



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

**June 12, 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

Manager Harrell stated Chief Stanley had an item to present that we needed to add under Presentations and we also have an additional item under Closed Session Pursuant to N.C.G.S. 143-318-11 (a) (5).

Motion to approve the agenda as amended.

Motion: Commissioner Mewborn

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

## II. PRESENTATIONS

### A. County Update from Commissioner Glen Webb

County Commissioner Glen Webb gave an update from the county.

### B. Random Acts of Kindness

#### Item Explanation

Dixie McElroy was nominated by Gwendy Yiznitsky for the Random Acts of Kindness Award. Gwendy writes: "I am so often amazed at Dixie's generosity and kindness. At Easter time she had Gwendy's Goodies custom decorate Mardis Gras cookies for a group of ladies that she sees every day at the Bojangles where she gets her lunch. She also had Bojangle logo cookies made for the employees there. She always come into my business with a cheerful and warm smile but additionally two weeks ago she brought me a beautiful charm bracelet with bakery charms just as a special gift. I purchased 2 pairs of puzzle piece earrings for two of my friends with autistic children and she brought me 3 and then today she brought a locket she thought one of them would like. Dixie's giving spirit, encouraging nature, and friendly personality is such a wonderful addition to Ayden."

Mr. Jimmy Smith was nominated by Mr. Andy McLawhorn for the Random Acts of Kindness Award in May. Mr. Smith volunteers to deliver Meals on Wheels several days a week, throughout the year, regardless the weather.

Mayor Tripp presented the awards to the recipients.

### C. Presentation by Chief Barry Stanley

Chief Stanley stated Corporal Brad Melton had applied for and received his Law Enforcement Advanced Certification from the State of North Carolina. He presented him his certificate.

## III. PUBLIC COMMENTS

No one signed up to speak during the public comment period.

## IV. PUBLIC HEARING

### A. Recommended FY 17/18 Budget for Ayden Housing Authority

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

### B. Zoning Map Amendment – Royce L. Allegood, Jr. – Parcel #'s 83130, 35240, 00186

Planning Director, Stephen Smith, addressed the board.

#### Item Explanation

**Amendment:** The applicant is requesting a zoning map amendment to change the zoning from RA-20 (Residential) to R-10 (Residential) for approximately 61.8 acres of the property located on Hines Drive. This request consists of parcels # 83130, #32540 and #00186 (See Attached Map).

**Zoning District:** RA-20 (Residential/Agricultural District) - The primary purposes of this district are agriculture and low density residential development on lots with a minimum size of 20,000 square feet, and further to provide for certain other permitted and conditional uses as set forth in this section. This district is intended to ensure that residential development not having access to a public water system

and dependent on septic systems for sewage disposal will occur at a low density to provide a healthful environment.

**Zoning District:** R-10 (Residential District) - The primary purpose of this district is to provide for single-family residential development on lots with a minimum size of 10,000 square feet in neighborhoods which receive all of the customary urban services.

**Future Land Use Map Designation:** Medium Density Residential – Medium Density Residential land uses have been provided in areas that currently have medium density residential development, have water or sewer service, or where plans exist to extend water or sewer service. As these areas receive town services, higher residential densities should be allowed. “In-fill” development or development of vacant parcels accessible to water and/or sewer service should be encouraged.

The property is surrounded by R-10 (Residential) to the North, South and West, and Conservation to the North and East. There is also RA-20 zoning to the South. (See Attached Map)

**Staff Comments**

Staff recommends approval of the Rezoning from RA-20 (Residential) to R-10 (Residential). This request for rezoning is consistent with the Town of Ayden Land Use Plan.

At its May 15<sup>th</sup>, 2017 meeting, the Planning Board voted unanimously to recommend approval of the rezoning from RA-20 (Residential) to R-10 (Residential).



ORDINANCE NO. 16-17-22

AN ORDINANCE ADOPTED BY  
THE TOWN OF AYDEN GOVERNING BOARD  
AMENDING THE TOWN OF AYDEN  
OFFICIAL ZONING MAP

- WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing June 12<sup>th</sup>, 2017, to receive public comments regarding an application filed by Royce L. Allegood, Jr. requesting that the zoning designation on the Official Zoning Map be amended for three (3) parcels of land located on Hines Drive. (Pitt County Parcel Nos. 83130, 32540, 00186) totaling 61.8 acres from RA-20 (Residential) to R-10 (Residential); and
- WHEREAS, the Town of Ayden Planning Board at its May 15<sup>th</sup>, 2017 meeting voted unanimously to recommend approval of the Zoning Map Amendment; and
- WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Map Amendment as requested.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that the Official Zoning Map is hereby amended by changing the zoning designation for Pitt County Parcel Pitt County Parcel Nos. 83130, 32540, 00186 (61.8 acres) from RA-20 (Residential) to R-10 (Residential); and

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

Adopted this the 12<sup>th</sup> day of <sup>June</sup> May 2017 in Ayden, North Carolina.

ATTEST:

*Sarah W. Radcliff*  
Sarah W. Radcliff, Town Clerk



AYDEN, NORTH CAROLINA

*Stephen W. Tripp*  
Stephen W. Tripp, Mayor

MOTION: Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is consistent with the aforementioned plan and is reasonable and in the public interest and I move to approve Zoning Map Amendment Ordinance No. 16-17-22.

Motion: Commissioner Davenport

Second: Mayor Pro-tem Skinner

Discussion: None

Approved: 5-0

Motion passed unanimously.

## V. CONSENT AGENDA

- A. Minutes from the April 10, 2017 Meeting
- B. Approve Town of Ayden 457 Deferred Compensation Plan

### Item Explanation

The Town's 457 Deferred Compensation Plan with an initial effective date of August 31, 2005 has to be renewed every five (5) years. The plan should have had another resolution adopted renewing the plan for a new five (5) year period with an effective date of July 1, 2016.

### Staff Comments

Enclosed is a resolution and documentation for the renewal of the Town's 457 Deferred Compensation Plan.

### Action Requested

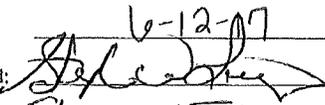
By motion, authorize the Town Manager to execute the renewal of the Town's 457 Deferred Compensation Plan.

16-17-28  
ADOPTING RESOLUTION

The undersigned authorized representative of Town of Ayden (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on 6-12-17, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended 457 Plan and Trust effective July 1, 2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Town of Ayden 457 Deferred Compensation Plan as amended and restated and the Summary of 457 Provisions, which are hereby approved and adopted.

Date: 6-12-17  
Signed:   
Stephen W. Tripp, Mayor  
[print name/title]

- C. Approval of Natural Gas Line Easement for Greenville Utilities Commission

### Item Explanation

Greenville Utilities Commission (GUC) is required to relocate portions of its natural gas lines along the new US HWY 11 bypass corridor. A section of its natural gas line needs to be relocated on the east side of our Town's electric substation located on US 11 next to Carolina Classics Catfish. Enclosed is a letter from GUC requesting Permanent Gas Easement from the Town for a cost \$625 based upon the parcel evaluations provided by NCDOT.

**Staff Comments**

Staff recommends approval of the easement to GUC for \$625 and that Mayor Stephen W. Tripp be authorized to execute the agreement granting a Permanent Gas Easement across the eastern side of the Town's Pitt County Tax No. 35973 per said agreement and parcel map presented to the Town Board in your packet tonight.

**Action Requested**

By motion, approve enclosed resolution authorizing Mayor Tripp to execute the easement agreement.



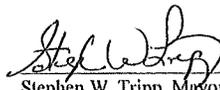
RESOLUTION NO. 16-17-29  
APPROVING EASEMENT FOR GREENVILLE UTILITIES COMMISSION

WHEREAS, Greenville Utilities Commission (GUC) is required to relocate portions of its natural gas lines along the new US HWY 11 bypass corridor. A section of its natural gas line needs to be relocated on the northside of our Town's electric substation located on US 11 next to Carolina Classics Catfish. Enclosed is a letter from GUC requesting a Permanent Gas Easement from the Town for a cost \$625 based upon the parcel evaluations provided by NCDOT.

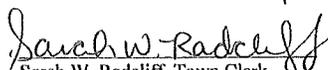
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Ayden, North Carolina, that Mayor Stephen W. Tripp is hereby authorized to execute the agreement granting a Permanent Gas Easement across the eastern side of the Town's Pitt County Tax No. 35973 per said agreement and parcel map presented to the Town Board at its June 12, 2017 regular meeting.

Adopted this the 12<sup>th</sup> day of June 2017 in Ayden, North Carolina.



  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk

- D. Approve Disaster Related Debris Removal Agreement with the N.C. Dept. of Transportation

**Item Explanation**

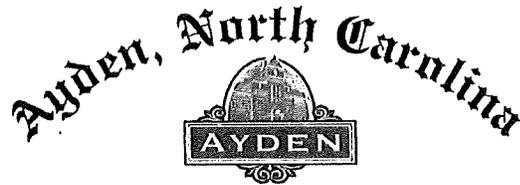
The Town's five (5) agreement with the N.C. Dept. of Transportation (NCDOT), whereby, in the event of a State of Emergency or Imminent Threat of Disaster and/or State of Emergency, the Town of Ayden shall remove and dispose of disaster related debris on released State Routes, has expired. This agreement allows the Town of Ayden to immediately begin the removal and disposal of disaster related debris on designated state roads following a natural disaster. The removal of such debris does require prior Notice to Proceed from NCDOT and reimbursement for the Town's expense shall be applied directly to FEMA. Enclosed is a letter and agreement from NCDOT extending the opportunity for the Town to execute this five (5) year agreement with the State.

**Staff Comments**

This enclosed agreement ensures that immediately removal and disposal on state roads can occur in a municipality following a natural disaster. A municipality otherwise would have to wait for NCDOT to remove and dispose of the debris and that time might be lengthy.

**Action Requested**

Adopt the enclosed resolution authorizing the Town Manager to execute this special Agreement for Disaster Related Debris Recovery.



**RESOLUTION NO. 16-17-30**

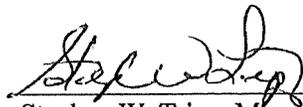
Approving Disaster Related Debris Removal Agreement with the N.C. Dept. of Transportation

**WHEREAS**, the Town's five (5) agreement with the N.C. Dept. of Transportation (NCDOT), whereby, in the event of a State of Emergency or Imminent Threat of Disaster and/or State of Emergency, the Town of Ayden shall remove and dispose of disaster related debris on released State Routes, has expired. This agreement allows the Town of Ayden to immediately begin the removal and disposal of disaster related debris on designated state roads following a natural disaster.

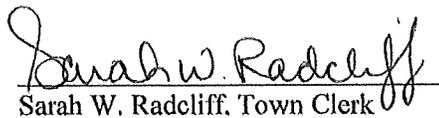
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Ayden, North Carolina, authorizes the Town Manager to execute this special Agreement for Disaster Related Debris Recovery.

Adopted this the 12<sup>th</sup> day of June 2017 in Ayden, North Carolina.



  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk

- E. Adoption of Resolution for Approval of AHA FY 16-17 Operating Budget Revision

**Item Explanation**

Enclosed is the operating budget for the Ayden Housing Authority FY16 – 17 Revised Operating Budget along with the required HUD supplied Public Housing Authority (PHA) Resolution "Approving Operating Budget" for the revised FY16 – 17 operating budget.

**Staff Comments**

Recall that the Board reviewed this revised AHA FY16 – 17 revised operating budget at its May 22<sup>nd</sup> budget workshop.

**Action Requested**

Adopt enclosed PHA Resolution "Approving Operation Budget" for the revised AHA FY16 - 17 Operating Budget.

16-17-34  
**15 - MONTH 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 (PIH-REAC)

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

**AMENDED BUDGET  
FYE 06/30/2017**

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 6(c)(4) 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 reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable and that the PHAs in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: AYDEN HOUSING AUTHORITY

PHA Code: NC 0 8 2

PHA Fiscal Year Beginning: APRIL 1, 2016

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: \_\_\_\_\_

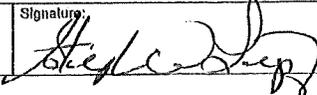
6-12-17

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(l).

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>6-12-17</u>
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Previous editions are obsolete

form HUD-52674 (08/2006)

Motion to approve consent agenda.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

## VI. ACTION ITEMS

### A. Adoption of Resolution of Approval of AHA FY 17/18 Operating Budget

Manager Harrell presented to the board.

#### Item Explanation

Enclosed is the operating budget for the Ayden Housing Authority FY17 – 18 Operating Budget along with the required HUD supplied Public Housing Authority (PHA) Resolution “Approving Operating Budget for FY17 – 18. Note that the AHA FY17 – 18 Operating Budget will also be contained within the Town Board’s Town of Ayden FY17 – 18 Budget Ordinance.

#### Staff Comments

Recall that the Board requested at its May 22<sup>nd</sup> budget workshop that the AHA budget be amended to include funding for a Police Officer assigned specifically to the Housing Authority.

After further review of HUD requirements, Brent Umphlett, CPA for our AHA, recommends that the Town gather documentation and prepare a report showing that an extensive amount of the current Police Department’s time is going to service the AHA (in addition to the normal patrols already provided) and that this additional service is taking away from regular police services provided to other citizens of the Town. This documentation would go to include police officer time sheets along with police reports/calls to the AHA grounds. This documentation, and written report, should clearly show an Office of Inspector General (OIG) Auditor your reasoning for the additional patrols and that it is a direct result of the level of crime or activities related to the grounds/residents/operations of the AHA. This report should also discuss reasonableness of the amount billed to the AHA for the increase in services. He further states, as far as the OIG is concerned, it is not enough to just have the proper interfund billing documentation for this AHA assigned police officer; the Town should be able to show the need for the additional interfund billing and that it specifically relates to the AHA itself.

The Ayden Police Department is working to provide the data and report outlined above for submittal to HUD. The Town’s own FY17 – 18 General Fund still reflects the additional police officer for the AHA, funded by the AHA. Staff recommends that this stay in place pending the final outcome of HUD’s review of our addition of the assigned AHA police officer.

#### Action Requested

Adopt enclosed PHA Resolution “Approving Operation Budget” for the AHA FY17 – 18.

17-18-1

PHA Board Resolution  
Approving Operating Budget

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

OMB No. 2557-0026  
(exp. 10/31/2000)

ORIGINAL BUDGET  
FYE 06/30/2018

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This information is required by Section 8(c)(4) 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 reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: AYDEN HOUSING AUTHORITY

PHA Code: NC082

PHA Fiscal Year Beginning: JULY 1, 2017

Board Resolution Number: 17-18-1

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):

Operating Budget approved by Board resolution on:

DATE  
6-12-17

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

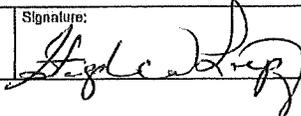
Operating Budget revision submitted to HUD, if applicable, on:

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>6-12-17</u>
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Previous editions are obsolete

form HUD-62574 (08/2005)

Motion to approve.

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

B. Discount for Early Payment of Property Taxes

**Item Explanation**

Enclosed is a letter received this week from Pitt County. The letter informs municipalities for which the County collects their property taxes that the County is offering a ½% discount for the months of July and August for County taxpayers who pay their taxes “early”. The letter further requests that each municipality submit taxpayers’ information, to include any early payment discount percentage by June 20<sup>th</sup>.

**Staff Comments**

Staff did not recommend, nor did the Town Board discuss, discounts for early payment of property taxes. The Town has not to staff’s knowledge had this practice in the past. Since we received this County letter, staff felt it necessary to bring this to the Town Board’s attention, in case it did want to consider an early payment discount.

**Action Requested**

If a discount is wanted, the enclosed FY17 – 18 Annual Budget Ordinance would have to be voted on with an amendment denoting the intended early payment discount.

The Board decided to keep the policy as is without any changes.

C. Adopt FY 17/18 Annual Budget Ordinance

**Item Explanation**

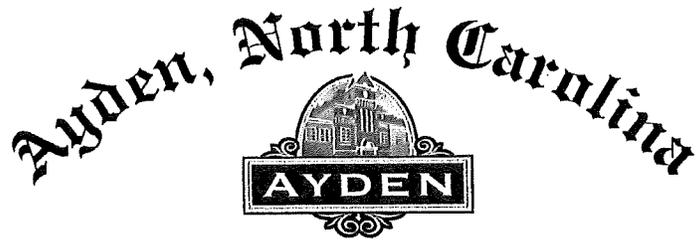
Tonight the completed FY17-18 Annual Budget Ordinance for the Town of Ayden is presented for adoption. Per N.C. General Statute The Local Government Budget and Fiscal Control Act the recommended budget was submitted to the Town Board on April 27<sup>th</sup>, duly posted, and a public hearing was held on the recommended budget at the Town Board’s May 8, 2017 meeting.

**Staff Comments**

Enclosed is the FY17-18 Annual Budget Ordinance.

**Action Requested**

Adopt FY17-18 Annual Budget Ordinance



**ORDINANCE NO. 17-18-01**

**FYE JUNE 30, 2018  
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, 2017 and ending June 30, 2018.

**SUMMARY**

General Fund	\$	4,454,025
Electric Fund	\$	11,923,439
Water/Sewer Fund	\$	3,213,304
Rural Fire Fund	\$	163,593
Library Trust Fund	\$	400
	\$	<u>19,754,761</u>

## SECTION 1: GENERAL FUND REVENUES

2017 Taxes	\$	1,081,000
Prior Years	\$	12,000
Vehicle Taxes	\$	168,500
Tax Penalties	\$	2,000
Tax Interest	\$	2,000
1% Sales Tax - Art. 39	\$	402,000
0.5% Sales Tax - Art. 40	\$	235,000
0.5% Sales Tax - Art. 42	\$	200,000
Hold Harmless Tax	\$	229,250
Utility Franchise Tax	\$	345,000
Beer and Wine Tax	\$	22,300
Cell Tower Franchise Fee	\$	48,000
Cable TV Franchise Tax	\$	34,700
Solid Waste Disposal Tax	\$	3,500
AHA Reimbursements	\$	55,552
Rural Fire/EMS Lease Pmt.	\$	91,554
Powell Bill	\$	150,000
Local/State Grants	\$	53,000
Court Facility Fees	\$	6,000
Planning Fees/Permits	\$	4,500
Refuse Collection Fees	\$	310,000
Cemetery Plot Sales	\$	15,000
Grave Opening and Closing	\$	21,000
Recreation Revenue	\$	64,000
Comm. Facility Rental Fees	\$	15,000
EMS Utilities & Expenses	\$	5,000
Investment Earnings	\$	4,500
Stormwater Fee	\$	110,000
Misc. Revenues	\$	75,000
Special Event Donations	\$	10,000
Inter-Gov't Electric Franchise Tax	\$	356,209
PIL Tax - Electric Utility	\$	45,638
Transfer from Other Funds	\$	175,000
GF Fund Balance Appropriated	\$	102,822
	\$	<u>4,454,025</u>

EXPENDITURES

Governing Board	\$	219,294
Administration	\$	191,189
Finance	\$	114,671
Fleet Maintenance	\$	64,140
Public Buildings	\$	154,897
Police Department	\$	1,521,650
Fire Department - Town	\$	90,939
Public Works	\$	783,988
Powell Bill	\$	150,000
Sanitation	\$	222,615
Planning and Zoning	\$	169,991
Library	\$	125,549
Recreation	\$	476,468
Debt Service	\$	168,635
	\$	<u>4,454,025</u>

SECTION 2: ELECTRIC FUND

REVENUES

Electric Utility Charges	\$	11,250,000
Reconnect Fees/Penalties	\$	120,000
New Account Connect Fees	\$	11,000
Facility Fees	\$	120,000
Service Charges	\$	4,500
New Service Installation Fees	\$	10,000
Online Pmt Convenience Fees	\$	12,300
Investment Earnings	\$	15,170
Misc. Receipts	\$	10,500
Cable TV Pole Lease	\$	10,500
South West Bypass Reimbursement	\$	130,000
Fund Balance Appropriated	\$	229,469
	\$	<u>11,923,439</u>

**EXPENDITURES**

Electric Admin/Billing	\$ 419,705
Electric Operations	\$ 2,500,897
Wholesale Power Purchase	\$ 8,108,781
Debt Service	\$ 317,210
Special Appropriations	\$ 576,847
	<u>\$ 11,923,439</u>

**SECTION 3: WATER / SEWER FUND**

**REVENUES**

Water Charges	\$ 1,200,000
Sewer Charges	\$ 1,580,000
Water Connection Fees	\$ 2,000
Sewer Connection Fees	\$ 2,000
System Impact Fess	\$ 2,000
Subdivision Installation Fees	\$ 2,000
Investment Earnings	\$ 5,330
SW Bypass Reimbursement	\$ 43,000
Loan Proceeds	\$ 240,000
Fund Balance Appropriated	\$ 136,974
	<u>\$ 3,213,304</u>

**EXPENDITURES**

Water/Sewer Operations	\$ 2,893,486
Debt Service	\$ 319,818
	<u>\$ 3,213,304</u>

SECTION 4: RURAL FIRE FUND

Contracted Services	\$	163,593
	\$	<u>163,593</u>

Rural Fire Dept. Operations	\$	163,593
	\$	<u>163,593</u>

SECTION 5: LIBRARY TRUST FUND

Revenues	\$	400
	\$	<u>400</u>

Library Fund Expenditures	\$	400
	\$	<u>400</u>

SECTION 6: UTILITY RATES

There is hereby established, for the fiscal year 2017-2018, utility charges and fees as scheduled herewith:

**ELECTRICAL**

Electric rates are as contained in Attachment A.

**WATER & SEWER**

Water and Sewer rates are as contained in Attachment B.

## SECTION 7: FEE SCHEDULE

There is hereby established, for the fiscal year 2017-2018, various fees and charges as scheduled herewith:

### UTILITY FEES

Residential Utility Deposits	\$175
Small Commercial Utility Deposits	\$300
Large Commercial Utility Deposits	\$1000 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 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 Connection Fee \$35 Meter Deposit (for first time Ayden Utility customer)
Temporary Service Charge (Realtor)	\$20 Connection Fee (48 hrs of service)
New Account Connection Fee	\$10 Electric \$10 Water & Sewer
Penalty for non-payment by the due date	1% of account balance
Penalty for non-payment by the "cutoff" date	\$25
Reconnections of Utilities	\$25 during after-business operating hours
Return Check Charges	\$25
Meter Check	\$35

### DEVELOPMENT FEES

#### **ELECTRIC SERVICES:**

Sub'd Installment Fee (Electric)	\$800/dwelling unit
** Cost to developer for Town to install backbone	
** Paid by developer prior to ordering of materials	
Residential Installment Fee (Electric)	\$250/dwelling unit
** (Less than 150LF)	

Residential Installment Fee (Electric) ** (More than 150LF)	\$250/dwelling unit plus \$3.50/LF over 150LF
Commercial Installment Fee (Electric) ** Due at time of service request	Transformer and pad at customer expense \$300 for 200 AMP \$700 for 400 AMP \$1000 for 600 AMP ** Calculated at time of service request for services over 600AMP
Primary Line Extension	Material Cost + 15%
<b>WATER AND WASTEWATER SERVICES:</b>	
Sub'd Installment Fee (Water/Sewer)	\$200/dwelling unit
** Developer installs lines and extends taps to property line ** Paid by builder prior to issuance of Zoning Compliance Certificate	
Water Connection Fee (In-Town)	\$450 for ¾" \$750 for 1" \$1200 for 1 ½" \$2250 for 2" ** Cost of materials/labor plus 20% for greater than 2"
** Fee for Town installing taps and service to property line ** Due at time of service request	
Water Connection Fee (Out-of-Town)	\$900 for ¾" \$1500 for 1" \$2400 for 1 ½" \$4500 for 2" ** Cost of materials/labor plus 20% multiplied by 2 for greater than 2"
** Fee for Town installing taps and service to property line ** Due at time of service request	
Sprinkler Connection Fee (In-Town) ** Due at time of service request	\$300
Sewer Connection Fee (Res./In-Town)	\$500/dwelling unit for 8' depth or less
** Due at time of service request	
Sewer Connection Fee (Res./Out-of-Town)	\$1000/dwelling unit for 8' depth or less

\*\* Due at time of service request

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%
** Fee for Town installing service to property line	
** Due at time of service request	

CMSD Impact Fee	\$1000 (Residential)
** Paid by builder prior to issuance of Zoning Compliance Certificate	\$1000 per 350/GPD estimated flow (Commercial/Industrial)

**FACILITY RENTALS**

Second Street Community Building  
\*\* (Civic Orgs or Non-Profit Orgs Only)

\$50 Refundable Deposit  
\$150 per use  
\$600 annually for once a month use\*\*  
\$1,000 annually for once a week use\*\*

Old Town Hall  
\*\* (Civic Orgs or Non-Profit Orgs Only)

\$50 Refundable Deposit  
\$100 per use  
\$600 annually for once a month use\*\*  
\$1,000 annually for once a week use\*\*

West Avenue Stage

\$250 Refundable Deposit  
\$250 per use  
\*See rental use agreement for terms

Arts and Recreation Center Campus

Doug Mitchell Auditorium

\$150 Refundable Deposit  
\$350 per use for Auditorium (Non-Profit)  
\$700 per use (For-Profit)

Classrooms

\$50 per use (4 Hour Maximum)

**Outdoor Athletic Fields and Gymnasium are NOT available for rent**

Veteran's Park Shelter (small)

Reservations required  
\$15 for half day (4 hours)  
\$30 for full day (8 hours)

Veteran's Park Baldrige Shelter

Reservations required  
\$30 for half day (4 hours)  
\$60 for full day (8 hours)

J.J. Brown Park Shelter

Reservations required  
\$20 for half day (4 hours)  
\$40 for full day (8 hours)

District Park Shelter (small)

Reservations required  
\$40 for half day (4 hours)  
\$70 for full day (8 hours)

District Park Shelter (large)

Reservations required  
\$70 for half day (4 hours)  
\$130 for full day (8 hours)

Off-Duty Staff

\$25/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 \*\*

**NOISE PERMIT FEE**

Permit to exceed noise limitations/  
Permit for outdoor amplified sound \$15.00 per event

\*\*No permitted event may last more than 4 hours in duration. No permitted event may extend beyond 11:00 pm.

**REFUSE COLLECTION**

Residential Collection and Recycling	\$11.50 per month per residential household
Business Collection	\$16.50 per month for the first two rollouts \$16.50 per month for each additional rollout
Church Collection	\$16.50 per month for the first two rollouts \$16.50 per month for each additional rollout
Major Appliance	1 per month per address at no charge \$10 per month for each additional item
Furniture and Mattress	1 per month per address at no charge \$10 per month for each additional item
Residential Limbs and Brush	No Charge
Recycle Rollout	\$65

**PLANNING, ZONING, AND LAND USE FEES**

Driveway Permit Fee	\$50 (Town Maintained Streets Only)
Rezoning Request	\$300
Future Land Use Map Amendment	\$150
Zoning Ordinance Text Amendment	\$150
Board of Adjustment Hearings	\$250 Variance Zoning Administrator Appeal Ordinance Interpretation
Conditional Use Permits	\$250
Voluntary Annexation Petition	\$50
Preliminary Plat Review (Subdivisions)	\$200 plus \$50 per acre or fraction thereof not to exceed \$1000
Preliminary Plat Review (Minor Revisions)	\$100

Construction Drawing Review	\$200
Final Plat Review (Subdivisions)	\$150 plus \$50 per acre or fraction thereof not to exceed \$500
Final Plat Review (Minor Revisions)	\$50
Site Plan Review	\$250 plus \$25 per acre or fraction thereof not to exceed \$500
Site Plan Review (Minor Revisions)	\$50 (Minor Revisions must be requested in writing by owner/applicant)
Landscape Plan Review	\$100 (Must be submitted with Original Site Plan)
Landscape Plan Review (Minor Revisions)	\$50 (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 Other \$250

**INSPECTION PERMIT FEES**

Administered by Pitt County Planning, Inspections, and Permitting

**RECREATION FEES**

Tackle Football Activity Fee	\$25 (In-Town) \$50 (Out-of-Town)
Flag Football Activity Fee	\$20 (In-Town) \$40 (Out-of-Town)
Softball Activity Fee	\$20 (In-Town) \$30 (Out-of-Town)
Basketball Activity Fee	\$20 (In-Town) \$30 (Out-of-Town)
Cheerleading	\$20 (In-Town) \$30 (Out-of-Town)
Volleyball	\$20 (In-Town) \$30 (Out-of-Town)
Summer Day Camps	\$45 per week (In-Town) \$55 per week (Out-of-Town)

Classes (Art, Pottery, Etc...)	\$30 (In-Town) \$40 (Out-of-Town)
Specialty/Sport Camps	Cost Varies/Determined by Instructor Fees
Gate Admission to Events	\$1
District Park Splash Pad Admission	\$2 (All Day Pass)

**CEMETERIES**

Cemetery Plots (Ayden Citizens In-Town)	\$450
Cemetery Plots (Ayden Citizens Out-of-Town) [On Ayden Utilities]	\$550
Cemetery Plots (Non Ayden Citizens) [Not On Ayden Utilities]	\$750
Mausoleums	Plot price x 4 as set above
Deed Issuance for Transfer	\$50 per deed
Grave Openings and Closings	
Weekday	\$350
Weekday Cremation	\$125
Weekend/Holiday (O/C)	\$600
Weekend/Holiday Cremate	\$150

**DOCUMENTS**

Agenda Copies Sunshine List	\$10 per year
Zoning and Subdivision Ordinance Copy	\$15
Erosion and Sedimentation Control	Administered by Pitt County Planning
Flood Prevention	Administered by Pitt County Planning
Minimum Housing Requirements	\$5
Thoroughfare Plan	Administered by Greenville MPO
Code of Ordinances Copy	\$25
Town Maps (8.5" x 11" Black and White)	\$1
Town Maps (11" x 17" Black and White)	\$2
Zoning, ETJ, and Land Use Maps	
24" x 36" Color	\$20
36" x 42" Color	\$35

Certified True Copies of Documents	
First Page	\$3
Additional Pages	\$1
Single Uncertified Copies Made by Town	\$0.10 per page

**SECTION 8: LEVY OF TAXES**

There is hereby levied, for the fiscal year 2017-2018, a 2017 tax rate of \$0.54 per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2017, 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 \$235,546,990.

**SECTION 9: 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 10: 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 11: UTILIZATION OF BUDGET ORDINANCE**

This ordinance shall be the basis of the financial plan for the Town of Ayden municipal government during the 2017-2018 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.

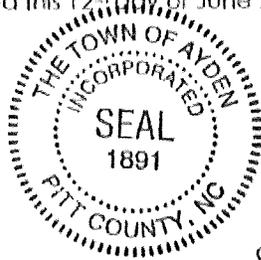
**SECTION 12: EFFECTIVE DATE OF SALARY CHANGES**

Any salary changes for Town employees shall begin the first full payroll in the new fiscal year which will begin June 27, 2017.

**SECTION 13: INCLUSION OF AYDEN HOUSING AUTHORITY FY17 – 18 OPERATING BUDGET**

The Ayden Housing Authority FY17 – 18 Operating Budget, although adopted by separate HUD Public Housing Agency "Approving Operating Resolution", is included in the Town's FY17 – 18 annual adopted budget.

Adopted this 12<sup>th</sup> day of June 2017 in Ayden, North Carolina.



AYDEN, NORTH CAROLINA

*Stephen W. Tripp*  
Stephen W. Tripp, Mayor

ATTEST:

(TOWN SEAL)

*Sarah W. Radcliff*  
Sarah W. Radcliff, Town Clerk

Motion to approve the budget with a 9.72% increase to the sewer rates, to borrow \$240,000, and to use the money from the marketing budget to fund the additional \$8,000 for the Ayden Chamber of Commerce. Also to amend the fee schedule to make the Arts & Rec Auditorium deposit refundable like the other fees.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None.

In Favor: Skinner, Davenport and Harris

Opposed: Mewborn and Ross

Approved: 3-2

Motion passed.

- D. Recommendation of Award for Construction of Water and Sanitary Sewer Improvements as funded through \$1,031,725 Community Development Block Grant Infrastructure Program (CDBG-I)

Rich Moore, McDavid Associates, presented to the Board.

**Item Explanation**

The Town Board accepted a \$1,031,725 CDBG-I grant on February 1, 2016 that provides 100% grant funding to replace waterline and sanitary sewer line along Washington Street in the vicinity of Veterans' Park. Once the Town accepted the grant, the funding agency issued a grant agreement to the Town that placed the Town on a schedule to complete the project. The issued grant agreement included milestone tasks and required compliance deadline dates. The following table summarizes required milestone events, grant agreement deadlines, and dates where activities have been met/completed:

Milestone	CDBG-I Deadlines	Date Completed
Attendance at the EA/ER Workshop	4/6/2016	4/6/2016
Attendance at the Compliance Workshop	4/1/2016	4/1/2016
Contract with DWI Executed	4/29/2016	3/14/2016
Engineering Report Submitted	10/3/2016	9/16/2016

Environmental Document Submitted	1/6/2017	11/21/2016
Funding Approval Conditions Submitted	1/6/2017	11/21/2016
Request for Release of Funds Approved	1/20/2017	12/1/2016
Engineering Report Approved	3/1/2017	1/24/2017
Bid and Design Package Submitted	7/1/2017	2/8/2017
Bid and Design Package Approved	11/1/2017	4/3/2017
Advertise Project, Receive Bids, Submit Bid Information	1/1/2018	5/25/2017
Execute Construction Contracts	2/1/2018	

Effort has been successful to advance the project to exceed the deadline dates.

Bids for construction were originally received on May 9, 2017. Insufficient bids were received to allow an opening. The project was re-advertised and bids were again received on May 25, 2017. In accordance with State Statutes, there is no minimum number of bids required to be received on a re-bid. On May 25, 2017, a single bid was received. The bid was opened. Based on the low bid received, a recommendation of award is presented for Town Board consideration. A "recommendation of award" is provided for Town Board consideration. The "recommendation of award" letter from McDavid Associates, Inc. is attached. The following exhibits are attached to the "recommendation of award" letter:

1. Resolution Amending Capital Project Budget Ordinance and Awarding Construction.
2. Notice of Award
3. Bid Tabulation Sheet
4. Project Map

The low bid for construction received was in the amount of \$695,230 as submitted by Tripp Bro's, Inc. The low bid is within the budget of available funds. Reference the budget included in the attached resolution, construction costs are divided between "C-1 Sewer Improvements" (\$224,752.29) and "C-1 Water Improvements" (\$470,377.71) construction line items. Available contingency funds exceed \$50,000.

The project will replace existing dilapidated waterlines and sanitary sewer lines along Washington Street (includes sections of adjacent connecting streets). Where sewer lines are located under paved streets, construction proposes to place new waterlines and sanitary sewer lines under the pavement (all service connections will be replaced and extended to tie-in to existing house services). The project will ultimately patch and completely resurface streets. Placement of utilities in the street was decided as the best method of avoiding significant impact on homeowner's landscaping and existing shallow drainage piping network.

The project is within budget based on the low bid. The low bidder is a local contractor. The project will address critical needs, add key valves to the water system, replace old cast iron waterline pipes, eliminate inflow/infiltration in the Town sewer system, and replace sections of failing sewer piping.

**Staff Comments**

Project scoping is consistent with the approved CDBG-I grant agreement. The project is within budget and the contractor has indicated a desire to move forward with construction.

**Action Requested**

By motion, approve resolution that amends the capital project budget ordinance and awards the construction contract for the Town's 2015 CDBG Infrastructure Project (State grant 15-I-2759).

**RESOLUTION 16-17-31  
AMENDING CAPITAL PROJECT BUDGET ORDINANCE AND  
AWARDING CONSTRUCTION CONTRACTS FOR  
2015 CDBG INFRASTRUCTURE PROJECT 15-I-2759  
CONTRACT NO. 1 - WATER AND SANITARY SEWER IMPROVEMENTS  
TOWN OF AYDEN**

**WHEREAS,** The Town of Ayden has been awarded a Community Development Block Grant for infrastructure improvements from the Division of Water Infrastructure in the amount of \$1,031,725, and

**WHEREAS,** Bids for construction of Contract No. 1 - Water and Sanitary Sewer Improvements were received on May 25, 2017, and

**WHEREAS,** Tripp Bro's, Inc. submitted the low bid for Contract No. 1 Water and Sanitary Sewer Improvements in the amount of \$695,230.00, and

**WHEREAS,** The Engineer has prepared a Recommendation of Award and balanced budget for Town Board consideration and approval,

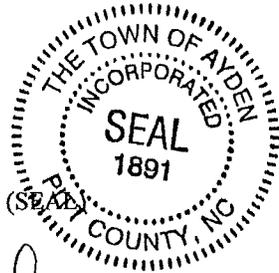
**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:**

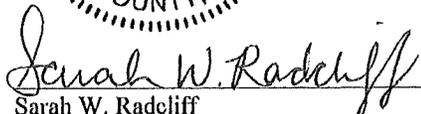
That the attached project budget is hereby approved as amended for implementation of the 2015 CDBG Infrastructure Project.

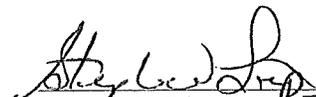
That Contract No. 1 - Water and Sanitary Sewer Improvements be awarded to Tripp Bro's, Inc. for the low bid amount of \$695,230.00.

That the Mayor and Town Manager are authorized and directed to execute all documents associated with award of construction contracts on behalf of the Town of Ayden.

Adopted this the 12<sup>th</sup> day of June, 2017 at Ayden, North Carolina.



  
Sarah W. Radcliff  
Town Clerk

  
Stephen W. Tripp, Mayor  
Town of Ayden

2015 CDBG INFRASTRUCTURE PROJECT 15-I-2759  
 CONTRACT NO. 1 - WATER AND SANITARY SEWER IMPROVEMENTS  
 TOWN OF AYDEN

		APPROVED BUDGET AS OF <u>FEBRUARY 1, 2016</u>	CHANGES THIS AMENDMENT	BUDGET AT RECOMMENDATION OF AWARD
<b><u>REVENUES</u></b>				
xx-xxxx-xxxx	CDBG - Infrastructure Grant	\$1,031,725.00	\$0.00	\$1,031,725.00
xx-xxxx-xxxx	Town of Ayden	\$0.00	\$0.00	\$0.00
xx-xxxx-xxxx	Sales Tax Refund	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<b>TOTAL REVENUES</b>	<b>\$1,031,725.00</b>	<b>\$0.00</b>	<b>\$1,031,725.00</b>
<b><u>EXPENSES</u></b>				
22-4970-6908	C-1 Sewer Improvements			
	Construction	\$224,553.64	\$198.65	\$224,752.29
	Planning and Engineering Design	\$20,237.18	\$0.00	\$20,237.18
	Construction Administration/Observation	\$31,002.32	\$0.00	\$31,002.32
	Additional Services by Engineer	\$969.83	\$0.00	\$969.83
	Labor Compliance Monitoring	\$4,868.56	\$0.00	\$4,868.56
	Legal	\$323.28	\$0.00	\$323.28
	Engineering Reimbursables	\$646.56	\$0.00	\$646.56
	Reimbursables to Town	\$646.56	\$0.00	\$646.56
	Contingency	<u>\$16,988.07</u>	<u>-\$198.65</u>	<u>\$16,789.42</u>
	<b>C-1 Sewer Improvements Subtotal</b>	<b>\$300,236.00</b>	<b>\$0.00</b>	<b>\$300,236.00</b>
22-4970-6907	C-1 Water Improvements			
	Construction	\$470,061.86	\$415.85	\$470,477.71
	Planning and Engineering Design	\$42,362.82	\$0.00	\$42,362.82
	Construction Administration/Observation	\$64,897.68	\$0.00	\$64,897.68
	Additional Services by Engineer	\$2,030.17	\$0.00	\$2,030.17
	Labor Compliance Monitoring	\$10,191.44	\$0.00	\$10,191.44
	Legal	\$676.72	\$0.00	\$676.72
	Engineering Reimbursables	\$1,353.44	\$0.00	\$1,353.44
	Reimbursables to Town	\$1,353.44	\$0.00	\$1,353.44
	Contingency	<u>\$35,561.43</u>	<u>-\$415.85</u>	<u>\$35,145.58</u>
	<b>C-1 Water Improvements Subtotal</b>	<b>\$628,489.00</b>	<b>\$0.00</b>	<b>\$628,489.00</b>
22-4970-6905	C-1 Administration			
	Grant Administration	\$42,140.00	\$0.00	\$42,140.00
	Reimbursables	\$2,500.00	\$0.00	\$2,500.00
	Engineering Report	\$25,000.00	\$0.00	\$25,000.00
	Environmental Review	\$16,800.00	\$0.00	\$16,800.00
	Contingency	<u>\$16,560.00</u>	<u>\$0.00</u>	<u>\$16,560.00</u>
	<b>C-1 Administration Subtotal</b>	<b>\$103,000.00</b>	<b>\$0.00</b>	<b>\$103,000.00</b>
	<b>TOTAL EXPENSES</b>	<b>\$1,031,725.00</b>	<b>\$0.00</b>	<b>\$1,031,725.00</b>

Motion to approve resolution that amends the capital project budget ordinance and awards the construction contract for the Town's 2015 CDBG Infrastructure Project (State grant 15-I-2759).

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: None.

Approved: 5-0

Motion passed unanimously.

- E. Adopt an Ordinance Establishing that the Ayden Fire Department will administer its own Insurance Receivable Special Revenue Fund

**Item Explanation**

On November 13, 2012, the Ayden Board of Commissioners created by ordinance a special revenue fund, Fund 27, to account for the receipt and associated expenditures for Ayden Fire Department collected fees

billed to private insurance companies for its services rendered and equipment used in the response to fire calls attended. The funds in this special revenue fund are committed to building improvements, facility maintenance, special projects or other special needs outside of the department's operating budget and as recommended by the Ayden Fire Department Advisory Board and approved by the Board of Commissioners. The arrangement for the collection and expense of billed services was a mutually agreed arrangement between the Ayden Fire Department Advisory Board and the Ayden Board of Commissioners;

**Staff Comments**

It is recommended that the Town's Special Revenue Fund 27 be officially closed and the balance (to be provided Monday night at meeting) be provided to the Ayden Fire Department to administer its own special revenue fund for collected fees billed to private insurance companies for fire department service calls. Said special revenue fund to be used for special projects, special needs, supplies and equipment. Any special projects/needs related to improvements to Town owned buildings or facilities it is further recommended that this first require approval by the Ayden Board of Commissioners.

**Action Requested**

Adopt enclosed ordinance establishing that the Ayden Fire Department administer its own insurance receivable special revenue fund.



ORDINANCE NO. 16-17-23

AN ORDINANCE ADOPTED OF THE TOWN OF AYDEN, NC, ESTABLISHING THAT  
THE AYDEN FIRE DEPARTMENT WILL ADMINISTER ITS OWN INSURANCE  
RECEIVEABLE SPECIAL REVENUE FUND

WHEREAS, on November 13, 2012, the Ayden Board of Commissioners created by ordinance a special revenue fund, Fund 27, to account for the receipt and associated expenditures for Ayden Fire Department collected fees billed to private insurance companies for its services rendered and equipment used in the response to fire calls attended; and

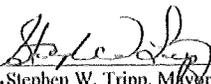
WHEREAS, the funds in this special revenue fund are committed to building improvements, facility maintenance, special projects or other special needs outside of the department's operating budget and as recommended by the Ayden Fire Department Advisory Board and approved by the Board of Commissioners; and

WHEREAS, the above arrangement for the collection and expense of billed services was a mutually agreed arrangement between the Ayden Fire Department Advisory Board and the Ayden Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Ayden, North Carolina that:

1) Fund 27 be officially closed and the balance be provided to the Ayden Fire Department to administer its own special revenue fund for collected fees billed to private insurance companies for fire department service calls. Said special revenue fund to be used for special projects, special needs, supplies and equipment. Any special projects/needs related to improvements to Town owned buildings or facilities first require approval by the Ayden Board of Commissioners.

Adopted this the 12<sup>th</sup> day of June 2017 in Ayden, North Carolina.

  
Stephen W. Tripp, Mayor  
Mayor of Ayden

ATTEST:

  
Sarah W. Radcliff, Town Clerk



Motion to adopt enclosed ordinance establishing that the Ayden Fire Department administer its own insurance receivable special revenue fund and to include the annual report.

Motion: Commissioner Harris

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

Motion passed unanimously.

F. Ownership and Annexation of the Ayden Fire Department Substation

**Item Explanation**

Chief Jones made a presentation in December with regard to reducing future annual lease payments by the Fire Department on its headquarters station and in return, a 50% town ownership in the new substation on US 102.

In 1999, the Town reconstructed the headquarters station via a secured a loan of \$709,440. The annual loan payment was \$47,296 with the Fire Department making an \$18,919 annual rent payment with a term of 30 years; i.e., through 2029. The loan was satisfied by the town in 2014.

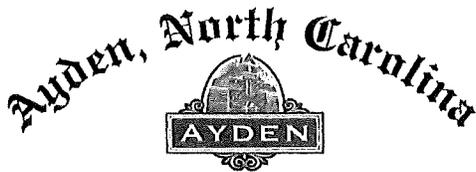
The Fire Department opened its new substation last fall on US 102 at a cost of \$180,500. Since the town has satisfied the reconstruction loan in 2014, Chief Jones proposed that the town receive 50% ownership in the US 102 substation via a \$7,520 annual contribution, starting with the FY17 – 18 budget, generated by the Fire Department reducing its lease payment by a like amount for the balance of the lease; i.e., thru 2029. The \$7,520 will be reserved by the Fire Department in a capital improvement pool to build revenue for future years' rolling stock replacement. The Town Board agreed to this proposal and effective with the FY17-18 budget, i.e., July 1, 2017, the town was to acquire half ownership in the substation property for its \$7,520 contribution plus the advantage of a CIP against future rolling stock purchases, and the Fire Department further agreed to voluntarily annex the substation property. The Town Attorney will amend the lease for the Fire Station Headquarters to reflect the new lease payment effective July 1, 2017 and is working on a deed for equal joint ownership of the Fire Substation by the Rural Fire Department and the Town of Ayden.

**Staff Comment**

The annexation process for the substation property will begin with an annexation request by the owners, the Rural Fire Department and the Town of Ayden, once the new deed is executed. Per NCGS160A-58.2, at the Town Board's July 10, 2017 meeting the Town Clerk will certify that the petition is valid and the Town Board will set a public hearing on the annexation at its August 14, 2017 meeting. Following the public hearing the Town Board can adopt an ordinance annexing the substation property.

**Action**

Adopt resolution authorizing Mayor Tripp to execute the amended Fire Station Headquarter's lease and the new deed for the Fire Substation, both effective July 1, 2017.

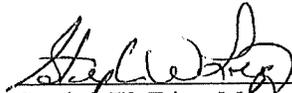


RESOLUTION NO. 16-17-32  
Approving 50% Ownership in the Rural Fire Department Substation and Amending Lease for  
Fire Department Headquarters

**WHEREAS**, the Town Board agreed to Rural Fire Department proposal effective July 1, 2017 to be half owners of new substation on US 102 and in return to reduce the Rural Fire Department lease payment on the Fire Headquarters building to \$11,399 annually.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Ayden, North Carolina that Mayor Tripp is authorized to execute the amended Fire Headquarter's lease and the new deed for the Fire Substation, both effective July 1, 2017.

Adopted this the 12<sup>th</sup> day of June 2017 in Ayden, North Carolina.

  
\_\_\_\_\_  
Stephen W. Tripp, Mayor  
Town of Ayden

ATTEST:

  
\_\_\_\_\_  
Sarah W. Radcliff, Town Clerk

Motion to Adopt resolution authorizing Mayor Tripp to execute the amended Fire Station Headquarter's lease and the new deed for the Fire Substation, both effective July 1, 2017.

Motion: Commissioner Mewborn  
Second: Commissioner Davenport  
Discussion: None.  
Approved: 5-0

Motion passed unanimously.

G. Resolution accepting financing agreement for new bucket truck

**Item Explanation**

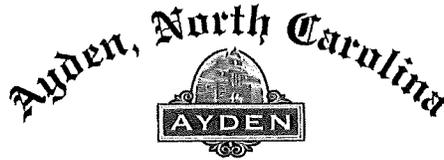
The Town agreed to purchase a new Altec bucket truck for the Electric Fund and have the vehicle financed. The Town took possession of the truck last week. The finance department issued a Request for Proposals for financing from the three local banks and Altec's leasing division. Proposals are to be submitted by June 9, 2017 by 5pm.

**Staff Comments**

Once all proposals are submitted they will be evaluated. The staff will present and recommend the lowest bid to the Board.

**Action Requested**

Approve lowest bid.



RESOLUTION NO. 16-17-33  
RESOLUTION APPROVING FINANCING TERMS

**WHEREAS:** The Town of Ayden ("Town") has previously determined to undertake a project for the financing of a bucket truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED,** as follows:

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated June 9, 2017. The amount financed shall not exceed \$199,300.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.57%, and the financing term shall not exceed five (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town

fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 12<sup>th</sup> day of June, 2017.

By: Sarah W. Radcliff  
Sarah W. Radcliff, Town Clerk

By: Stephen W. Tripp  
Stephen W. Tripp, Mayor



Motion to approve financing through BB&T.

Motion: Mayor Pro-tem Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

Motion passed unanimously.

## VII. INFORMATION

A. Staff Departmental Reports

## VIII. BOARD MEMBER COMMENTS

The commissioners thanked everyone for coming and staff for their hard work. Commissioner Ross asked staff to look at converting to natural gas in some of our buildings, refinancing the loans, and maintenance and up-keep of district park. She asked why we hire new people and pay them more than people who have been here a long time. She asked why the employees were not given what they were promised when the pay study was done years ago.

Commissioner Skinner stated he had received a lot of comments regarding the retirement luncheons. He said it was time for a change. He said we need to follow the same policy for all retirees and have it catered by someone in Ayden. He stated he would like to see the policy revisited. Commissioner Mewborn agreed with Mayor Pro-tem Skinner on the retirement luncheons.

## IX. CLOSED SESSION

- A. 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.

- B. Pursuant to N.C.G.S. 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.
- C. Pursuant to N.C.G.S. 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.

Attorney Dixon stated the board would go into closed session 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 and pursuant to N.C.G.S. 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 and pursuant to N.C.G.S. 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.

Motion to go into closed session at 8:52pm.

Motion: Commissioner Harris

Second: Commissioner Ross

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to return to open session at 9:20pm.

Motion: Commissioner Harris

Second: Mayor Pro-tem Skinner

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to renew the attorney's contract with the town for another year.

Motion: Commissioner Harris

Second: Mayor Pro-tem Skinner

Discussion: None

Approved: 5-0

Motion passed unanimously.

Mayor Tripp stated the board had completed an evaluation of the manager and is 100% appreciative of the town manager and supports him completely.

**X. ADJOURNMENT**

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 9:22p.m.

**CERTIFICATION**

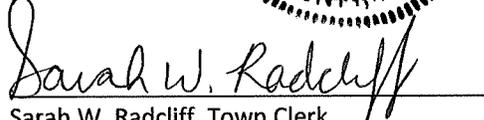
Minutes from the June 12, 2017 meeting were adopted and certified this 9<sup>th</sup> day of October 2017 in Ayden, North Carolina.



AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

ATTEST:

  
Sarah W. Radcliff, Town Clerk