



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
OPEN SESSION MINUTES**

**March 23, 2015 – 6:30 pm (Special Called Meeting – Budget Workshop)**  
Ayden Town Hall – Second Floor Boardroom

**I. CALL TO ORDER**

**A. Call to Order**

Mayor Tripp called the meeting to order at 6:30 pm.

**B. Roll Call**

Present:

Mayor Tripp

Commissioners Davenport, Harris, Mewborn, Skinner and Ross

Absent:

None

Also Present:

Brandon Holland – Town Manager

Sherri Scharf – Town Clerk

Robert Sutton – Director of Public Works and Utilities

Stephen Smith – Community and Economic Planner

Barry Stanley – Chief of Police

Tommy Duncan – Director of Arts & Recreation

**II. ACTION ITEM**

Town Manager Brandon Holland stated that he had reached out to Bobby Blow from Municipal Engineering Services for help with submitting a grant application that, if accepted, would tap the State Revolving Fund for monies to assist with identifying inflow and infiltration (I&I) issues with Ayden's wastewater collection system. He referred to it as a "find and fix grant," not a complete rehabilitation. The first step is for the Governing Board to pass a resolution stating the Town's interest and that, if the State awards a loan, the Town will arrange financing for all remaining costs of the project.

Commissioner Davenport stated that Mr. Blow had helped the Town get funding for sewer projects in the past. Mayor Tripp stated that it would be important to understand the entire scope of the project. Manager Holland said that he made it clear to Mr. Blow that the Town would want a full picture of the project including associated costs.

Mayor Tripp then called on a motion and corresponding vote:

Motion: Commissioner Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

The motion to approve Resolution No. 14-15-16 to request state loan assistance for rehabilitation of Ayden's wastewater collection system was approved as presented.

### III. DISCUSSION

Town Manager Brandon Holland stated that the purpose of the meeting is to determine the Board's vision for the next fiscal year. Next steps/meetings will include a projection of revenues followed by a full budget draft presented to the board for consideration. He does not anticipate the need for a tax increase. He is working with ElectriCities to get a rate study done in anticipation of making adjustments after the NCEMPA/Duke Energy agreement is complete.

He summarized current requests for the Finance Department as follows:

- UNC-School of Government Training for the new finance director
- Switching one part-time Customer Service position to full time

He then stated that the Board would need to determine levels of funding for local support to the Town's Chamber of Commerce and non-profit organizations and also considering funding support for the annual Annie M. Brown award event. He ended his budget requests by stating that he would prefer that the Board consider employee holiday bonuses now so that a budget amendment would not be necessary later in the year.

Town Manager Holland then called on each department head to present his budget requests for the FY 2015-16 budget. Summaries are detailed below.

#### Public Works & Utilities

Robert Sutton, Director

#### **Electric Operations:**

FYE 2015 total approved budget = \$12,429,775 (includes salaries/benefits).

Proposed increases in expenditures for FYE 2016 are detailed below:

- \$10,500 in safety program
- \$27,500 in supplies
- \$20,000 in new subdivision supplies (Emma Cannon Rd.)
- \$800 in training
- \$166,500 in system repairs/maintenance (poles/transformer/Anderson Truss/Cotton Gin/AES/Goldsboro Milling/lighting behind Town Hall)
- \$55,500 in capital outlay (truck/mowing head for excavator/chipper, etc.)
- \$50,000 in contracts (tree trimming)

TOTAL = +\$330,800

**Water-Sewer Operations:**

FYE 2015 total approved budget = \$2,213,885 (includes salaries/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$1,000 in training
- \$12,000 in equipment repairs/maintenance (lawn mower)
- \$61,000 in system repairs/maintenance (SW Bypass infrastructure)
- \$1,400 in dues
- \$12,000 in capital outlay
- \$339,799 in contracts (I&I study/meter replacement program/drinking water analysis/tank & well maintenance)

TOTAL = +\$427,199

**Public Works:**

Mr. Sutton proposed a Stormwater Utility Fee of \$2.00 to \$2.50 per parcel, similar to what Greenville Utilities and other municipalities are currently charging. This was generally well received by the Board as it would allow the Town to increase its \$40,000 line item for ditch/drainage maintenance, as the fees accumulated.

FYE 2015 total approved budget = \$650,124 (includes salaries/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$10,000 in engineering/stormwater services
- \$1,500 in supplies (concrete saw)
- \$6,000 in equipment repairs/maintenance (street sweeper)

TOTAL = +\$17,500

**Sanitation:**

FYE 2015 total approved budget = \$214,311 (includes salaries/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$2,000 in supplies
- \$2,000 in equipment repairs and maintenance

TOTAL = +\$4,000

**Fleet Maintenance:**

FYE 2015 total approved budget = \$63,639 (includes one salary/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$4,500 in motor lubricants

TOTAL = +\$4,500

**Public Buildings:**

FYE 2015 total approved budget = \$162,615 (includes salaries/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$21,000 in contracts (Facilico/cleaning and electrical)

TOTAL = +\$21,000

**Powell Bill:**

FYE 2015 total approved budget = \$140,000 (includes salaries/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$280,000 in capital outlay (street sweeper)
- TOTAL = +\$280,000

**Planning and Zoning**

Stephen Smith, Planner

FYE 2015 total approved budget = \$188,664 (includes salaries/benefits).

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$1,000 in office supplies
- \$3,400 in travel/training (GIS training to cover for lost position + economic development training opportunities)
- \$170 in dues
- \$38,940 in capital outlay (software/scanner/laptop replacement/replace 1998 Jeep)
- \$2,100 in contracts

TOTAL = +\$45,610

**Police Department**

Chief Barry Stanley

FYE 2015 total approved budget = \$1,329,749 (includes salaries/benefits)

Chief Stanley is searching for another tech grant opportunity to purchase camera systems.

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$89,200 in capital outlay (2 new vehicles/2 used vehicles/vehicle striping/camera systems)
- \$500 clothing allowance for two detectives

TOTAL = +\$89,700

**Parks & Recreation**

Tommy Duncan, Director

FYE 2015 total approved budget = \$430,830 (includes salaries/benefits)

Mr. Duncan stated that increased expenditures are needed due to needs at the new District Park and increased citizen participation in programs.

Proposed **increases** in expenditures for FYE 2016 are detailed below:

- \$24,960 in full-time salaries (1 new FTE for maintenance/janitorial)
- \$13,310 in official fees
- \$3,950 in uniforms
- \$5,300 in program supplies
- \$1,200 in program awards
- \$19,800 in District Park supplies
- \$750 in travel/training
- \$150 in postage
- \$52,800 in equipment/repairs/building maintenance (fans for gym/rehab upstairs classroom/metal roof for Veterans' Park shelter/general building maintenance)
- \$128,000 in capital outlay (15 passenger van/truck/new playground equipment and restroom building at Veterans' Park)
- \$1,300 in contracts

TOTAL = +\$250,670 (Mr. Duncan is projecting revenue at \$66,050) = \$184,620 NET INCREASE

**IV. ADJOURNMENT**

Mayor Tripp then called on a motion and corresponding vote to adjourn:

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

The motion to adjourn at 8:50 was approved.

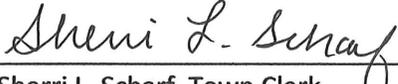
Having completed the business before them, Mayor Tripp announced that without objection the board would stand adjourned.

**CERTIFICATION**

Minutes from the March 23<sup>rd</sup> Special Called Meeting were adopted and certified this 13<sup>th</sup> day of March 2015 in Ayden, North Carolina.



ATTEST:

  
\_\_\_\_\_  
Sherri L. Scharf, Town Clerk

AYDEN, NORTH CAROLINA

  
\_\_\_\_\_  
Stephen W. Tripp, Mayor