



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

August 8, 2016 – 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, Mewborn, Ross and Skinner

Absent:

Commissioner Harris

Also Present:

Steven Harrell –Town Manager

Sarah Radcliff – Town Clerk

Phillip R. Dixon –Town Attorney

J. Scott Dixon – Associate Town 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

Mayor Tripp stated there was an item that needed to be added to the agenda to go into closed session.

Mayor Tripp called for a motion to approve the agenda with the addition of the closed session.

Motion: Commissioner Skinner

Second: Commissioner Mewborn

Discussion: None

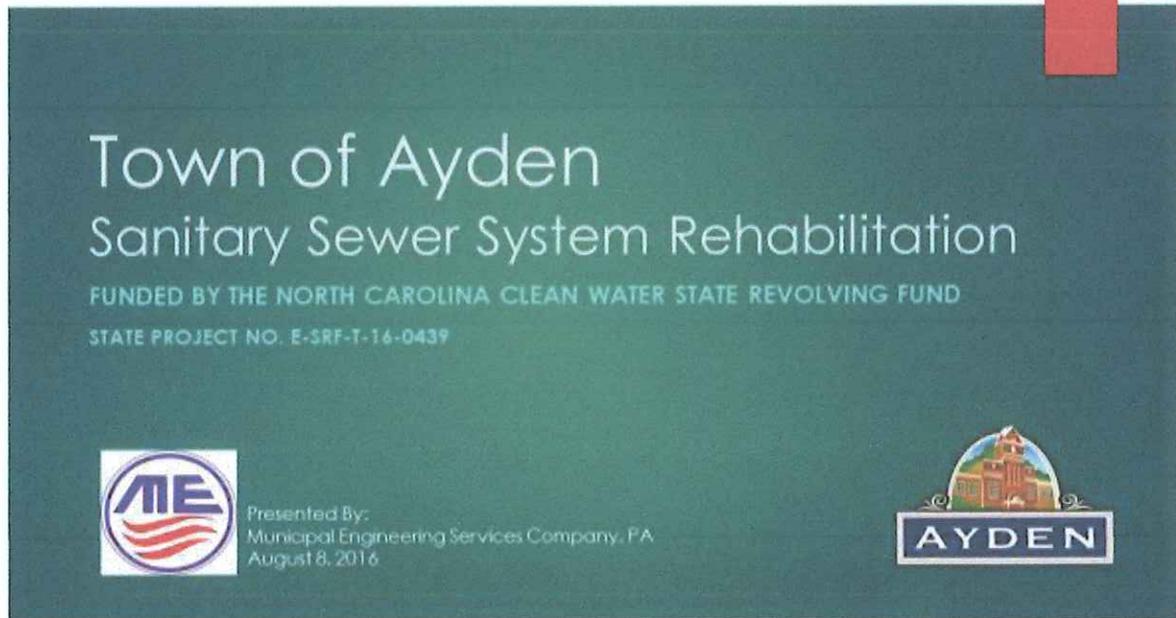
Approved: 5-0

Motion passed unanimously.

II. PRESENTATIONS

A. Sanitary Sewer I&I Presentation

Gary Flowers of Municipal Engineering Services Company, PA, presented the following.:



Sanitary Sewer Collection System Rehabilitation

- ▶ The purpose of the sewer collection system rehabilitation project is to identify and renew problematic segments of the sanitary sewer collection system to reduce the level of inflow and infiltration (I/I) that enters the collection system.
- ▶ Extraneous flows lead to line back-ups, sanitary sewer overflows (SSOs) and increased treatment costs to the town.
- ▶ The project will also rehabilitate three of the Town's aging sewer lift stations to enhance operations and maintenance, security, worker safety and provide emergency standby power.
- ▶ The project area lines and lift stations were selected by the Town's Public Works Department based on age, historical knowledge, limited smoke testing and work order/repair history.

Collection System Rehabilitation

Sanitary Sewer Rehabilitation Methodology

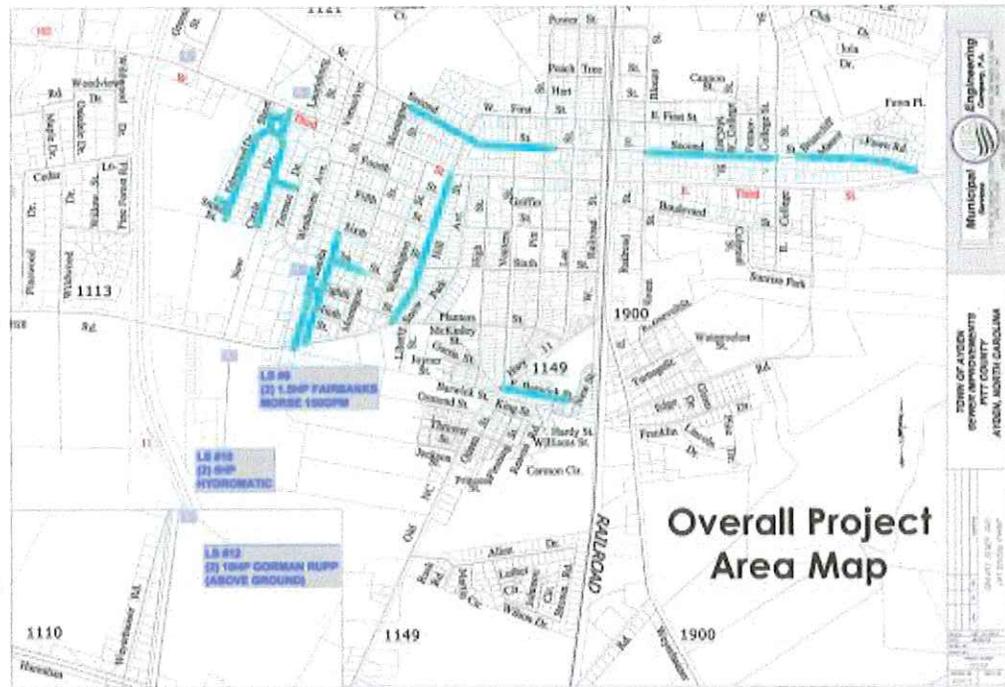
- ▶ A "Find-and-Fix" approach will be used to repair and rehabilitate the collection system components.
- ▶ Closed circuit television (CCTV) inspection of lines and manholes will be performed by the Contractor to identify system defects.
- ▶ CCTV data will be evaluated, graded and prioritized by trained personnel and appropriate repair recommendations will be made.
- ▶ Work orders will be issued to the Contractor to begin necessary repairs.
- ▶ This approach eliminates the need for costly Sewer System Evaluation Studies (SSES) and applies limited funds directly to the problem.

Collection System Rehabilitation

Sanitary Sewer Collection System "Find and Fix" Rehabilitation Areas

Approximately 15,000 ± linear feet (LF) of 8-inch collector sewers will be video inspected and evaluated for rehabilitation.

- ▶ E. Second St. between Blount and NC 102
- ▶ W. Second St. between alley and Montague St.
- ▶ Snow Hill St. between Planters St. and Third St.
- ▶ W. Barwick St. between Joyner St. and Lee St.
- ▶ Edgewood Dr./Circle Dr./Stokes St./Short St. Area
- ▶ Juanita St./Seventh St./Eighth St./Ninth St./LS. No. 9 Area



Lift Station Improvements

Sanitary Sewer Lift Station Improvements

- ▶ Improvements are necessary at three of the Town's lift stations due to age and deterioration of the stations.
- ▶ The stations have access issues which makes maintenance difficult and unsafe for town personnel.
- ▶ The stations lack proper emergency features such as pump-around connections and emergency standby power which affects reliability and increases the chances of system failure and sewer overflows.
- ▶ The site improvements will include the replacement of pumps, motors and controls, site and facility upgrades to enhance accessibility, maintenance and safety, fencing and gates to secure the facilities and permanent standby generators to provide backup power in the event of a power outage.

Lift Stations – Current Conditions



Lift Station Improvements

Sanitary Sewer Lift Station Improvements

- ▶ Replace pumps, motors and controls
- ▶ Improve access to pumps and components
- ▶ Mount controls to new covered equipment racks
- ▶ Install new pump hoists
- ▶ Install new emergency pump-around connections
- ▶ Add permanent standby generators with Automatic Transfer Switch
- ▶ Install security fencing and gates
- ▶ Enhance personnel safety features

Estimated Project Costs

Description	Costs
Sewer System Construction (lines, manholes, services)	\$ 364,500
Sewer Lift Station Improvements (LS Nos. 9, 10 and 12)	434,000
Construction Sub-Total	798,500
Engineering/Environ. Reports, Engineering Survey and Design, Permitting, Bidding	\$ 101,500
Construction Contract/Grant Admin, Construction Observation	80,000
Engineering, Admin, Inspection Sub-Total	\$ 181,500
TOTAL PROJECT COSTS	\$ 980,000*

*Does not include estimated SRF loan closing fee of \$19,600

Project Funding

- ▶ The project has been approved to receive a 0% interest loan from the North Carolina Clean Water State Revolving Fund program in the amount of \$980,000 for a maximum loan term of 20 years.
- ▶ State Project Number: E-SRF-T-16-0439



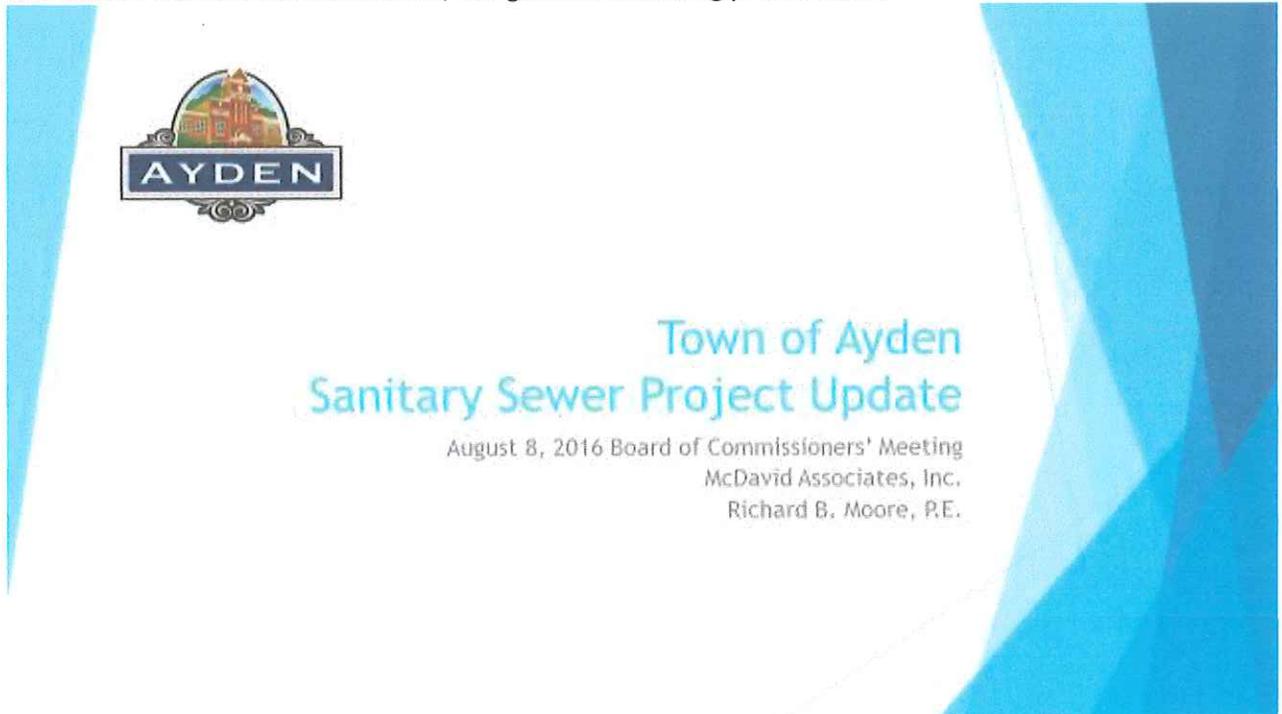
QUESTIONS?



Mayor Tripp stated the “find and fix approach” to some was a “band-aid” approach. He asked how much of the pipe would be fixed. Mr. Flowers stated it depended on the evaluation. He said there were usually joints every four feet and a lot of the joint material was degraded and you get root infiltration. He said most sewers that they look at, they end up lining from manhole to manhole. He stated they would normally not just repair a three foot section unless it was in pristine condition. He stated anywhere they repair a section of pipe they would also replace the service laterals back to the right of way and rehab the manholes. Mayor Tripp stated he was concerned with a “quick fix” and that the longevity of the project may make us go back to it sooner than if there was a full replacement. Mr. Flowers stated it really wasn’t a “quick fix”. He said the cured in place pipe has a design life. Mayor Tripp asked what that would be. Mr. Flowers stated fifty years, which is the same as plastic pipe. Mayor Tripp asked if we would be guaranteed for fifty years. Mr. Flowers said as long as you maintain your system. He said you can fix anything but you

have to follow up with maintenance. Mayor Tripp asked if they would have enough funds to rehabilitate 15,000 linear feet. Mr. Flowers said probably not. He said they would write work orders until they run out of money. He said they are aware they have limited funds so they will look at the sections that need it the most and prioritize the fixes. Mayor Tripp said it sounded like a good plan and he just wanted to make sure he understood it because it was a lot of money that the town was investing and he didn't want to have to do it again in twenty years. Commissioner Davenport asked if the water pipes and the sewer pipes were close together. Mr. Flowers said they probably are in some places. Commissioner Davenport wondered if the water pipes could be checked at the same time. Mr. Flowers said they would put a camera inside one of the manholes and the camera would go up the pipe so it would only be looking at the inside of the sewer pipe. Mayor Tripp asked if the road had to be dug up, would the contractor put it back the way it needed to be. Mr. Flowers said it would be put back to state standards. Mayor Tripp asked when the project was set to begin. Mr. Flowers said if the state approves the project in the timeline they expect, they will bid the project in December or January. Mayor Tripp asked when the completion date would be. Mr. Flowers said about nine months, so sometime in late fall of 2017.

Rich Moore with McDavid Associates, Inc. gave the following presentation:



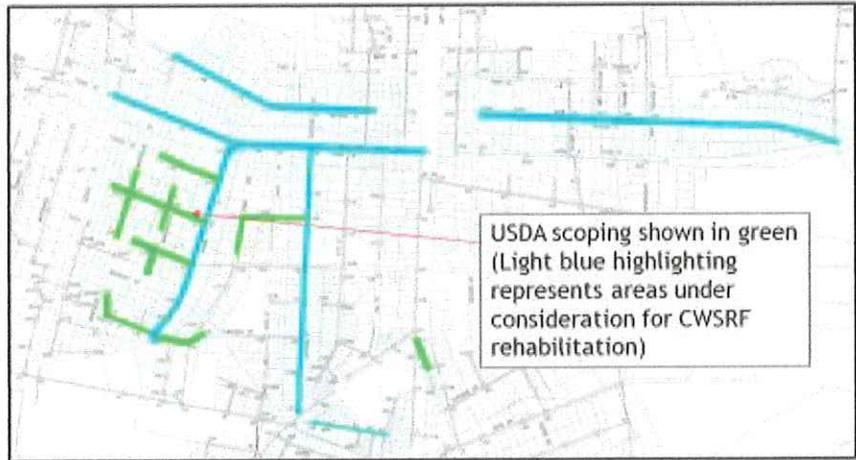
CDBG Infrastructure Project Summary Grant Agreement Schedule

Milestone	Date
Attendance at the EA/ER Workshop	4/6/2016
Attendance at the Compliance Workshop	4/1/2016
Contract with DWI Executed	4/29/2016
Engineering Report Submitted	10/3/2016
Environmental Document Submitted	1/6/2017
Funding Approval Conditions Submitted	1/6/2017
Request for Release of Funds Approved	1/20/2017
Engineering Report Approved	3/1/2017
Bid and Design Package Submitted	7/1/2017
Bid and Design Package Approved	11/1/2017
Advertise Project, Receive Bids, Submit Bid Information	1/1/2018
Execute Construction Contracts	2/1/2018

CDBG Infrastructure Project Summary Grant Agreement Budget Summary

Construction	\$694,450.00
Contingency	\$68,775.00
Construction Administration	\$39,100.00
Construction Observation	\$56,800.00
Engineering Design	\$62,600.00
Additional Services	\$3,000.00
Reimbursables	\$3,000.00
Permitting	\$2,000.00
Grant Administration	\$56,000.00
Engineering Report	\$25,000.00
Environmental Document	\$20,000.00
Legal	\$1,000.00
TOTAL	\$1,031,725.00

USDA Project Summary Project Map



USDA Project Summary Sample Photos of Smoke Testing



USDA Project Summary Preliminary Cost Estimate

Construction	\$1,363,000.00
Contingency	\$136,300.00
Engineering	\$154,200.00
Inspection	\$115,500.00
Funding Assistance	\$13,000.00
Preliminary Engineering Report	\$20,000.00
Environmental Report	\$5,000.00
Legal	\$9,500.00
Equipment	\$4,000.00
Interim Financing	\$25,000.00
Reimbursables	\$1,500.00
TOTAL	\$1,847,000.00

USDA Project Summary Project Status

- ▶ USDA processing requires an approval of a preliminary engineering report and environmental document. With approval, USDA will invite an applicant to proceed with a formal application. USDA has approved report/document and has invited Ayden to submit an application.
- ▶ USDA has set up an electronic filing authorization for the Town to submit an application electronically.
- ▶ All application-related exhibits have been obtained.
- ▶ Electronic upload of all application exhibits and data will be completed within the next two (2) weeks.

Future Funding Opportunities

▶ CDBG-I Infrastructure

- ▶ CDBG-I program allows an applicant to be obligated \$2 million over a 3-year period. Ayden has an active \$1,031,725 grant and is eligible to apply for another \$968,275 of 100% grant funds. Recommended Town Action: Approve a CDBG-I public hearing at the Town's September 12, 2016 Board Meeting (application requirement).
- ▶ Connect NC Bond Program has allocated \$300 million for water and sanitary sewer needs across the State. Ayden approved a resolution to apply for Connect NC funds in April 2016 and can submit an application for the upcoming September 30, 2016 deadline. No Board action is needed. Effort is being made to develop a scope that best addresses the Town's infrastructure needs and meets application scoring criteria.

Mayor Tripp asked what the maximum amount of the USDA grant was. Mr. Moore stated the town was eligible for 45% maximum. Mayor Tripp asked how much we asked for the Connect NC Bond program. Mr. Moore stated three million, which is the maximum. Mayor Tripp asked who made the determination of who gets that money. Mr. Moore stated the Division of Water Infrastructure. Mayor Tripp said there was about \$4.8 million that we were talking about doing and the water was 1.9 million and the sewer was 8.5 million. Mayor Tripp said we had to figure out a way to get the other money and told the manager that may be another bond issue.

III. PUBLIC COMMENTS

Mayor Tripp read the policy on public comments:

"The Town of Ayden now requires individuals interested in speaking during the public comment period of the meeting to sign up prior to the start of the meeting. A signup sheet is provided at the front of the boardroom. All individuals interested in speaking must provide their full name and mailing address in order to be eligible to speak.

Items that are the subject of a scheduled public hearing should not be discussed during the public comment period. The public will be afforded an opportunity to speak to those agenda items during the scheduled public hearing for those matters. Each person who signs up to speak will be permitted a maximum of three (3) minutes to address the Board.

Unless there is a scheduled public hearing, the public comment period will be the only time for individuals to address the Board.

No individual will be permitted to address the Board if they do not sign up to speak prior to the start of the meeting at 7:00 pm."

There were no public comments.

IV. CONSENT AGENDA

- A. Meeting Minutes of July 11, 2016
Mayor Tripp called for a motion to approve the consent agenda.

Motion: Commissioner Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

V. ACTION ITEMS

- A. Approval of Budget Amendment – Police Department - \$11,500

Chief Stanley stated the town had used a \$20,000 grant from the NC Governor's Highway Fund in the past to outfit new vehicles with sirens, blue lights, etc. He stated effective May 18, 2016, equipment purchased with that grant had to be related to the State's traffic safety goals. Without the ability to use the grant, the department's budget is short \$11,500 needed to complete the outfitting of the patrol cars. Motion was made to approve the budget amendment as presented.

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

- B. Approval of Budget Amendment – Public Works - \$28,000

Mr. Proctor stated additional funding was needed for emergency sewer pump repairs to the sewer lift station at Country Aire Village. He stated both sewer pumps had mechanical failure in a 24 hour period. He stated after sending the pumps to be repaired, the cost to repair was greater than fifty percent the costs of new pumps. Mayor Tripp asked if insurance would cover the loss. Mr. Proctor stated he did not know but would look into it. Motion was made to approve the budget amendment as presented.

Motion: Commissioner Skinner

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

Motion passed unanimously.

- C. Approval of Final Plat – Grayleigh Subdivision, Section 2, Phase 1

Manager Harrell stated he would present the item since Planner Stephen Smith was out of town. He said the request was for approval of a final plat submitted by Edmonson Construction Company of Greenville, LLC for 8 lots on 6.329 acres, all with frontage on the newly created Grayleigh Drive. He stated the proposed lots 1-7 and 14 will have driveway access to Grayleigh Drive as approved by NCDOT. He stated the Planning Board unanimously recommended approval of the final plat at their June 20th meeting. Commissioner Davenport stated the land out there was very wet and he had hauled in thousands of truckloads of dirt. She said there was a wet pool behind the subdivision and was wondering if he was going to put in a septic tank and have everyone out there use the same septic system. Manager Harrell stated the septic systems that

were out there had been inspected an approved and were ready to be installed, if not already installed. He stated he had asked about the wet area as well. He stated there would be two large lots on the backside because of the wet system. Commissioner Davenport said she felt the septic system was going to be a problem. Mayor Pro-tem Skinner said he thought all subdivisions had to have two ways in. Manager Harrell said we have a standard for the number of homes involved in a subdivision and this one meets the standard for one entrance with 18 homes constructed. Mayor Pro-tem Skinner said Mr. A.T. Venters is running into a problem with one of his subdivisions because the town is saying there has to be town in/out. He asked if there were more than 18 homes in that subdivision. Manager Harrell said he would have to research it. He said there were actually only 8 homes in the subdivision that would not have two ways in and out because the other homes are located on Ayden Golf Club Road. He stated the cul-de-sac was oversized as well to allow public safety vehicles to be able to make the turn. Mayor Pro-tem Skinner stated if there was a house fire, some of the lots would be blocked. He said he wanted growth but they needed to make sure it was safe. Manager Harrell stated the subdivision requirements set by the Town were being met and if the Board wanted to amend those requirements that would be a separate issue. He stated as long as the requirements were being met they were obligated to approve it. Mayor Tripp said the Manager could come back with that information but this had been through the right protocols and the Planning Board had unanimously recommended approval. The Manager stated he could bring back that information from the ordinance. Mayor Pro-tem Skinner stated he would also like to look back at the A.T. Venters request. Mayor Tripp asked about stormwater drainage. Manager Harrell stated he was not prepared to answer that question. Motion was made to postpone the item until next month to get more information.

Motion: Commissioner Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

D. Resolution of Agreement between the Town of Ayden and NCDOT

Manager Harrell stated the Town would incur costs of \$254,870.76 to relocate its existing electric utilities along Highway 11 Old Snow Hill Road and S.R. 102 for the construction of the Highway 11 bypass. He stated NCDOT would reimburse the Town for the incurred costs.

Motion was made to approve the resolution authorizing the Mayor to execute the Utilities Relocation Agreement.

Motion: Commissioner Davenport

Second: Commissioner Mewborn

Discussion: Mayor Tripp asked if the Town did a bid on the process or was a bid needed. Manager Harrell said the incurred costs were developed by our electrical engineers and the bidding and construction work will be done by a contractor under Barnhill Construction who is working with the State of North Carolina. Mayor Tripp asked how we knew the bid was reasonable. Manager Harrell stated Power Secure was used by the Town to develop this in the last 6 months and have representing the Town during that time. Mayor Tripp stated this was paying them back for work they've already done. Manager Harrell stated that was correct.

Approved: 5-0

Motion passed unanimously.

E. Approval of Charge-offs for the Ayden Housing Authority

Motion was made to approve the charge-offs as submitted.

Motion: Commissioner Skinner
Second: Commissioner Davenport
Discussion:
Approved: 5-0
Motion passed unanimously.

- F. Establish Public Hearing for September 12 , 2016 Board Meeting for Proposed \$968,275 CDBG Application for Additional Sanitary Sewer I & I Improvements
- G. Motion to establish public hearing for September 12, 2016 Board Meeting for Proposed \$968,275 CDBG Application for Additional Sanitary Sewer I & I Improvements

Motion: Commissioner Skinner
Second: Commissioner Mewborn
Discussion: None
Approved: 5-0
Motion passed unanimously.

VII. INFORMATION

A. Report and Discussion on Taylor Building

Manager Harrell suggested going through the other items before going into closed session. Mayor Tripp agreed.

B. Staff Departmental Reports

C. August 11-13, 2016 ElectriCities Annual Conference, Concord, NC.

Manager Harrell stated he, the Mayor and James Proctor would be attending the conference.

D. August 29, 2016 Special Called Meeting – EDA Grant NC Food Commercialization Center

E. NCLM Annual Conference October 23-25, 2016, Raleigh Convention Center

Commissioner Mewborn stated he would like the Police Departments staff report to include the ward where the crime occurred. Chief Stanley stated he would look into how to include that in his report.

Tommy Duncan stated he wanted to make sure the board was aware of the Soccer Banquet on August 30th.

VIII. BOARD MEMBER COMMENTS

All the board members thanked everyone for attending. Mayor Pro-tem said there was an article in the paper about repaving Third Street and he said if they wanted to repave it the State wouldn't let them. Mayor Tripp said it was repaved when the sewer was put down 8 years ago and it needs to be repaved again. He said it was on the schedule to be repaved again in 2017. Mayor Tripp stated the Recreation Department's Fun Day was a success and thanked them for their work. He also thanked Mr. Holloway and Mr. Garris for the Softball Tournament. Mayor Tripp stated the National Night Out and the Summer Reading Program were both very well attended.

IX. CLOSED SESSION

Mayor Tripp asked Town Attorney Phil Dixon to cite the reason for entering Closed Session, to which Mr. Dixon responded: "pursuant to NCGS 143-318.11 (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; or (II) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Mayor Tripp asked the Board for a motion.

Motion: Commissioner Mewborn

Second: Mayor Pro-tem Skinner

Discussion: None

Approved: 5:0

The motion to enter closed session at 8:30 p.m. passed.

X. RETURN TO OPEN SESSION

Mayor Tripp asked the Board for a motion to return to open session at 8:58p.m.

Motion: Commissioner Davenport

Second: Commissioner Ross

Discussion: None

Approved: 5:0

Motion passed unanimously.

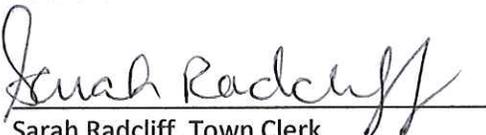
XI. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:00p.m.

AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor

ATTEST:


Sarah Radcliff, Town Clerk