



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

February 1, 2016 – 7:00 pm
Ayden Town Hall – Second Floor Boardroom

I. CALL TO ORDER

A. Call to Order

Mayor Pro Tem Donald Skinner called the meeting to order at 7:00 pm stating that Mayor Tripp was in another meeting and would be late.

B. Roll Call

Present:

Mayor Tripp

Commissioners Davenport, Harris, Mewborn, Ross and Skinner

Absent:

None

Also Present:

Leonard Barefoot – Interim Town Manager

Sherry Scharf – Town Clerk

Phillip R. Dixon –Town Attorney

C. Approval of the Agenda

Mayor Tripp called on a motion to approve the agenda.

Motion: Commissioner Harris

Second: Commissioner Skinner

Discussion: None

Approved: 5-0

The motion to approve the agenda passed.

II. PRESENTATIONS/PUBLIC COMMENTS

A. **Nancy Ray** addressed the Board and Ayden Citizens about her desire to serve as Pitt County Judge for District 3-A.

B. **The Arts & Recreation Foundation of Ayden (ARFA)** gave a presentation, facilitated by both Linda Creech and Barney Barker, members of ARFA. After discussing a handout, Chairwoman Creech thanked the Governing Board for its partnership with ARFA, asked for input on the ARFA's Sponsorship and Donations policy and asked the Board to consider having a special called meeting with ARFA as a "workshop" to assist the Foundation. Mr. Barker showed a

video presentation that summarized all the past, present and future activities at the Ayden District Park, which is why ARFA was created as a fundraising vehicle.

- C. Public Comments
None

III. CONSENT AGENDA

- A. Open Session Minutes of January 11, 2016

Mayor Tripp called for a motion to approve the consent agenda.

Motion: Commissioner Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

The motion to approve the consent agenda passed.

IV. PUBLIC HEARINGS

- A. Speed Limit Change on Country Club/Fairway Drives

Ayden Planner Stephen Smith stated that staff was asked by citizens concerned about the safety of neighborhood children to have the speed limit on Country Club Drive reduced from 35 mph to 20 mph.

Country Club Drive is located in Ward 1 off Ayden Golf Club Drive. The roadway is approximately 2,000 feet long and is a dead end cul-de-sac street. Country Club Drive was dedicated to the Town as part of the annexation agreement for the Country Club area in August/September 2008. The effective date of the annexation for this neighborhood was January 1, 2013. At the time of annexation, the posted speed limit was 35 mph. Planner Smith noted that the Town Code of Ordinances states that all Town streets have a posted speed limit of 25mph, unless otherwise posted.

The Ayden Police Department is supportive of the speed limit reduction. An ad was published in the Daily Reflector on January 16, 2016 announcing the Public Hearing.

Mayor Tripp declared the public hearing to be open at 7:22 p.m.

Ms. Ashley Watkins, 1432 Canter Way, stated that she lives in the ETJ but that she has family who lives in the area and stated that the road is too narrow, the speed limit too high, and that "signs have been run over." She and her family are for having the speed limit reduced.

Commissioner Mewborn stated that he visited the area and observed traffic and can validate Ms. Watkins' concerns. Mayor Tripp and Commissioner Harris both agreed with Commissioner Mewborn that family safety should come first.

Seeing there were no more public comments, Mayor Tripp closed the public hearing at 7:25 p.m. and called for a motion.

Motion: Commissioner Harris

Second: Commissioner Skinner

Discussion: None

Approved: 5-0

The motion to adopt Ordinance No. 15-16-13 to revise the Ayden Code of Ordinances Traffic Schedule to reduce the speed limit to 20 mph on a portion of Country Club Drive passed.

V. ACTION ITEMS

A. 2015 CDBG-Infrastructure Program

Interim Town Manager Leonard Barefoot stated that the Town had advertised for and received bids for administration/program management services and engineering design and construction and, upon evaluation and scoring, had chosen McDavid Associates, Inc.

He then stated that McDavid Associates Consultant Mike Barnette was present with an update on the 2015 CDBG-Infrastructure Program.

Mr. Barnette stated that the State Water Infrastructure Authority (SWIA) approved the Town's \$1,031,725 grant request (funded 100%/no local match) to replace sewer and water in the Washington Street Area, which had been submitted on September 3, 2015. In order to proceed with the program, the Governing Board needs to consider adoption of the following:

1. Resolution to accept the \$1,031,725 grant award and authorize the Mayor to sign the grant contract upon receipt
2. Ordinance to establish a project budget for managing grant funds upon execution of the grant contract
3. Resolution to approve McDavid Associates to provide administration and program management services
4. Resolution to approve McDavid Associates to provide engineering design, construction administration, and construction observation services

The Board reached a consensus on voting for all four items with one motion.

Motion: Commissioner Davenport

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to adopt Resolution No. 15-16-13 to accept a \$1,031,725 SWIA Grant Award; Ordinance No. 15-16-14 to establish a grant budget; Resolution No. 15-16-14 approving the selection of McDavid Associates Inc. for administration/program management services; and Resolution No. 15-16-15 approving the selection of McDavid Associates Inc. for engineering design, construction administration, and construction observation services was approved as presented.

Mayor Tripp asked whether a 10% administrative fee was typical, and Mr. Barnette stated that it was an estimate; a lump sum fee will be determined when a full project scope is completed.

B. Appoint ETJ (Alternate) Member to Planning Board

Interim Town Manager Leonard Barefoot stated that the Planning Board bylaws allow for another ETJ member to serve as an alternate. Ms. Heather Clayton, who lives on NC 102-W, filed out an application she found on Ayden's website, and would like to serve on the Planning Board. Her application is attached for review.

Since she has expressed an interest, and has not previously served on a Town Commission or Board, staff recommends that the Governing Board recommend and request by motion that the Pitt County Board of Commissioners appoint Ms. Heather Clayton as an ETJ Alternate Representative.

Mayor Tripp called for a motion on the subject.

Motion: Commissioner Harris

Second: Commissioner Davenport

Discussion: None

Approved: 5:0

The motion to recommend that Pitt County Board of Commissioners appoint Ms. Heather Clayton as an ETJ Representative to the Ayden Planning Board passed.

C. Appoint Ayden Representative to Mid-East Commission

Interim Town Manager Leonard Barefoot stated that Bryant Buck, Executive Director of the Mid-East Commission, issued a letter in January to remind the Ayden Governing Board that in accordance with the Commission's Bylaws, town/city representatives are appointed for a two-year term each December. The Town of Ayden has been a dues-paying Mid-East Commission member for many consecutive years.

Since former Town Manager Brandon Holland was the Town's representative, it will be necessary to officially appoint a Board member to serve a two-year term.

Commissioner Harris asked if the appointee had to be a Governing Board member, and Mayor Tripp replied it could be someone from the community, adding that Mrs. B.J. Craft had previously served in this capacity. Commissioner Harris stated that he thought Terry Payne would be an excellent choice and would like to nominate him.

Mayor Tripp called for a motion and official vote on the subject.

Motion: Commissioner Harris

Second: Commissioner Skinner

Discussion: None

Approved: 5:0

The motion to appoint Mr. Terry Payne to be Ayden's MidEast Commission Representative passed.

D. Appoint Ex-Officio Board Member to Ayden Chamber of Commerce

Interim Town Manager Leonard Barefoot stated that Laura Todd, Executive Director of the Ayden Chamber of Commerce, recently requested that, in accordance with the Chamber's bylaws, the Governing Board appoint one of its members to serve as ex-officio on the Chamber's Board of Directors.

It is his understanding that two years ago Commissioner Skinner served as ex-officio, and last year it was Town Manager Brandon Holland.

Although it is recommended that a Governing Board member be appointed as ex-officio, it is not required. Mayor Tripp stated that he thought Ayden's Economic and Community Planner, Stephen Smith, would be a good staff appointment.

Mayor Tripp called for a motion and official vote on the subject.

Motion: Commissioner Davenport

Second: Commissioner Skinner

Discussion: None

Approved: 5:0

The motion to appoint Stephen Smith as an ex-officio member of the Ayden Chamber of Commerce passed.

E. Appoint Governing Board Member to CMSD Board

Interim Town Manager Leonard Barefoot stated that during its January 27, 2016 Board meeting, the CMSD reviewed its Board membership and determined that Ayden representative Mary Alice Davenport's four-year term expired on December 10, 2015. Appointed in December 2011, Commissioner Davenport has also been an officer having served as CMSD's Chairwoman.

Mayor Tripp also serves as an Ayden representative on the CMSD Board. He stated that he believes she has served a total of 12 years as a member or chair. Commissioner Skinner stated "we need someone with experience who can keep us informed." Commissioner Davenport informed the Board that she would be willing to serve another term.

Mayor Tripp called for a motion and official vote on the subject.

Motion: Commissioner Harris

Second: Commissioner Skinner

Discussion: None

Approved: 5:0

The motion to reappoint Commissioner Mary Alice Davenport to CMSD's Board passed.

F. Appoint Governing Board Member to NRWASA Board

Interim Town Manager Leonard Barefoot stated that during the December 3, 2013 Governing Board meeting, Mayor Tripp was ratified as WASA's primary representative. Later, Town Manager Holland was appointed as an alternative member. However, with Mr. Holland's departure, it would be appropriate to consider a replacement.

Commissioner Mewborn asked whether there was a deadline to take action, and Mayor Tripp replied there was not – that the second alternate could be a utility director or town manager.

The Board agreed by consensus to table the WASA Alternate appointment until Ayden's Director of Public Works and Utilities and/or Town Manager is hired.

VI. DISCUSSION ITEMS

A. Water-Sewer Project Update

Interim Town Manager Leonard Barefoot stated that Rich Moore, CDBG Project Manager from McDavid Associates, was present to give an update on Ayden's Water-Sewer Project(s).

Mr. Moore referred to the previously distributed aerial map exhibits that summarized project locations and proposed improvements; design plans for sanitary sewer extension along NC 102; and design plans for drainage improvements to the Westhaven Subdivision (Juanita St.) and Planters/Snow Hill Streets. He also gave the following project summaries:

1. 2012 CDBG Catalyst Grant Project: a change order is being developed amending the project scope to move forward on paving the front parking lot at the Ayden Arts & Recreation Center; construction is anticipated to being in March, 2016.
2. NC 102 Sanitary Sewer Extension: In December, 2015 a meeting was held at the NCDOT in Greenville to review Southwest Bypass plans showing improvements to NC 102 (i.e. widening to 4 lanes). Final plans were prepared to extend the Town's sanitary sewer facilities and were submitted to NCDOT and the Southwest Bypass Project Engineer for review and approval. Once approved, the project can move into the bidding/construction process. At this point, NCDOT has not completed the process of rights-of-way or public utility easement acquisitions. It was noted that there will be manholes on both sides of NC 11 and that Mr. Buddy Bulow, who was present, has requested that a sewer line be installed on the property he owns along NC 102.
3. Juanita Street Drainage Improvements: The Town has a drainage system that starts at NC 102, crosses to the northern edge of the Westhaven Subdivision, crosses Juanita St. and discharges into a large ditch on the east side of Juanita. The drainage pipe along the northern boundary of the Subdivision has been collapsing, causing small sinkholes. Based on McDavid Associates' evaluation, the existing storm drainage pipe is positioned at reverse grade which does not allow drainage to flow at the correct pattern. Design plans have been developed to regrade the existing ditch and replace the storm drainage system to NC 102. McDavid Associates will seek informal bids/estimates and present to the Governing Board for approval to proceed.
4. Planters/Snow Hill Streets Drainage Improvements: The Town has a drainage system that starts at the ditch west of the Zion Chapel FWB Church property and extends along Planters Street to the intersection with Snow Hill Street. The existing storm drainage pipe adjacent to Planter Street is collapsing in several areas and creating sinkholes. In addition, an existing drainage pipe that crosses properties between Snow Hill Street and Park Avenue is not draining Snow Hill Street at an adequate rate which results in standing water in the street. McDavid Associates recommends replacing the drainage pipe on Planters Street and provide additional piping to allow drainage from the first half of Snow Hill Street to drain through the new Planters Street drainage system. This will require some excavation of Snow Hill Street due to limited rights-of-way and existing underground utilities. Design plans have been developed by McDavid Associates who will seek informal bids/estimates and present to the Governing Board for approval to proceed.

Mayor Tripp then asked the Board for a motion and votes.

Motion: Commissioner Harris

Second: Commissioner Skinner

Discussion: None

Approved: 5:0

The motion to rescind the January 11th motion to roll back the residential electric user rates and issue a credit while keeping the 10% reduction in electric kWh rates passed, with the caveat to reevaluate the data and provide new information within two months.

VII. INFORMATION

In addition to staff departmental reports distributed to the Board prior to the meeting, Interim Town Manager Barefoot gave a verbal report of his activities as follows:

- Auditors will be on site next Tuesday, Wednesday and Thursday and Finance Director Alicia Simpson and Consultant Melonie Bryan will provide follow-up support work for an additional 3 to 4 weeks until final audit report is issued
- The BBQ Festival needs a treasurer while they fundraise; meanwhile, he instructed the Finance Director to transfer \$10,000 from the current advertising/marketing plan implementation line item in the Electric Fund to cover costs as they incur.
- During his first week in Ayden he met with department heads both together and individually to ensure a seamless transition and that projects are being done
- He is in the process of reviewing applications for the Public Works and Utilities Director position, expects to hold interviews over the next 2 weeks, and have a new hire on board in 6 weeks, adding that he is pleased with the applicants
- The Town Manager's position description has been updated and he hopes to discuss it and the process in Closed Session this evening.

VIII. BOARD MEMBER COMMENTS

All Board members thanked the citizens for coming to the meeting and also thanked Alicia Simpson, Stephen Smith and Melonie Bryan for all their recent hard work with the audit and BBQ Festival. Commissioner Skinner stated that he believed the Martin Luther King Jr. event this year was one of the best he has seen and also thanked the Arts and Recreation Foundation for its presentation and work on behalf of the Town. Mayor Tripp mentioned that the BBQ Festival needs more volunteers.

IX. CLOSED SESSION

Mayor Tripp asked Town Attorney Phil Dixon to cite the reason for entering Closed Session, to which Mr. Dixon responded: "pursuant to NCGS 143-318.11 (a) (5) – to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating 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 the amount of compensation and other material terms of an employment contract or proposed employment contract; and NCGS 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.”

Mayor Tripp asked the Board for a motion and votes.

Motion: Commissioner Skinner

Second: Commissioner Mewborn

Discussion: None

Approved: 5:0

The motion to enter closed session at 8:32 p.m. passed.

X. RETURN TO OPEN SESSION

Mayor Tripp asked the Board for a motion and votes.

Motion: Commissioner Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5:0

The motion to return to open session at 8:58 p.m. passed.

XI. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:58 p.m.

CERTIFICATION

Minutes from February 1, 2016 meeting were adopted and certified this 14th day of March 2016 in Ayden, North Carolina.



ATTEST

AYDEN, NORTH CAROLINA

A handwritten signature in black ink, appearing to read "Stephen W. Tripp".

Stephen W. Tripp, Mayor

A handwritten signature in blue ink, appearing to read "Sherri Scharf".

Sherri Scharf, Town Clerk