



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

**July 13, 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:

Sherri Scharf –Town Clerk

Also Present:

Brandon Holland – Town Manager

Kimberly Raynor – Acting Town Clerk

Phillip R. Dixon – Town Attorney

Scott Dixon – Associate to Town Attorney

C. Approval of the Agenda

Motion: Commissioner Skinner

Second: Commissioner Davenport

Discussion: None

Approved: 5-0

The motion to approve the agenda was approved.

**II. PUBLIC RECOGNITION**

Public Comments

Ms. Darlene Pollard, 4202-A Deer Meadow Court, made a request again for the duties of the Governing Board; Mayor Tripp said the information was available in the Code of Ordinances and he would get a copy of that section to her. She thanked the Town for the Crime Stoppers event but stated her concern that she elderly neighbors would be targeted for reporting disturbances to the Police Department. Commissioner Skinner added that if you call Crime

Stoppers it is anonymous, and only tips are passed to the responding agency without caller identification.

### III. CONSENT AGENDA

- A. Open Session Minutes of June 8, 2015
- B. Ayden Housing Authority (AHA) Minutes of November 24, 2014
- C. Ayden Housing Authority Minutes of March 9, 2015
- D. Design Recommendations from Recreation Commission  
Re: Veterans' Park Handicapped Parking Spaces
- E. Ayden Housing Authority First Quarter Charge-Off

Prompted by a question by Commissioner Skinner regarding Item "C," Mayor Tripp suggested the AHA March 9, 2015 Meeting Minutes be pulled for discussion and voting commence on the remaining Consent Agenda.

Mayor Tripp called for a motion.

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to approve the consent agenda *without* Item "C" was approved as presented.

Commissioner Skinner questioned if the AHA employees received 4% pay increases and the Town Manager confirmed they had. Commissioner Skinner stated the minutes were wrong and he remembered the motion would have been to approve the raises for AHA employees only if the Town's employees got raises as well. Mayor Tripp noted the motion had been seconded by Commissioner Harris and if he recalled the same motion and Commissioner Harris agreed. Commissioner Mewborn also agreed with Commissioners Skinner and Harris.

Commissioner Skinner stated that since the Town employees did not receive a pay increase, the AHA employees should not have gotten one. He believes that the raises given to the AHA employees should be retracted and put back into the budget. Commissioner Davenport stated that the AHA employees did not get \$500 in December. (Note: TOA employees received \$500 gift cards in December 2015).

Mayor Tripp called for a motion and votes.

Motion: Commissioner Skinner

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to correct the Ayden Housing Authority March 9, 2015 Meeting Minutes to state that pay increases were based on Town Employees receiving them was approved as presented.

In reference to Commissioner's Skinnners motion, Mayor Tripp agreed that it was fair in light of the mistake in the AHA's March 9<sup>th</sup> Meeting Minutes. He further stated that while he agreed of the importance of fiscal responsibility, he was concerned about the impact on the employees since it was not their fault. Specifically, he wanted to know: (1) how much money it was for each employee and (2) could employees be given an option whether to retract the money in "one shot" or spread over a period of time so as not to cause them hardships. In the meantime, Mayor Tripp recommended reverting back to the original salaries for the AHA employees until we receive more information and decide at a future meeting to make a final decision.

Commissioner Mewborn asked Mr. Mathis, AHA Director, if he had any comments regarding this issue and if so he would like to hear them. Mr. Mathis indicated his recollection was that the 4% raises were approved with the budget but that *his* raise would be reviewed at a later date. He believes that the minutes were correct as he originally wrote them.

Commissioner Skinner added that he would like to see the AHA budget year moved to match the Town's fiscal year budget.

Commissioner Davenport noted AHA funds came from the federal government and that Mr. Mathis knows better than the Governing Board does about his employees. However, she, Commissioner Skinner, and Mayor Tripp agreed to provide continuity to all employees from this point forward.

This issue will be addressed at a future meeting.

#### **IV. PUBLIC HEARINGS**

None

#### **V. ACTION ITEMS**

##### **A. Shriners Parade in Downtown Ayden (May 2017)**

Town Manager Holland and Commissioner Ross met with Stacy Pugh to discuss Ayden hosting a Shriners parade in May 2017. Commissioner Skinner said he would like to see additional advertising to increase attendance, and Commissioner Davenport asked that we involve the community as before.

Mayor Tripp called for a motion and votes.

Motion: Commissioner Davenport

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

The motion to approve the request to host the Shriners Parade in May 2017 passed.

**B. Budget Amendment: New Fees for District Park**

Town Manager advised the Governing Board that a new shelter at the park has been constructed and will soon be available for rent with new picnic tables installed within the next two weeks. It was proposed to rent the shelter for \$70 for four hours, \$130 for eight hours. Additionally, a proposed fee of \$525 was added for full park rental.

Commissioner Harris and Mayor Tripp were concerned about renting the park in its entirety thereby removing it from public use. As such, they suggested deleting the proposed park rental fee from the budget amendment prepared for the meeting. Mayor Tripp also suggested a budget amendment that would remove the fee for the nearby small shelter so that it would be available for splash pad visitors. Town Manager Holland asked the Governing Board to consider reserving the small shelter with fees except when the splash pad is open during the summer months.

Board members consented to: reserving the small shelter with fees, except during splash pad season (i.e. Pitt County Schools' Summer Recess); adding a rental fee for the new large shelter at \$70 for four hours and \$130 for eight hours; and removing the park rental fee.

Mayor Tripp called on the Board for a motion and vote:

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to approve Ordinance No. 15-16-02 with revisions as presented above was approved.

**VI. DISCUSSION ITEMS**

None

**VII. INFORMATION**

Town Manager Holland recognized Rachelle Mondovich as the new Librarian.

Staff reports were brought to the Board's attention. One item of note was the Town transitioning from a Small Town Main Street Community to a Main Street Community. Planner Stephen Smith described the designation, which took place on July 1, adding that the program may lead to more technical support on strategic planning in the downtown area and opens up the possibility for receiving State funding. Mayor Tripp sees this as being helpful in recruiting business and industries to the Town and growing the downtown area.

**VIII. BOARD MEMBER COMMENTS**

Commissioner Skinner thanked the citizens who attended and stated he was pleased with the new shelter at the District Park. He is concerned with the utility bills going out late and lack of

friendliness from the customer service representatives. He requested a copy of the Downtown Building Maintenance Code previously approved by the Board; suggested a "group home" in The Pines be investigated; and wants to continue to spread the word about the Crime Stoppers program in the Town's newsletter.

Commissioner Ross also thanked the citizens and encouraged them to speak, adding that the Board was here to serve the community.

Commissioner Mewborn encouraged those in attendance to invite other residents to attend the meetings as he values input from the citizens. He also commended the Mayor, Chief, and Commissioners on their efforts during the Crime Stoppers walk.

Commissioner Davenport stated that if you have asked an employee to do something and it is not completed within a certain amount of time to call Town Manager Holland.

Commissioner Harris stated that it is nice to see some projects come to completion and would like to see a focus on the downtown area. He also appreciated everyone that came to the meeting.

Mayor Tripp requested clarification on the computer network glitch. Town Manager Holland advised we made a change in December, there are issues with the system once in awhile, and that he is looking to add software to improve quality control. Mayor Tripp stated that communication is crucial and customers need to be notified when these issues occur. The Mayor identified a few areas in town that need maintenance and later discovered that about 30% of the grounds crew had been absent due to illness, and he wonders if part-time employees may be needed to supplement staff shortages. He is pleased with the splash pad usage, encouraged by the Fire Department volunteers, and noted Skylight Inn was recently promoted by the Food Network channel as being one of the top 5 best U.S. barbecue restaurants.

#### **IX. CLOSED SESSION**

Mayor Tripp called upon Town Attorney Phil Dixon who recommended that the Board enter Closed Session that evening pursuant to NCGS 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.

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

Motion: Commissioner Mewborn

Second: Commissioner Harris

Discussion: None

Approved: 5-0

The motion to enter closed session at 8:00 pm was approved.

**X. RETURN TO OPEN SESSION**

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

Motion: Commissioner Harris

Second: Commissioner Mewborn

Discussion: None

Approved: 5-0

The motion to return to open session at 8:30 pm was approved.

**XI. RECESS**

Motion: Commissioner Skinner

Second: Commissioner Mewborn

Discussion: None

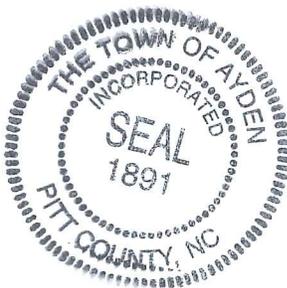
Approved: 5-0

The motion to recess until July 27<sup>th</sup> at 5:30 pm was approved.

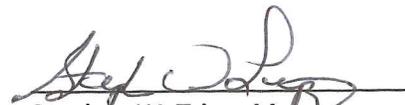
Following comments from the Board, Mayor Tripp announced that without objection the Governing Board would stand adjourned at 8:32 pm.

**CERTIFICATION**

Minutes from July 13th, 2015 meeting were adopted and certified this 10<sup>th</sup> day of August 2015 in Ayden, North Carolina.



AYDEN, NORTH CAROLINA

  
Stephen W. Tripp, Mayor

ATTEST:

  
Kimberly Raynor, Acting Town Clerk