



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

January 12, 2015 – 7:00 pm
Ayden Town Hall – Second Floor Boardroom

I. CALL TO ORDER

A. Call to Order
Mayor Tripp called the meeting to order at 7:00 pm

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

Absent:
None

Also Present:
Brandon Holland – Town Manager
Sherri Scharf – Town Clerk
Phillip R. Dixon – Town Attorney
J. Scott Dixon – Associate to Town Attorney
Robert Sutton – Public Works and Utilities Director
Chris Tucker – Director of Finance
Tommy Duncan – Arts and Recreation Director

C. Approval of the Agenda
Mayor Tripp asked Manager Holland if he had any changes to the agenda, and there were none.

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

Motion: Commissioner Skinner

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

The motion to approve the agenda was approved as presented.

II. PUBLIC RECOGNITION

A. Public Recognition

Manager Holland introduced the Mid-East Commission's Interim Executive Director, Bryant Buck, who gave a presentation and overall review of the Commission's activities.

B. Public Comments

There were no citizens who signed up to speak.

III. CONSENT AGENDA

The **Open Session Minutes of November 10, 2014** was the only item on the consent agenda.

Mayor Tripp called for a motion and corresponding vote.

Motion: Commissioner Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to approve the consent agenda passed.

V. ACTION ITEMS

A. Storm Water Project Funding

Manager Holland stated that all contractor bids have been received for storm water improvements and project costs have come in over what was originally anticipated. Three projects were identified to be completed this fiscal year: Montclair Subdivision, McCrary Street/Masonic Lodge, and the Kennedy Estates entrance. Total anticipated cost of these projects was originally \$110,000. Due to an increase in construction costs in Pitt County as well as additional requirements from NCDOT, the current total estimated cost is now \$145,000, therefore impacting the Town's ability to fund all three projects during the current fiscal year.

Prior to this meeting all of the Town's streets/drainage ways were inventoried and all estimated project work to be completed this fiscal year was within the budgeted amount. Portions of these projects qualify for use of Powell Bill funding. In order to complete all of the proposed stormwater projects this fiscal year, an additional \$35,000 is needed from the current Powell Bill funds, which will not affect the other Powell Bill Projects. In other words, even though the Town will spend \$35,000 less for paving or resurfacing, it will not impact our road maintenance schedule since all or most of our streets have been refinished.

Based on staff discussions and research, Manager Holland recommends that the Governing Board approves using \$35,000 of the current Powell Bill budget to complete the planned stormwater projects.

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

Motion: Commissioner Mewborn

Second: Commissioner Ross

Discussion: None

Approved: 5-0

The motion to utilize \$35,000 of Powell Bill funds to complete the storm water projects was approved as presented.

B. 2012 CDBG Catalyst Program: Bid Award and Project Budget Update

Manager Holland introduced Mike Barnette, McDavid & Associates, who gave the Board an update on the 2012 CDBG Catalyst Grant Project. He reminded the Board that the project has four components: (1) Arts & Recreation Center rehabilitation including construction of an elevator; (2) parking lot improvements; (3) housing replacements; and (4) administration. Originally the project budget was set for \$605,000 to complete all four components. Mr. Barnette then proceeded to discuss the budgeted funds available for each component of the project concluding that in order to complete the project in its current form with contingencies, the Town will need to budget an additional \$60,416 for the project, for a final total of \$665,416.

Albi McLawhorn, the architect overseeing the Arts & Recreation Center upgrades including the new elevator, addressed the Board. He stated that his company (MHAworks) received bids for this component of the project and that the apparent low bidder IMEC Group, LLC from Trenton NC came in with a base bid of \$238,000 which includes an Otis elevator that uses hydraulic fluid. However, he recommends the alternate, a Kone elevator that would cost an additional \$24,800 to install; however, the Kone elevator does not use hydraulic fluid and, thus, would significantly reduce annual maintenance costs for the Town. The total of \$262,800 is included in the overall project budget.

Mr. Barnette said that if the Board was interested in cost savings, using the Kone elevator would save \$24,800 and further savings could be realized by not using the entire \$47,600 in contingencies and by reducing the size of the parking lots to be paved (lots are estimated to cost \$30,000 to pave).

Mayor Tripp stated that he felt the entire project should be completed as the goal has always been to make the building as functional as possible since it is a big resource for the community. He asked Mr. Barnette about a timeline for completion, and Mr. Barnette responded that they would like to pave as soon as the weather breaks.

After some discussion, it was agreed that the project should move forward with a "pause" on paving the two parking lots so that the project budget can be reevaluated later.

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

Motion: Commissioner Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to approve a budget increase for the CDBG Catalyst Project work was approved except Mr. Barnette was asked to pause on the "notice to proceed" with the paving contractor so that the Board can readdress the project budget for cost savings.

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

The motion to award a bid to IMEC Group LLC for \$238,000 plus adding the alternate Kone elevator for a total bid award of \$262,800 was approved as presented.

C. Resolution Authorizing Application for Approval of a Financing Agreement

Since consideration of this specific resolution is part of a quasi-judicial process that requires the Board to consider six (6) findings of fact, Town Clerk Sherri Scharf had Finance Director Chris Tucker swear in before he provided testimony.

Mr. Tucker addressed the Board by reminding its members that in April 2014, the Board of Commissioners, Management, and Staff held a workshop to discuss the Electric Substation Upgrade project. At that time a Capital Project Fund Ordinance was established that funded the \$2.3M project using \$1.5M of loan proceeds and \$0.8M of fund balance.

In September 2014, a resolution was passed that awarded contracts for the many components of the substation improvements. In November 2014, a resolution was passed that declared no adverse effect on the operation of the electric system. Also in November 2014, the Electricities Board of Directors provided concurrence to our resolution.

The Town's next step in this process is a resolution which authorizes filing the application. Specifically, the resolution mandates the Board to find true six findings of fact that will be presented to the Local Government Commission (LGC) via its application process and authorizes the finance officer to procure the financing option that will also be included in the application. Mr. Tucker noted that Town Attorney Phil Dixon has complied with the LGC's request by providing a written opinion on the legality of the transaction.

Mayor Tripp then called for a motion and corresponding vote.

Motion: Commissioner Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to adopt Resolution No. 14-15-09 to authorize filing an application for a financing agreement for the Ayden Electric Substation was approved as presented.

VI. DISCUSSION ITEMS

None

VII. INFORMATION

Staff Departmental Reports (5)

VIII. BOARD MEMBER COMMENTS

Mayor Tripp stated that Ayden needs an enhanced safety plan that is multi-layered and encourages ownership throughout the community. He added that the citizens are the “eyes and ears” for the Police Department, the churches can “put boots on the ground,” and that Ayden will continue to receive assistance from the Pitt County Sheriff’s Office and its District Attorney. Mayor Tripp also commented on the forthcoming SW Bypass Project stating that it will affect Ayden in a big way with economic growth and that the Town should begin planning now to be ready for its completion in 2017-18. One question to answer is whether the land plan should be revised to include sewer to the West.

Commissioner Mewborn inquired on the status of the drainage project at the Kennedy Estates entrance, and Manager Holland replied that it is included in the drainage project work whose budget was discussed earlier in the meeting.

Commissioner Ross stated that she still has the same goals and vision for the Town of Ayden and that she wants to resolve issues and move forward.

IX. CLOSED SESSION

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

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

Motion: Commissioner Mewborn

Second: Commissioner Skinner

Discussion: None

Approved: 5-0

The motion to enter closed session at 7:45 pm was approved.

X. RETURN TO OPEN SESSION

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

Motion: Commissioner Skinner

Second: Commissioner Ross

Discussion: None

Approved: 5-0

The motion to return to open session at 8:50 pm was approved.

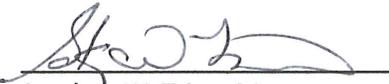
XI. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:50 pm.

CERTIFICATION

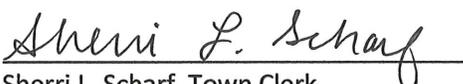
Minutes from January 12th, 2015 meeting were adopted and certified this 9th day of February 2015 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA


Stephen W. Tripp, Mayor



ATTEST:


Sherri L. Scharf, Town Clerk