



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

**March 13, 2017**– 7:00 pm  
Ayden Town Hall – Second Floor Boardroom

**I. CALL TO ORDER**

- A. Call to Order  
Mayor Tripp called the meeting to order at 7:00 p.m.
  
- B. Roll Call  
Present:  
Mayor Tripp  
Commissioners Davenport, Harris, Mewborn, Ross and Skinner

Absent:  
None

Also Present:  
Steven Harrell - Town Manager  
Sarah Radcliff– Town Clerk  
Scott Dixon- Associate Attorney

- C. Welcome Visitors  
  
Mayor Tripp welcomed everyone to the meeting.
  
- D. Invocation  
  
Commissioner Davenport gave the invocation.
  
- E. Pledge of Allegiance  
  
Mayor Tripp led the Pledge of Allegiance.
  
- F. Approval of the Agenda  
  
Motion to approve the agenda.

Motion: Mayor Pro-tem Skinner  
Second: Commissioner Harris  
Discussion: None  
Approved: 5-0

Motion passed unanimously.

## II. PUBLIC COMMENTS

Lee Moore addressed the board. He stated he would like to see some lights at the signs that say Kennedy Estates and a trashcan at the end of Allen Road.

Alice Cannon-Parker addressed the board. She spoke about the fire at 520 Third Street that severely damaged her building. She stated she knew the Town did not want to see that historic site shrouded in plywood. She said they plan to rebuild and restore. She said their insurance may not cover all they wanted to do and she was counting on the Board to provide assistance and direction as they work collectively to rebuild and restore this building. She specifically asked for any information regarding grant opportunities and would like a letter from the Town of Ayden that denotes 520 Third Street as a Historic Site in the downtown area. She stated the Fire Department did an excellent job putting the fire out and whenever there is a fundraiser for the Fire Department, she is on board.

## III. PROCLAMATIONS

- A. Proclamation honoring Eldress Connie Woods Nicholson for being named the Recipient of the Seventeenth Annual Annie M. Brown Community Service Award

Mayor Tripp stated since the recipient was not there, he would wait to read the proclamation at the event when it would be presented.

## IV. PRESENTATIONS

- A. Request by Ayden Elementary School for an Ayden Resource Officer

### **Item Explanation**

Ayden Elementary School reports that the Pitt County Commissioners have indicated support for funding half the costs for placing a Resource Officer supplied by the Town of Ayden Police Department beginning with the new fiscal year of FY17 – 18. Ayden Elementary School Principal Cornelia Cox will be present to make this presentation and request. The request is for the Town of Ayden to fund the other half of this position to match Pitt County's contribution.

### **Staff Comments**

No action is necessarily expected from the Town Board following the presentation, but the request could be considered by the Board during its FY17 – 18 budget preparations. This would allow staff to vet the costs associated with the Town providing this funding.

Dr. Cornelia Cox, principal, gave the following presentation.

# **Ayden Elementary School's Resource Officer**

*Grooming and Preparing the most vulnerable into  
Ayden's finest*

Cornelia R. Cox  
Principal

Amy Hilliard  
Assistant Principal

March 13, 2017

## **So what would an SRO at AES look like????**

**Please meet Officer Tracy Mann of Kitty  
Hawk Elementary School**

Officer Tracy Mann

<https://youtu.be/UtC7U27UsOo>

## ***Benefits of having a full time SRO at AES***

- Foster positive relationships among law enforcement, educators, parents, and students
- Promote citizenship and teach character education lessons (CORE Essentials Curriculum)
- Maintain a positive school climate
- School Traffic Safety Expert

## ***Community Initiatives***

- Quarterly round table discussions/training for parents and community regarding signs of substance abuse and/or gang involvement, "Ask a Cop" workshops, etc.
- Collaboration with School Social Worker to provide additional resources for families in need
- Liaison to community resources
- Implement G.R.E.A.T (Gang Resistance Education & Training), Eddie Eagle Gun Safety & Citizen's Police Academy

## Trainings/Certifications

- AES School Resource Officer will be required to join the National Association of School Resource Officers
- Membership/Fees/Conferences will be paid by AES
- District trainings and/or certification will be available as well

## Proposed Cost (1 full-time officer)

Salary.....	\$39,562.00
FICA (7.65%).....	\$3,026.49
Retirement (8%).....	\$3,164.96
401K (5%).....	\$1,978.10
Insurance.....	\$10,879.92
TOTAL.....	\$58,611.47
<i>50% Cost to Pitt County Schools.....</i>	<i>\$29,305.74</i>
<i>50% Cost to the Town of Ayden.....</i>	<i>\$29,305.73</i>

Mayor Tripp stated he felt this was a good idea and the board would consider this during their 17/18 budget preparation.

Commissioner Mewborn stated the proposed cost numbers she presented were really good. He said it was always cheaper to raise a child than it is to repair an adult.

- B. Certificate of Recognition to Barney Barker, Arts & Rec. Commission

The board presented a certificate of recognition to Barney Barker for 9 years of service on the Ayden Arts & Recreation Commission.

C. Recognition of Random Acts of Kindness Recipient

The board presented Paula Loftin with the Random Acts of Kindness award for her efforts in organizing the food drive for Ayden Food Bank on February 3<sup>rd</sup>, named "Give Back Day".

**V. CONSENT AGENDA**

- A. Minutes from the January 9, 2017 Board Meeting
- B. Appoint Steven L. Harrell, Town Manager, to the CMSD Board
- C. Amendment to the Budget Ordinance Regarding CMSD Impact Fee

Motion to approve consent agenda.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

**VI. ACTION ITEMS**

- A. Award of Contract for \$980,000 Clean Water State Revolving Trust Fund (CWSRTF) Sanitary Sewer I&I Project

**Item Explanation**

As you recall, we have a \$980,000 Clean Water State Revolving Trust Fund (CWSRTF) for one of our sanitary sewer I&I projects. The original bid opening for the project was January 9<sup>th</sup>, but only 2 bids were received and regulations require at least 3 responsive bids. We re-advertised and received 4 responsive bids on February 9<sup>th</sup>. The lowest bid was 18.5% over our construction costs. Therefore, our engineers, Municipal Engineering, met with Public Works staff to amend the construction project to account for this 18.5% overage in the bid.

It was decided we could eliminate the proposed standby generators at each of the three lift stations in the project slated for rebuilding. There are currently no on-site generators at these lift stations and never has been. We are already having to deal with this situation on 9 of our 15 pump stations, which is why we may be proposing to purchase some more diesel powered portable pumps in next budget year. All totaled, by not purchasing the standby generators, we can eliminate \$177,500 from the project. That is \$29,524 more than needed, we have increased sewer rehab footage in the project by 887 feet to use these funds.

Our immediate need is to eliminate as much I&I as possible through line rehab and to rebuild these lift stations. The biggest concerns at these stations is not the lack of standby power, but rather worn out pumps, outdated controls and electrical. The rebuild pump station work in this project will take care of all of those concerns, new generators will not.

**Staff Comments**

This approach will get us underway in eliminating the I&I, our main concern; otherwise, we would have to consider asking for additional funding from the state to cover the 18.5% overage in the bid and anything over 10% requires going back to the LGC for approval. You may recall that this project was originally approved by the LGC almost 2 years ago. Bottom line, we have amended the project such that we gain 887 feet of rehabbed lines. Attached for the Board's consideration is a resolution awarding the contract to Herring-Rivenbark out of Kinston.

Motion to approve.

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: Mayor Tripp asked if the company selected would do quality work. Gary Flowers with Municipal Engineering stated he had worked with them in the past on a large sewer project for the ONWASA. He said they did quality work and they didn't have any problems with them. Mayor Tripp asked if they would hold funds to make sure work was complete before paying in full. Mr. Flowers stated it was a find and fix project and once they video all the sewers that are targeted they will prioritize and issue work orders for the amount of each project. He said the state will give some leeway on that.

Approved: 5-0

Motion passed unanimously.

- B. Ordinance for Demolition of Dwelling located at 4104 Martin Luther King Jr. St.

**Item Explanation**

As evidenced in the attached material, 4104 Martin Luther King Jr Street (PN 15250) has been declared a public nuisance pursuant to Chapter 96.21(b) of the Town of Ayden Code of Ordinances, by which it has been determined that the property presents a threat to the public's health, safety, and welfare. Additionally, the property has been declared unsafe pursuant to Chapter 150.30 of the Town of Ayden Code of Ordinances. As such, the Town Manager or his designee has declared the property unfit for human habitation as authorized by NCGS 160A-443 and the Town of Ayden Code of Ordinances.

**Staff Comments**

The property has been abandoned and damaged for a considerable period of time. Code Enforcement Officer Wayne Hardee inspected the site on November 1, 2016 and found continued deterioration of the structure. As required, Mr. Hardee sent notice to the property owner, Teresa Ruffin, and scheduled a hearing for November 30, 2016 to discuss a course of action with the owner. This hearing notice was also published in the newspaper. The property owner attended the hearing and was given 30 days to correct the violations. No corrective actions have been taken on said property.

As authorized by the North Carolina General Statutes and Town Code, staff is recommending that the Board of Commissioners take action to cause the structure to be demolished at the Town's doing and a lien be placed upon the property.

Motion to adopt Ordinance 16-17-14 for the demolition of the dwelling at 4104 Martin Luther King Jr. Street.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

C. Approval of Site Plan for Arbors Park

**Item Explanation**

Rivers and Associates, Inc. has submitted a Site Plan for Arbors Park, depicting the construction of 64 Multifamily Units on property located at the corner of Second Street and Juanita Avenue. The parcel is 6.71 acres, and is zoned MF (Multifamily).

**Staff Comments**

Staff has reviewed the site plan and found it to be in compliance with all applicable requirements of the Town of Ayden Zoning Ordinance. Further coordination with the Town of Ayden Public Works department will be required to address utility installation.

At its February 20, 2017 meeting, the Planning Board voted unanimously to recommend approval of the Site Plan for Arbors Park.

Motion to approve the site plan.

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: Mayor Tripp stated he opposed it. He stated the trend in the past has been concern with one way in and one way out, which he is okay with. Mr. Smith stated they had conversations with Chief Jones and he had thoroughly reviewed it and was okay with it.

Approved: 5-0

Motion passed unanimously.

D. Request from Save Historic Ayden to Designate the Dixon Bldg. for the Ayden Historic Museum

**Item Explanation**

Save Historic Ayden is requesting from the Board of Commissioners the designation of the historic Dixon Building as the Ayden Historic Museum. Last month at the Board's meeting, Andrea Norris, made a presentation and this request at that time.

**Staff Comments**

The Dixon Building in order to be usable will have to be brought in compliance with the Americans with Disabilities Act (ADA). The two areas of concern for the ADA are the disabled persons' ramp on the east side of the building and the widening of the door frames in the building to accommodate wheelchair access. Additionally, the side of the building where the museum will be housed is recommended to have a packaged HVAC system installed.

The current disabled persons' ramp is too steep to meet current ADA guidelines; i.e., the slope of the ramp can be no more than 1 inch for every 12 inches of ramp – the current ramp is much steeper than that. A rough cost estimate to remove the current ramp and to construct the new one is \$3,000 and \$7,500, respectively. The installation of the HVAC, minus possible ductwork improvements, is roughly \$4,500 to \$5,000. It is recommended the doorframes be widened without the need for any doors – the rooms will be the display areas of the museums. The rooms are envisioned filled as museum displays are acquired, so the doorframes do not have to be done all at once.

The costs outlined above are recommended to be vetted during the Board's FY17 – 18 Budget preparations.

Mayor Tripp asked if the Town currently rented out any of the building. Manager Harrell stated we rented out 3 or 4 units at a rate of \$150/month. Mayor Tripp asked if we would continue to do that in the future. Mr. Harrell said Mrs. Norris indicated it would be years before they would need the other side of the building so we would continue to rent it out.

Motion to designate the Dixon Building for the Ayden Historic Museum and for the Board to effect the ADA improvements and install the needed HVAC system.

Motion: Commissioner Harris

Second: Mayor Pro-tem Skinner

Discussion: None

Approved: 5-0

Motion passed unanimously.

E. Appointment to the Ayden Planning Board

**Item Explanation**

Ethel Sutton's term expired in February 2017 and she is seeking reappointment.

**Staff Comments**

The vacancy was advertised in The Daily Reflector and on the Town's website with a deadline of February 24<sup>th</sup>. No other applications were received.

Motion to reappoint Ethel Sutton to a three-year term that will expire in February 2020.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

F. Approval of "One Ayden" Bumper Sticker

Commissioner Mewborn stated our Town is in a growth mode and we are in a position to make some of our visions realities. He stated he was trying to decide how much information to put

out because this is a marketing concept. He handed out a sketch of what he was envisioning to each of the board members. He said he wanted to send a message to the citizens of North Carolina that we are one, we believe in doing what is right, we believe in family, we believe in community, and we also believe that when you are in Ayden, whether visiting or whatever, you are at home. Commissioner Mewborn stated the One Ayden initiative is a marketing concept that can be utilized in conjunction with our Town's current marketing strategies. He stated the program is designed to be cost effective and self-sustainable. It consists of a signed agreement by participants that include our concerned citizens, our churches, schools, businesses, and civic organizations. Commissioner Mewborn stated we will create an honorary document and this is a voluntary commitment, not a legal commitment. He said to just imagine some of our local businesses signing on to this particular document. What we are planning to do, once the document is written and signed, we would like to have it on display down at our Town Hall. He stated the document is a voluntary commitment to extend the best in hospitality to those who live, visit, or shop in our town. Our message is simple; when you are in Ayden, you are at home. He stated we would have a nice group of sponsors partaking in the program. He stated to have large sponsorship numbers in a town this size is always newsworthy, meaning free advertisement. Additionally, the One Ayden decal/bumper sticker is an advertising tool designed to entice visitors and shoppers to personally explore the wonderful aspects of our town. He stated for those in the school system, our children are big on stickers, reward stickers and things of that nature. He said we hope to have different sizes and when people see that it is going to arouse curiosity. He stated without a doubt we will continue to be the destination for great barbecue, but we also have the opportunity to be the destination location for shopping, raising a family, education, and recreation. He said he wanted people to feel at home when they are in Ayden and he wants us to be perceived as what we can be, and that is one big, happy family.

Mayor Pro-tem asked if this would reflect our current logo. Commissioner Mewborn said it would not. He said it is a bumper sticker, a sticker for our children to get them engaged in the pride of Ayden. He said it is nothing against what we already have.

Mayor Tripp asked what he wanted the board to do. Commissioner Mewborn said the manager wanted him to make the board aware of the marketing concept that he was working on. He said he was working on some others for other places and felt this one was a perfect fit for our town.

Mayor Pro-tem said it wouldn't cost the citizens any money. Commissioner Mewborn said that is correct. He stated he had mentioned the Random Acts of Kindness program to some of the business people and it made him feel somewhat bad because he didn't reach out to them. He said every one he has reached out to wants to contribute to this program. He said one of the businesses wanted to give away a very nice device. He told them they would only be able to do this once because if you do it more it would be unfair to the other businesses. He said we are not the only ones that love Ayden. People want to get on board to change things.

Mayor Tripp said he agreed with that. It has always been that way and that's what makes Ayden unique. He said the pride is in our community. He felt the programs in our community should have taken off tremendously and there are some that didn't gravitate for whatever reason. Mayor Tripp said he felt the marketing should be one focus. He said marketing takes a lot of expertise. He said when you are branding the name you are effecting five thousand or more people. Mayor Tripp said he liked the idea and could see where he is going with it. He said he values his passion and his concern; however, he feels we need to be careful with how we brand

Ayden. If we brand too much, it could be confusing as to what we really are. He feels “One of the best small communities in America” speaks well to who we are.

Commissioner Mewborn said if it doesn’t float here he is fine. He said he has an initiative called “Help Heal America” and he has spoken with Congressman Jones and plans to speak with some of the other officials. He said if it doesn’t pass here, there are other places that will love the idea and some of the things he is doing. He said because of his love for Ayden, he wanted to share this.

Mayor Pro-tem asked if we could table it for 30 days to think about it. Commissioner Mewborn said he was good with whatever way they wanted to go.

Commissioner Harris said we might want to make sure the saying isn’t copyrighted before making a decision. Manager Harrell suggested we have the attorney look into it and bring it back to the next meeting.

#### G. Pinewood Drive Sewer Tap Fee

Manager Harrell presented to the board.

##### **Item Explanation**

Attached is a map of the as-built drawing of the approximate 225 foot sewer collection line installed along Pinewood Drive around 1985. The sewer line on Pinewood Drive is twelve (12) feet deep as it extends in close proximity down to the existing sanitary sewer pump station on Pinewood, which is at a depth of sixteen (16) feet. The depth of the sewer was most likely to allow maximum service area for undeveloped property to the west of Pinewood Drive, a preferred practice to maximize service area benefit of pump stations. Please note that this sewer line as installed at the Snow Hill Road end of Pinewood is at a much shallower depth. This shallower installation was probably performed as a method of reducing cost. Note that service laterals were installed in 1985 for lots east of Pinewood on the existing sewer line along Pinewood Drive as shown on the attached map.

For residential lots established on the west side of Pinewood Drive, the cost to install a sewer service lateral will be expensive in the area where the sewer line is deepest. The Town Board’s adopted budget ordinance identifies charges related to sewer connection fees to residences as follows:

- \$500 per dwelling unit for 8’ depth or less
- Cost of materials/labor for depth greater than 8’

The cost structure adopted policy protects the Town for installations in areas where a sewer line is in excess of eight (8) feet deep, as the Town does not have the equipment necessary to make any taps deeper than 8 feet. In fact, given the rare areas in town where sewer lines are deeper than eight (8) feet, it is probably not prudent to invest in equipment that are needed for greater than eight (8) foot deep sewer lines. It is noted that the Town’s sewer ordinance requires each dwelling to have its own separate service connection such that there is no allowable sharing of a single service tap between more than one (1) dwelling. This is also a good policy, as multiple dwelling units sharing a single service connection only leads to problems with backups/blockages/non-payment of monthly bills occur.

A current developer's concern related to costs to install sewer service taps along the west side of Pinewood Drive for recently purchased lots along the section of sewer line at its twelve (12) foot depth is that the quoted price by the contractor to install the needed tap is \$6,000 per lot. Recall above that our Town crews, with our existing equipment, cannot make the tap, so the developer has to hire a contractor to do so. The developer has requested cost sharing by the Town for these taps. It has been reported that the developer wishes to begin foundation work on the homes the week of March 13<sup>th</sup>.

For the particular location, some options to address developer concern are as follows:

1. Require the developer to cover the sewer connection costs in accordance with the Town's adopted budget. This option is one that indeed does not provide any cost relief to the developer, but also does not establish any precedent. This treats the developer just like any owner/developer/builder who approaches the Town for a service or who has approached (and paid) the Town for a service in the past.
2. Waive (or share in the cost of) the connection fee to the developer. This would be an action required by the Board. Waiving/sharing the connection fee certainly eliminates the developer's concern and establishes an incentive for the developer to build. Waiver/sharing does establish a precedent that could open the door for persons/developers/builders who have paid connection fees in the past to request reimbursement for their prior payments. This would also establish a precedent for future requests for waivers/sharing of connection fees.
3. Installation of septic systems, however, this contradicts existing ordinance that requires connection where access to existing Town sewer lines is present.
4. Allow dwelling units on the west side of Pinewood Drive to install grinder pump systems in lieu of service lateral connections. Grinder pumps represent cost not only in the form of installation, but also in operation as the Town would assume responsibility of operation and maintenance of the grinder pump systems. My experience with capital costs related to grinder pump systems is that they most likely exceed projected cost to install deep sewer service connections along Pinewood Drive.

#### **Staff Comments**

Our Public Works/Utilities staff reports that our Town has this area along Pinewood Drive with its twelve (12) foot deep sewer line and another line along a section of Hines Drive with the line being fourteen (14) feet at that location (see enclosed map). In essence, the problem with the line being deeper than eight (8) feet is fairly isolated.

As another note in this matter, our Town's current sewer tap fee is \$500 – this price for labor, equipment and material to effect a tap badly undercuts the true costs for a tap, which estimates run from \$1,100 to \$1,500 depending on the depth of the sewer line, with the higher price being the cost at an eight (8) foot depth. As the Board recalls, the operation of our water & sewer systems is that of a public enterprise that should operate at covering its costs of operation. The \$500 tap fee does not do so. Any difference, between where charged costs are less than actual costs, is essentially covered by other ratepayers of the utility system.

Be that as it may, it is fully understood that the Board, as well a town management, is keen on residential, and commercial, for that matter, development in our community. With that in mind, a suggested solution to these needed deep sewer connections is a follows:

- In those instances, and only in those instances, 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. *(In this Pinewood Drive instance the difference between 8 feet and 12 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.
- This cost sharing of sewer connection costs shall only apply to connections made after the effective date of this policy.

Commissioner Mewborn asked where Pinewood was located. Manager Harrell stated it was on the back west side of the Pines.

Commissioner Davenport said if we share the costs with them we would get the money back in taxes. Manager Harrell said we currently charged \$500 for a sewer tap, which is about 1/3 of the cost to put one in. He said the water/sewer system is a public enterprise and is supposed to be self-sustaining. He said the actual cost to go down eight feet is closer to \$1,500. An alternative is that we take the difference in what it cost to put in an 8 foot tap and the cost that has currently been quoted (\$4,500) and have the board consider sharing in the difference of the costs.

Mayor Pro-tem stated he would like to see us get at least three quotes. Manager Harrell recommended that the Town not pursue getting those quotes, but let the developer handle that. He said he wanted us to be competitive with other towns. He asked the manager to find out what they do when they run into this situation. Mayor Tripp said he would like to see the Town get the bids so we get what we want and have the expertise to manage it.

Motion to approve with the Town getting three bids.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

## VII. INFORMATION

### A. Staff Departmental Reports

Manager Harrell discussed the Weyerhaeuser generator. R. L. Willoughby from PowerServices was also present and addressed the board. He also spoke about the Economic Development Strategic Plan that Electricities is doing. He said we were chosen and they would do an Economic Development Strategic Plan for us. They need to select a Steering Committee to assist with this.

Board members will get in touch with the manager and make recommendations for the committee. Chief Stanley spoke to the board about the upcoming Citizens Academy. Acting Finance Director, Lisa Smith, gave a report to the board on the status of the finance department. Several board members expressed their concerns for the financial situation of the town and their hopes to come to a resolution soon. Manager Harrell stated he was actively searching for a replacement with the qualifications and skills to get the town where it needed to be.

**VIII. BOARD MEMBER COMMENTS**

The commissioners thanked everyone for coming and staff for their hard work.

**IX. ADJOURNMENT**

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:38p.m.

AYDEN, NORTH CAROLINA

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Stephen W. Tripp, Mayor

ATTEST:

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Sarah W. Radcliff, Town Clerk