



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

**December 8, 2014 – 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 pm

B. Roll Call  
Present:  
Mayor Tripp  
Commissioners Davenport, Harris and Mewborn

Absent:  
Commissioners Ross and Skinner  
Barry Stanley – Police Chief

Also Present:  
Brandon Holland – Town Manager  
Sherri Scharf – Town Clerk  
Phil Dixon – Town Attorney  
Robert Sutton – Public Works and Utilities Director  
Chris Tucker – Director of Finance  
Stephen Smith – Community and Economic Planner  
Tommy Duncan – Arts and Recreation Director

C. Approval of the Agenda  
Mayor Tripp stated that it would be necessary to revise the agenda to include a staff report from Tommy Duncan, Arts & Recreation Director, which had inadvertently been omitted and also to add under “Action Items” a discussion about the need to revise the Storm Water Project Budget.

He then called on the Governing Board for a motion and corresponding vote.

Motion: Commissioner Harris  
Second: Commissioner Davenport  
Discussion: None  
Approved: 3-0  
The motion to approve the revised agenda was approved as presented.

## II. PUBLIC RECOGNITION

### A. Public Recognition

Mayor Tripp introduced Macy Bryson, president of the Ayden Elementary School Council, by stating that she and members of the Council had previously spoken at an Ayden Ministers Alliance meeting. She addressed the Governing Board by detailing how the Student Council seeks to support students by addressing unmet needs. When Mayor Tripp inquired as to the nature of those needs, Miss Bryson stated, in order of importance:

1. Classroom Volunteers to mentor students in the areas of reading and math
2. Classroom supplies (paper, writing instruments, etc.) for kids who cannot afford them
3. "Treat box" donations (i.e. rewards to reinforce good behavior, study habits, etc.)

Mayor Tripp thanked Miss Bryson for her presentation and then stated, if the Governing Board agrees, he would recommend that the Town give \$500 to fund the "treat box," since Board members had previously participated as "reading buddies." Board members agreed with the recommendation.

### B. Public Comments

There were no citizens who signed up to speak. Laura Todd, Executive Director of the Ayden Chamber of Commerce, addressed the Board to remind them of the upcoming Christmas parade on December 11<sup>th</sup> and the Reverse Raffle/dinner fundraiser on December 31<sup>st</sup> from 6:30 to 8:30 pm at the Ayden Golf and Country Club.

## III. STAFF REPORTS

### A. Finance Report

Finance Director Chris Tucker distributed two handouts detailing the Town's finances. One statement showed the Town's cash and investments to be \$8.7 million as of November 30, 2014. The second handout was a capital statement with highlights as follows:

- Capital paid for using General Fund monies = \$287,888
- Capital paid for using Loan Proceeds = \$78,100
- Capital paid for using Grant Funds = \$265,826
- Capital paid for using combination of (PARTF) grant/town funds = \$543,642

He stated that this information was excerpted from the FYE 2014 draft Comprehensive Annual Financial Report to give the Board a snapshot or summary. The CAFR will be covered in detail later in the meeting when the auditors give a presentation about the Town's finances.

Mr. Tucker then referred the Board to their agenda packages which contained the draft FYE 2014 Comprehensive Annual Financial Report. The CAFR includes the independent auditor's report and the management's discussion and analysis along with basic financial statements and notes. He stated that the auditor, Martin Starnes and Associates, gave an unmodified opinion of the Town's financial reports, and that members of the firm were at the meeting to give a brief presentation concerning the Town's audit.

At this time Mr. Tucker asked, since he is confident there will be no revisions to the CAFR, that the Board consider approving the FYE 2014 CAFR (pending Local Government Commission approval).

Mayor Tripp thanked Mr. Tucker for his work on the CAFR, and then he called on the Governing Board for a motion and corresponding vote.

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 3-0

The motion to approve the FYE 2014 Comprehensive Annual Financial Report pending LGC final approval was approved as presented.

B. Town Manager's Report

Town Manager Brandon Holland reported that the CDBG pre-bid meetings with contractors have been held and that McDavid Associates will give a comprehensive update at tonight's meeting. He stated that the "Touch a Truck" fundraiser for the Shop with a Cop program raised nearly \$900; there will be a raffle/drawing on December 15<sup>th</sup> and the children will be taken shopping on December 17<sup>th</sup>. The Ayden Ministers Alliance hosted a Day of Prayer on December 2<sup>nd</sup> in the auditorium; churches are in the process of identifying which families within their congregations will receive the food baskets to be delivered on Christmas Eve. He is working with the Town's contracted safety consultant to devise an incentive award program for Town employees who lost no work time due to accidents this year; it will be presented at the December 18<sup>th</sup> annual employee holiday luncheon. Manager Holland stated that the Town's new website is now "live" and in the process of being updated. A developer has filed a Conditional Use Permit Application for a Solar Farm which will be heard by the Planning Board at its January meeting. The Electric Substation Rehabilitation Project is underway as major components are being delivered and switched out. He has held meetings with a consultant regarding an update to the Town's personnel policy as well as team-building training, and a proposal for services will be considered in the near future. The Ayden Arts & Recreation Foundation has been established with Articles of Incorporation filed with the Secretary of State and a draft of bylaws being considered by the Foundation, who is in the process of designing a brochure for the Foundation to use to seek and receive monetary pledges. Finally, Manager Holland reported that a bid opening was held for the Montclair Estates/Hines Dr. Drainage Way Project today, and that the McCary Street/Masonic Lodge repair project is still in process – budgets for both projects will need to be revised due to cost overruns.

C. Public Works and Utilities Report

Picking up where Manager Holland left off, Public Works and Utilities Director Robert Sutton reported that Weyerhaeuser Electric Substation project work was underway and a new transformer has been installed at the NC 11 Electric Substation. He also stated that we should in early December 11<sup>th</sup> whether the Town will be awarded the \$1.3 million CDBG Infrastructure Grant. Design build team meetings are being held in Greenville regarding the SW Bypass Project. He then gave a brief update of recent activities undertaken by the electric, water-sewer and streets/sanitation departments.

D. Community & Economic Planner Report

Community & Economic Planner Stephen Smith reported that four zoning compliance certificates and three waiver letters were issued from November 11<sup>th</sup> through December 4<sup>th</sup>. None of this activity involved new businesses.

E. Public Safety Report

Police Chief Barry Stanley was absent.

F. Arts & Recreation Report

Arts & Recreation Director Tommy Duncan reported about 300 parents and players attended both the youth football and volleyball banquets. The Town netted \$743 in concession stand sales during the football and volleyball season. His staff is predicting a total of 26 teams at various age/skill levels for youth basketball.

**IV. CONSENT AGENDA**

- A. Special Called Meeting Minutes of November 5, 2014
- B. Open Session Minutes of November 10, 2014
- C. 2014 Tax Levy – Additions and Releases

Mayor Tripp then called for a motion and corresponding vote.

Motion: Commissioner Harris

Second: Commissioner Davenport

Discussion: None

Approved: 3-0

The motion to approve the consent agenda passed.

**V. ACTION ITEMS**

- A. 2012 CDBG Catalyst Program: Bid Award for Project Work

Town Manager Brandon Holland stated that the Town has received bids on housing and parking for the 2012 CDBG Catalyst Program. The Town did not receive sufficient bids for the Arts & Recreation rehabilitation project work, so a re-bid has been established for January 6, 2015.

He stated that Mike Barnette, project administrator from McDavid Associates, is present to answer any questions that the Board may have. In the meantime, staff recommends that the Governing Board award the parking lot improvements contract to Tripp Brothers, Inc. who submitted the lowest responsible bid of \$77,260.70. Additionally, staff recommends a contract be awarded to Jones & Smith Contractors in the amount of \$5,500 for demolition of houses located at 310 Princess Street and 4301 High Street; and a contract award to Holland Construction Company for \$137,050 to rebuild houses at the same sites.

There was a brief discussion about where residents go while their homes are torn down and rebuilt. Mr. Barnette stated that the residents typically stay with relatives but if that was not

feasible, they could be placed in an efficiency apartment. Commissioner Mewborn inquired when the demolitions would begin, and Mayor Tripp asked that Mr. Barnette let the Governing Board know the dates of the demolitions and rebuilds.

Mayor Tripp then called on the Board for motions and corresponding votes:

Motion: Commissioner Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 3-0

The motion to adopt Resolution No. 14-15-07 awarding a contract to Tripp Brothers, Inc. in the amount of \$77,260.70 for parking lot improvements at the Ayden Arts & Recreation Center was approved as presented.

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 3-0

The motion to adopt Resolution No. 14-15-08 awarding a contract to Jones & Smith Contractors in the amount of \$5,550 for housing demolition and a contract to Holland Construction Company for building new houses in the amount of \$137,050 was approved as presented.

B. FYE June 30, 2014 Comprehensive Annual Financial Report

Finance Director Chris Tucker introduced Crystal Roberts and Lucas Jackson from Martin Starnes & Associates. Ms. Roberts gave a PowerPoint presentation that provided an overview of the Town's financial position as of the end of FY 2014.

Mayor Tripp asked Ms. Roberts if benchmark financial data is available so that the Town of Ayden could compare itself against other municipalities. Ms. Roberts responded that the Local Government Commission posts statistics based on the size of the city's population, adding that while 2013 data is available, data for 2014 won't be available until March or April, 2015. Mayor Tripp stated his desire to pull data on local municipalities and compare 2013 data against 2014. Chris Tucker stated that he could compile the LGC data and prepare a report for future review.

Mayor Tripp stated that he was impressed with the "healthy" fund balance, and that "spending out of the fund balance for capital projects is an excellent investment." Commissioner Harris stated that the Town could have spent more, but that due to the efficiency of staff and great budget management, the Town actually saved money.

C. Staff Appointment of MidEast Commission

At a previous Governing Board meeting, Commissioner Phyllis Ross agreed to be appointed as Ayden's representative to the Mid-East Commission. After serving for some time, Commissioner Ross realized that scheduling conflicts were creating a situation that would not allow her to fully participate in the Mid-East Commission meetings.

During the week of December 1<sup>st</sup>, Commissioner Ross asked Town Manager Brandon Holland to add a new Mid-East Commission appointment to the agenda for discussion. Manager Holland stated that he had been a Mid-East Commission representative before coming to the Town of Ayden, and that he would be willing to be Ayden's representative now.

At this time, it is recommended that Town Manager Brandon Holland be appointed as the new representative to the Mid-East Commission, and that the Town Clerk send certified meeting minutes to the Mid-East Commission to cancel the old appointment and make the new one official.

Mayor Tripp then called for a motion and corresponding vote.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 3-0

The motion to appoint Brandon Holland to be Ayden's representative for the MidEast Commission passed.

D. Storm Water Project (Revised Budget)

Director of Public Works & Utilities, Robert Sutton, provided an update on the storm water project to address the Town's drainage ways. Based on the Board's decision during the July 31<sup>st</sup> Special Called Meeting, Town staff was instructed to spend \$110,000 to address drainage issues in what had been deemed the three most critical areas: McCrary Street/Masonic Lodge; Montclair Estates/Hines Dr. extension and the entrance to Kennedy Estates.

The Town has now received contractor bids for all but the Kennedy Estates project. Unfortunately, due to an uptick in Pitt County construction project costs; NCDOT assigning a hydrologist to evaluate the project and provide a report; and NCDOT having added additional design components to the encroachment agreement, the original estimate of \$30,000 for Montclair Estates has now increased to \$65,000. With that new figure added to the \$50,000 cost to address the McCrary Street/Masonic Lodge, the project budget is now \$110,000, meaning that the \$30,000 estimate for the Kennedy Estates drainage work falls outside of the project budget.

Using \$40,000 that had already been put aside in last year's budget, \$50,000 from Powell Bill Funds, and another \$20,000 from the General Fund in the Town's current budget, the Town can cover \$110,000 in project costs right now. At this time, staff feels the following choices are available:

1. Complete the McCrary/Masonic Lodge and Montclair Estates project work now and plan to set aside funding for the Kennedy Estates project in next year's budget; OR
2. Allocate additional funding to complete all 3 projects during the current fiscal year; OR
3. Implement a different funding plan devised by the Governing Board.

Mayor Tripp stated that he feels the Town should complete all three drainage projects this year and borrow from the General Fund to do so. He also believes that consideration should

be given to a plan for creating a storm water utility fee to be implemented through 2016 to offset future maintenance costs. He suggested that the Board decide first on how to pay for additional repair costs in order to keep the project moving, and then come back to address "ditch" maintenance later. He wants the Town to continue with the first two projects and then come back to address funding for Kennedy Estates at the January Board meeting.

Town Manager Holland asked Mr. Sutton about the annual Powell Bill allocation, and Mr. Sutton replied that about \$140,000 was approved for Powell Bill funding during the current fiscal year and that some of it could be used for storm water projects. Manager Holland asked if the Town uses some Powell Bill funds for storm water work will it delay road repairs in Ayden. Mr. Sutton replied that it would have minimal impact since all or most of the street resurfacing has already been completed.

**VI. DISCUSSION ITEMS**

None

**VII. INFORMATION**

None

**VIII. BOARD MEMBER COMMENTS**

Mayor Tripp and the Commissioners wished audience members and Town staff a Merry Christmas.

**IX. CLOSED SESSION**

Mayor Tripp called upon Town Attorney Phil Dixon who recommended that the Board enter into Closed Session pursuant to NCGS 143-318.11 (a) (3) – to consult with an attorney employed or retained by the public body to protect the attorney/client privilege.

Mayor Tripp called for a motion and subsequent vote to enter closed session.

Motion: Commissioner Harris

Second: Commissioner Davenport

Discussion: None

Approved: 3-0

The motion to enter closed session at 8:25 pm was approved.

**X. RETURN TO OPEN SESSION**

Mayor Tripp called for a motion and subsequent vote to return to open session.

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 3-0

The motion to return to open session at 8:35 pm was approved.

**XI. ADJOURNMENT**

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:35 pm.

**CERTIFICATION**

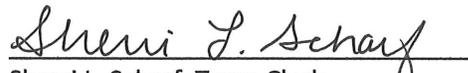
Minutes from December 8<sup>th</sup>, 2014 meeting were adopted and certified this 12<sup>th</sup> day of January 2015 in Ayden, North Carolina.



AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

ATTEST:

  
Sherri L. Scharf, Town Clerk