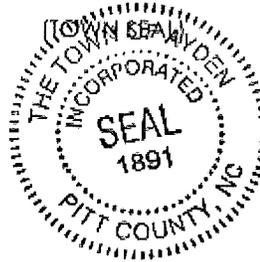
Adopted this 9<sup>th</sup> day of June 2020 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

ATTEST:

  
Sarah W. Radcliff, Town Clerk



Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

Motion to adopt the AHA budget.

PHA Board Resolution  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PHI-REAC)

OMB No. 2557-0026  
(exp. 10/31/2009)

ORIGINAL BUDGET  
FYE 06/30/2021

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to respond to complete this form, unless it displays a valid OMB control number.

This information is required by Section 6031(f) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD uses the information to determine if the operating plan adopted by the public housing agency (PHA) and its amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information shall not be held to be confidentially.

PHA Name: AYDEN HOUSING AUTHORITY PHA Code: NC082  
PHA Fiscal Year Beginning: JULY 1, 2020 Board Resolution Number: \_\_\_\_\_

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: \_\_\_\_\_
- Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C 3729 and 3802)

Print Board Chairperson's Name <u>Stephen W Tripp</u>	Signature: 	Date: <u>6-8-2020</u>
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Previous editions are obsolete

form HUD-52574 (08/2005)

Motion: Commissioner Goff

Second: Commissioner Ross

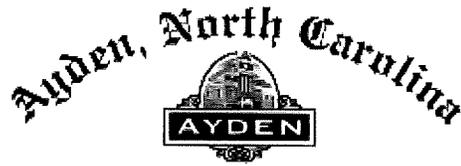
Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

Motion to adopt the CIP.



**RESOLUTION NO. 19-20-23  
Adoption of Town of Ayden  
Six Year Capital Improvement Plan**

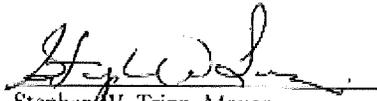
**WHEREAS**, the Board of Commissioners has reviewed the Six Year Capital Improvement Plan (CIP) as presented by staff; and

**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, 2020 be formally adopted.

Adopted this the 8th day of June 2020 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

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

B. Proposed PLANT A HOME EMPTY PARCEL UTILIZATION PROGRAM

**Item Explanation**

Mayor Pro Tem Mewborn requested this item for the Town Board's consideration of adoption for the June 8, 2020 meeting. Attached is his proposal for adding affordable owner-occupied homes on current Town-owned empty parcels. Essentially incentivizes moderate to low income persons to possibly purchase these vacant parcels and build or place their homes on them.

**Staff Comments**

The attached proposal has been reviewed by Town staff and the Town Attorney. Staff recommended changes; i.e., that modular homes must meet stick-built standards and ownership of the homes can only be sold to persons of low to moderate income to ensure the homes remain affordable.

Staff recommends adoption of the Plant a Home proposal and instruct staff to develop a program for its implementation.

**Action Requested**

By motion, adopt the Plant a Home Empty Parcel Utilization Program and instruct staff to develop a program for its implementation.

Mayor Pro-tem Mewborn said this is a win-win for the town and someone who is struggling for home ownership. Attorney Dixon stated he needed to do a little more research before moving forward, but felt it was a great idea and we just need to nail down the details before we get into it.

Motion to adopt the Plant a Home Empty Parcel Utilization Program and instruct staff to develop a program for its implementation.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

C. Appointment of Agent for 501(c)3 Local Economic Development Association

**Item Explanation**

As the Town Board recalls, Mallory Denham, Economic Development Director, is working with Town Attorney Dixon to set up economic development 501(c)3 non-profit corporation. Corporation is in need of an agent to be appointed. The purpose of a registered agent is to ensure that there is a place with a street address (as opposed to a P.O. Box) where an organization can be contacted. The nonprofit itself may not serve as its own registered agent

**Staff Comments**

Agent for the non-profit needs to be appointed.

**Action Requested**

By motion, appoint non-profit agent

**Item Explanation**

As the Town Board recalls, Mallory Denham, Economic Development Director, is working with Town Attorney Dixon to set up economic development 501(c)3 non-profit corporation. Corporation is in need of an agent to be appointed. The purpose of a registered agent is to ensure that there is a place with a street address (as opposed to a P.O. Box) where an organization can be contacted. The nonprofit itself may not serve as its own registered agent

**Staff Comments**

Agent for the non-profit needs to be appointed.

**Action Requested**

By motion, appoint non-profit agent.

Motion to appoint Attorney Scott Dixon as the non-profit agent.

Motion: Commissioner Langley

Second: Commissioner Goff

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

D. Appointment to CMSD Board of Directors

**Item Explanation**

CMSD District Manager Chuck Smithwick informed us this past week that Commissioner Davis' appointment to the CMSD Board of Directors expired on February 1, 2020. Recall that this appointment was to fill the unexpired term of Commissioner Davenport.

**Staff Comments**

Action tonight is to appointment a Town Board member to a four (4) year on the CMSD Board of Directors, said appointment would expire February 1, 2024.

**Action Requested**

At Town Board's direction.

Motion to appoint Commissioner Davis to the CMSD Board of Directors, to a term that will expire in February 2024.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Ross

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: did not vote; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

E. Approve New Purchase Contract for Whitehurst Building

**Item Explanation**

Staff is working on contents of new Purchase Contract for Whitehurst Building.

**Staff Comments**

As of Wednesday, June 3rd, staff has not received needed information from the realtors for the Whitehurst Building. This information will be forwarded to the Town Board later this week. Item may require a closed session.

**Action Requested**

Awaiting information of Purchase Contract to formulate actual action to take.

Manager Harrell stated we need to go into Closed Session to discuss this item.

VII. INFORMATION

A. Staff Departmental Reports

Finance Director, Rob Taylor, updated the Board on the AMI implementation. Manager Harrell announced his retirement effective September 30, 2020.

VIII. BOARD MEMBER COMMENTS

IX. Closed Session

- A. Pursuant to NCGS 143-318.11(a)(3)- to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged and (a)(5)- To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, lease; and (a)(6)- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employees.

Attorney Dixon stated we would enter into closed session pursuant to NCGS 143-318.11(a)(3)- to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged and (a)(5)- To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, lease; and (a)(6)- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employees.

Motion to enter into closed session at 8:53pm.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

Motion to enter back into open session at 9:23pm.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Davis

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

Motion passed unanimously.

X. ADJOURNMENT

Motion to recess the meeting until 7:45pm on June 9th.

Motion: Mayor Pro-tem Mewborn

Second: Commissioner Langley

Discussion: None

Vote: Mayor Pro-tem Mewborn: Yes; Commissioner Ross: Yes; Commissioner Langley: Yes; Commissioner Davis: Yes; Commissioner Goff: Yes

Approved: 5-0

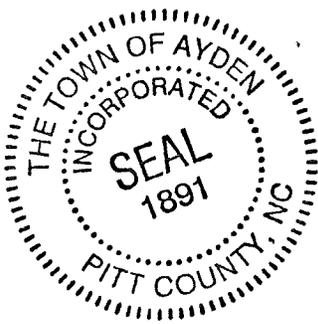
Motion passed unanimously.

Meeting reconvened on 6/9/20 at 7:45pm to vote on Public Hearing items A. and B.

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:25pm.

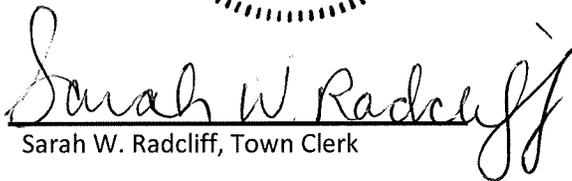
**CERTIFICATION**

Minutes from the June 8<sup>th</sup> meeting were adopted and certified this 13<sup>th</sup> day of July, 2020, in Ayden, North Carolina.



AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

  
Sarah W. Radcliff, Town Clerk