



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

January 9, 2017 – 7:00 pm
Ayden Town Hall – Second Floor Boardroom

I. CALL TO ORDER

A. Call to Order

Mayor Pro-tem Skinner called the meeting to order at 7:00 p.m.

B. Roll Call

Present:

Commissioners Davenport, Harris, Mewborn, Ross and Skinner

Absent:

Mayor Tripp

Also Present:

Steven Harrell - Town Manager

Sarah Radcliff– Town Clerk

Scott Dixon- Town Attorney

C. Welcome Visitors

Mayor Pro-tem Skinner welcomed everyone to the meeting. He asked that everyone please keep Mayor Tripp and his family in their prayers as he lost his father this morning.

D. Invocation

Commissioner Davenport gave the invocation.

E. Pledge of Allegiance

Mayor Pro-tem Skinner led the Pledge of Allegiance.

F. Approval of the Agenda

Mayor Pro-tem Skinner stated they would like to move the presentations on the agenda to the February 13th meeting so that everyone can be here. He stated they would like to move item B. Under Action Items to the presentation tab so it could be heard first.

Motion to approve the agenda as revised.

Motion: Commissioner Davenport

Second: Commissioner Mewborn

Discussion: None

Approved: 4-0

Motion passed unanimously.

II. PUBLIC COMMENTS

There were no public comments.

III. PRESENTATION

- A. Ordinance 16-17-12 to Amend the Town of Ayden FY 16/17 Budget Ordinance; Extension of Sanitary Sewer Line to the Proposed Southwest Bypass/Interchange

Rich Moore, McDavid Associates, addressed the board.

The Town Board allocated \$100,000 for construction related to extending a gravity fed sanitary sewer to the proposed Southwest Bypass/NC 102 interchange location. Final plans were prepared by McDavid Associates based on maximizing the depth of the sewer line in an effort to maximize potential service needs to property adjacent to NC 102 and allow maximum extension capability to any potential development off NC 102.

The low bid for construction received was in the amount of \$322,090. Based on the low bid, McDavid Associates negotiated with the low bidder, Step Construction, to shallow the sewer line. Revised plan/profile drawings were prepared that keep the sewer line depth at an approximate 5' depth at the interchange location. This allows all properties immediately adjacent to NC 102 to have access to central sewer. Shallowing the sewer depth limits the capability to extend sewer to any future development that may occur off of NC 102. Based on revised unit prices obtained from Step Construction, construction cost can be reduced to \$234,565.

Based on committed funds and the low bid received, we have the following options:

1. Reject all bids and re-bid the project. This is not a recommended action. The utility market is such that prices are increasing due to volume of work on the market and limited number of utility contractors.
2. Award the low bid of \$322,090. This requires additional funds to be committed to the project above what the Town Board has previously authorized.
3. Award the low bid subject to a change order which reduces construction cost to \$234,565. This allows full sewer service to each side of NC 102 to the Southwest Bypass interchange at a shallower depth. This option also requires additional funds to be committed to the project.
4. Award a reduced scope confined to the \$100,000 of obligated funds. Based on the low bid, \$100,000 will allow installation of approximately 400 LF of sewer, extending sewer to Fredrick Rd.

Manager Harrell stated the only viable source of additional funding for this project is the water/sewer fund balance. Current fund balance is \$1,545,577.00 (unrestricted). This takes into

account the recent \$150,000 in fund balance approved by the Board on December 19th to match the recent USDA loan for our sanitary sewer I & I project. To meet the options 2 and 3 above, appropriation of fund balance would be \$222,090 and \$134,565, respectively. Based on current fund balance and future debt service obligations, staff can reasonably recommend option 2, which allows full service of sanitary sewer to each side of US 102 to the Southwest Bypass interchange. A budget amendment ordinance is attached for this fund balance appropriation.

Motion to approve budget amendment ordinance 16-17-12.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None.

Approved: 4-0

Motion passed unanimously.

IV. CONSENT AGENDA

Minutes from the November 14th and November 16th board meetings.

Motion to approve consent agenda.

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: None

Approved: 4-0

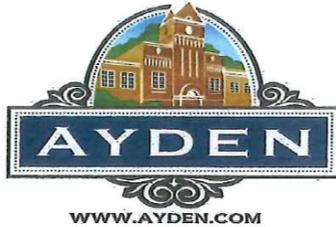
Motion passed unanimously.

V. PROCLAMATIONS

- A. Proclamation declaring January 2017 as Human Trafficking Awareness and Prevention Month in Ayden, NC

Kia Glosson, with Tedi Bear Children's Advocacy Center, addressed the board. She stated it is a place where children who are abused can go for help. She stated they also work with human trafficking awareness because once of the risk factors for human trafficking is that it is often people who are abused as children. Ms. Glosson stated January is a National Human Trafficking Awareness Month and they have gone to several municipalities asking for proclamations to help raise awareness.

Mayor Pro-tem Skinner read the following proclamation.



Mayor's Proclamation

PROCLAMATION DECLARING JANUARY 2017 AS HUMAN TRAFFICKING AWARENESS AND PREVENTION MONTH IN AYDEN, NC

WHEREAS, human trafficking involves the recruitment, harboring, transportation, provision, buying or selling of human beings for their services of labor or commercial sex through the use of force, fraud or coercion; and

WHEREAS, human trafficking violates basic human rights and deprives victims of human dignity and freedom. Victims are dehumanized and forced into modern-day slavery; and

WHEREAS, human trafficking is a growing global and national problem, with North Carolina being consistently ranked among the top ten states for prevalence in human trafficking; and

WHEREAS, it is imperative that we educate our communities, our young people and families to take an active interest in learning how to recognize the risks and resist predators who use coercion and threats to manipulate children as young as 12 into labor or sex trafficking; and

WHEREAS, in recognition of the need for that education, the General Assembly recently enacted legislation mandating that sex trafficking prevention and awareness information be included in the sexual health education curriculum;

WHEREAS, every law enforcement officer in North Carolina received Human Trafficking training in 2016; and

WHEREAS, North Carolina is committed to protecting people vulnerable to human trafficking and taking action to end human trafficking through prevention, prosecution and partnerships;

NOW, THEREFORE, I, Donald Skinner, do hereby proclaim January 2017 as "Human Trafficking Awareness and Prevention Month" in Ayden, North Carolina, and commend its observance to all citizens.

This the 9th day of January, 2017.

Donald Skinner, Mayor Pro-tem

Sarah W. Radcliff, Town Clerk



Motion to adopt proclamation.

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 4-0

Motion passed unanimously.

VI. ACTION ITEMS

A. Ordinance 16-17-11 to Amend the Town of Ayden FY 16/17 Budget Ordinance; Trillium Grant Dollars

Manager Harrell stated the Town received \$259,257 in grant dollars from Trillium Health Resources for the Veterans Park all-inclusive playground equipment. The revenue currently resides in the General Fund miscellaneous line item and the expenditures were from the Recreation Department's miscellaneous line item in the General Fund. This amendment will properly account for this revenue and expenditure.

Motion to adopt Budget Ordinance 16-17-11.

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: None

Approved: 4-0

Motion passed unanimously.

B. Resolution 16-17-14 to Award Consulting Memorandum of Understanding for Feasibility Assessment and Business Plan for a Feasibility Assessment and Business Plan for a Regional Food Commercialization Center

Manager Harrell stated there was a Memorandum of Understanding included in the packet that would enter the town into an agreement with a consultant to do the pro-forma business plan for the Food Commercialization Center. Manager Harrell stated they had received two proposals and the FCC Planning Committee was recommending Origin Farms be chosen to complete the work.

Motion to adopt Resolution 16-17-14, awarding Memorandum of Understanding to Origin Farms Consulting group for the FCC Feasibility Assessment and Business Plan for a Regional Food Commercialization Center and authorize the Town Manager to execute the Memorandum of Understanding.

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 4-0

Motion passed unanimously.

C. Resolution 16-17-13 to Request the NC Department of Commerce transfer \$100,000 to the Town for the Food Commercialization Center and to Execute Agreement with NC East Alliance

Manager Harrell stated our town's Food Commercialization Center (FCC) Planning Committee met Friday, Dec. 16th, and one item discussed was how we might move the General Assembly appropriated Town of Ayden's \$100,000, currently being held by the N.C. Dept. of Commerce, to the Town of Ayden's coffers. Our town, via the FCC Planning Committee, issued the RFPs for the pro forma business plan analysis, the Committee is meeting Friday, Jan. 6th to select the consultant for recommendation to the Town Board and will be directly handling this process moving

forward. The thought here is that we would execution an agreement with the NC East Alliance to oversee the completion of the pro forma business plan by our chosen consultant. NC East Alliance has the needed expertise to oversee this function and the FCC Planning Committee recommends this.

The NCDOC general counsel has determined that to accomplish the transfer of the \$100,000 to the Town, an official request is needed from the Town of Ayden (the grantee), along with the members of the FCC Planning Committee, that includes the following details:

- Reference to budget bill outlining appropriation to NC DOC
- Overview of research completed to date
- Clear synopsis of concept for which business plan is to be created
- Outline of RFP request and items that it is to include
- Timeline for securing RFP and final product(s) from consultant(s)
- Outline whether the full \$10,000 in needed all at once, or whether installments are needed, and what is the timeframe and amount of each installment
- Acknowledgement that reimbursement to DOC will be provided if Town does not follow through on the consulting arrangement outlined above

This information in format for the NCDOC is included in the packet.

Once the NCDOC receives this official request, it will provide an agreement to the Town for execution and transfer the funds.

Staff recommends we use Town funds pending receipt of our \$100,000 from the NCDOC so we can continue to move forward – as it stands the monies to the consultant will be made in installments, as the work progresses, so our Town would most likely only have to use a small portion of the \$100,000 pending receipt of the transferred funds from NCDOC.

Motion to adopt attached resolution 16-17-13 that:

- 1) requests the NCDOC to transfer the Town of Ayden's \$100,000 to the Town;
- 2) authorizes Mayor Tripp to execute the agreement with the NCDOC for the funds' transfer;
- 3) authorizes the use of Town funds to pay the pro forma business plan consultant pending receipt of our Town's \$100,000 from the NCDOC; and
- 4) authorizes the Town to enter into an agreement with the NC East Alliance to administer the oversight of the work of the pro forma business consultant.

Motion: Commissioner Harris

Second: Commissioner Davenport

Discussion: None

Approved: 4-0

Motion passed unanimously.

D. Approve Participation in the Pitt County Business Expo March 4, 2017

Manager Harrell presented to the board. He stated the packet included information about the upcoming Saturday, March 4th, Pitt County Business Expo. This seems like a ready-made marketing opportunity for our community – along the lines coming from our recent lunch meeting

with the developers and real estate folks. There are four levels of involvement that we could consider:

Package A with 450 commercials, 100 promos and 2 booths at the Expo for 3 months for a total of \$2,985;

Package B is 150 commercials, 100 promos and one booth for a total of \$2,025 and

Package C is 100 commercials and 1 booth for a total of \$1,185.

OR: We can just rent a booth for \$500.

Manager Harrell stated the commercials will be produced by IBX Media (owners of the 3 radio stations), so that part is relatively easy. He stated staff's recommendation is to go with Package B; as you may recall, we have \$30,000 in the budget for marketing, so the \$2,025 is there. We could use the booth to promote our community. We can tap Electricities to assist in our booth. The Expo list from last year is enclosed and shows GUC had a booth and our own Gwendy's Goodies had a booth. He said this is a great opportunity to kick-start our marketing campaign in our own region.

Commissioner Davenport asked if the Chamber would be handling this.

Manager Harrell stated the Chamber will be doing a booth as well.

Mayor Pro-tem Skinner said this would be our booth where we can talk about our school systems and our recreation programs.

Commissioner Mewborn stated he would like to see us have a poster and handout as well because sometimes at these expos people will walk by and read but will not come up to the booth. He said we need to create a poster with some of the main, stronger points and maybe have a handout as well.

Manager Harrell stated that was exactly what he had in mind.

Commissioner Davenport said she didn't think he would have any problems getting help.

Mayor Pro-tem Skinner said he thought it would be good if any of the board members could go as well as the principals from the schools. He said the realtors and builders would like to meet with the entire board to discuss some of the things they think will help bring people to Ayden.

Commissioner Mewborn asked if the builders and teachers were planning to participate and be at our booth. He said he thought that would enhance what they are trying to promote.

Manager Harrell said he could pursue that.

Commissioner Ross said the first question people ask when they are moving into a community is about the schools.

Motion to approve Package B for 2017 Pitt County Business Expo and authorize Town Manager to execute enclosed agreement.

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 4-0

Motion passed unanimously.

VII. INFORMATION

Manager Harrell said he would like to get a date set for the board to have a Planning Retreat. He said they had been looking at January 27th or February 3rd, which are both Fridays. He said it was brought to his attention that a Saturday might work better so that those who work would be able to get to the retreat. He asked if February 4th from 9-1 would work for everyone. He said they would meet at the Housing Authority's meeting room.

After some discussion, the board tentatively decided on January 28th, as long as that will work with the Mayor's schedule.

VIII. BOARD MEMBER COMMENTS

The board thanked staff for their work during the snow and ice storm. Mayor Pro-tem Skinner stated visitation for Mr. Tripp would be at Wilkerson Funeral Home on Wednesday evening and the service will be at Rose Hill Church on Thursday at 11:00.

IX. CLOSED SESSION

- A. Pursuant to N.C.G.S. 143-38.11 (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, or lease.
- B. Pursuant to N.C.G.S. 143-318-11 (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 employee; or to hear or investigate a complaint, charge or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting.

Motion to go into closed session.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 4-0

The motion to enter closed session at 7:35 p.m. passed.

X. RETURN TO OPEN SESSION

Mayor Pro-tem Skinner asked the Board for a motion to return to open session at 8:30p.m.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 4-0

Motion passed unanimously.

Motion to move the manager's appraisal to the February meeting.

Motion: Commissioner Ross

Second: Commissioner Mewborn

Discussion: None

Approved: 4-0

Motion passed unanimously.

ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 7:52p.m.

AYDEN, NORTH CAROLINA

Stephen W. Tripp, Mayor

ATTEST:

Sarah W. Radcliff, Town Clerk