



# WINTERVILLE

*A slice of the good life!*

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## MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

TONY MOORE

JOHNNY MOYE

VERONICA ROBERSON

MARK SMITH

## ADMINISTRATION

TERRI L. PARKER, TOWN MANAGER

BEN WILLIAMS, ASSISTANT TOWN MANAGER

JASMAN J. SMITH, TOWN CLERK

KEEN LASSITER, TOWN ATTORNEY

ALAN LILLEY, PLANNING DIRECTOR

ANTHONY BOWERS, FINANCE DIRECTOR

DAVID MOORE, FIRE CHIEF

EVAN JOHNSTON, PARKS & RECREATION DIRECTOR

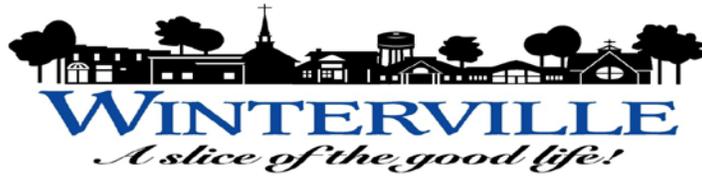
TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILLHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

ROBERT SUTTON, ELECTRIC DIRECTOR

**February 8, 2016**



TOWN COUNCIL AGENDA

February 8, 2016

7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. WELCOME

V. APPROVAL OF AGENDA

VI. PRESENTATIONS:

1. Meeting Minutes Project- Jasman J. Smith, Town Clerk
2. Winterville Youth Council - Jayla Wooten, Youth Council President
3. Utility Billing & Customer Assistance Policy

VII. PUBLIC COMMENT:

*The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item.*

*No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter.*

*The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*

1. Wendy S. Hazelton - Candidate for District Court Judge, 2016
2. Glenn E. Johnson, Major – Winterville Community Room Waiver
3. Charlie P. Farris – Candidate for NC House District 8

VIII. CONSENT AGENDA:

*The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*

1. Approval of January 11, 2016 Regular Meeting Minutes
2. Approval of Black History Month Proclamation
3. Approval of Release and Refund of Taxes

4. Approval of Change Order #1 for the Worthington Road GUC Interconnect Project

**IX. ITEMS REMOVED FROM THE CONSENT AGENDA**

**X. OLD BUSINESS:**

1. Update on Bathroom Renovations for Public Works Shop
2. Approval of Three-Way Stop at Tyson and Railroad Streets

**XI. NEW BUSINESS:**

1. 2016 General Elections
2. Volunteer Board Appreciation Dinner
3. Town Hall Day
4. Appointment/Re-Appointment of Town Representative to Mid-East Commission
5. Award of Contract for the 2016 Street Improvements Project
6. Award of Contract to Rivers & Associates for the Storm Drainage Projects
7. Town of Winterville Clock- Kiwanis Club

**XII. OTHER AGENDA ITEMS**

**XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS**

**XIV. REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS**

**XV. REPORTS FROM THE MAYOR AND TOWN COUNCIL**

**XVI. ANNOUNCEMENTS:**

- XVII. CLOSED SESSION:** § 143 318.11(a) (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. (Closed Session Minutes)

**XVIII. ADJOURN**

**SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Jasman Smith at 252-215-2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)**



**Town of Winterville  
Town Council Agenda**

**Meeting Date:** February 8, 2016  
**Presenter:** Jasman J. Smith, Town Clerk

**Item Section:** New Business

**Item to be Considered**

**Subject:** Meeting Minutes Project

**Action Requested:** N/A

**Attachments:** N/A

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/25/2016

**ABSTRACT ROUTING:**

TC 2/2/16-JJS

FD \_\_\_\_\_

TM tlp – 2/3/2016

Final tlp – 2/3/2016

**Supporting Documentation**

Town Clerk Jasman J. Smith will give an update on the Meeting Minutes Project.

**Budgetary Impact:** N/A

**Recommendation:** N/A



**Town of Winterville  
Town Council Agenda**

**Meeting Date:** February 8, 2016  
**Presenter:** Jayla Wooten, WYC President

**Item Section:** Presentations

**Item to be Considered**

**Subject:** Winterville Youth Council Update

**Action Requested:** N/A

**Attachments:** N/A

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/25/2016

**ABSTRACT ROUTING:**

TC 2/2/16-JJS

FD \_\_\_\_\_

TM tlp – 2/3/2016

Final tlp – 2/3/2016

**Supporting Documentation**

The Winterville Youth Council President Jayla Wooten will give an update on Youth Council's upcoming events, goals, and service projects.

**Budgetary Impact:** N/A

**Recommendation:** N/A



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** February 8, 2016

**Presenter:** Anthony Bowers, Finance Director

**Item Section:** Presentations

**Item to be Considered**

**Subject:** Utility Billing and Customer Assistance Policies

**Action Requested:** N/A

**Attachments:** N/A

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 1/27/2016

**ABSTRACT ROUTING:**

TC 2/2/2016 jjs

FD \_\_\_\_\_

TM 2/3/2016

Final 2/3/2016

**Supporting Documentation**

At the January 11, 2016 meeting, Councilwoman Roberson asked for an update on the policies used for assisting customers with their utility bills. The information concerning the Town of Winterville's utility billing and customer assistance policies and procedures will be presented to the Town Council.

**Budgetary Impact:** No impact unless Council takes action to modify the current procedures.

**Recommendation:** N/A



## TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Wendy S. Hazelton

Date: 12.22.2015

Address: 2410 Chippenham Court, Winterville

Phone: 252-702-9582

Town Council Meeting Date Requesting to Provide Comment: February 8, 2016

Description of the item(s) to be presented to the Town Council Members. Please be specific.

Formal introduction as candidate for District Court Judge, 2016

Name(s) of Speaker(s):

(1) Wendy S. Hazelton

(2) \_\_\_\_\_

(3) \_\_\_\_\_

My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Wendy S. Hazelton

Signature



## TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Major Glenn E. Johnson

Date: 01/28/2016

Address: 459 Williamston Dr. Winterville, NC 228590-9416

Phone: (252) 902-9022

Town Council Meeting Date Requesting to Provide Comment: Feb 8 2016

Description of the item(s) to be presented to the Town Council Members. Please be specific.

Ressurrected Order of Buffalo Soldiers ( ROOBS Inc ), Fort Resolution Winterville, NC

Requesting Approval to Utilize the Community Room for Monthly Meetings at no fee, 1 Hour every last Tuesday of the Month if Available, will yeid the Community Room to other organizations if the need arises.

Accomponing Document: 5013C Non-Profect Document.

Name(s) of Speaker(s):

(1) Major Glenn E. Johnson

(2) Captain John T. Henderson Jr.

(3) \_\_\_\_\_

My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

*Glenn E. Johnson*

Signature

Print

Save

Submit



# ARTICLES OF INCORPORATION (Non-Profit)

(Instructions on back of application)

2014 DEC 29 PM 4: 27

SECRETARY OF STATE  
STATE OF IDAHO

The undersigned, in order to form a Non-Profit Corporation under the provisions of Title 30, Chapter 3, Idaho Code, submits the following articles of incorporation to the Secretary of State.

Article 1: The name of the corporation shall be:

Resurrected Order of Buffalo Soldiers, Inc.

Article 2: The purpose for which the corporation is organized is:

Educate, Advocate and Provide Healthy Life Choices and Alternatives to Addiction for Youth and Adults

Article 3: The street address of the registered office is: 2422 12th Avenue Road, #306, Nampa, ID 83686

and the registered agent at such address is: Dr. E.C. Floyd

Article 4: The board of directors shall consist of no fewer than three (3) people. The names and addresses of the initial directors are:

Dr. Daddese Noah Ekunlona 2422 12th Avenue Rd #306 Nampa ID 83686

Eshamilcama Ekunlona " " "

Dr. E.C. Floyd " " "

Article 5: The name(s) and address(es) of the incorporator(s):

Dr. E.C. Floyd, 2422 12th Avenue Road, #306, Nampa, ID 83686

Article 6: The mailing address of the corporation shall be:

2422 12th Avenue Road, #306, Nampa, ID 83686

Article 7: The corporation (  does  does not ) have voting members.

Article 8: Upon dissolution the assets shall be distributed:

To be distributed to a like non-profit organization of the board of directors choice.

Signatures of all incorporators:

E.C. Floyd Dr. E.C. Floyd  
 \_\_\_\_\_ TypedName: \_\_\_\_\_  
 \_\_\_\_\_ TypedName: \_\_\_\_\_  
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 \_\_\_\_\_ TypedName: \_\_\_\_\_

Customer Acct #:  
(if using pre-paid account)

Secretary of State use only  
 IDAHO SECRETARY OF STATE  
 12/29/2014 05:00  
 CK:CASH CT:304571 BH:1454749  
 1@ 30.00 = 30.00 INC NONP #2

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 Revised 07/2002  
 Web Form  
 C204490

**RESURRECTED ORDER OF  
BUFFALO SOLDIERS**

*OUR PURPOSE*

A system designed to serve as a  
model of education, inspiration,  
motivation and uplift for today's

*AT RISK* youth and student.

This organization is designed to address the academic, character and motivational demands of our community by providing all individuals an opportunity to learn from the character, virtues and inspiring ways of the Buffalo Soldiers in an organized, professional and integrated setting.

# RESSURECTED ORDER of BUFFALO SOLDIERS INC.



(ROOBS INC.)  
FORT RESOLUTION  
WINTERVILLE, NC



- ★ FOUNDER GENERAL DR. DADDESE N. EKULONA ★
- ★ CO-FOUNDER GENERAL A. W. LEE ★
- ★ EAST COAST COMMANDER LT. GEN. ESHAMILCAMA PERRY-BUTLER ★



### TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Charlie Pat FARRIS

Date: 2-3-16

Address: 2112 Hermitage Rd N.W.  
WILSON NC 27896

Phone: 252-399-9450

Town Council Meeting Date Requesting to Provide Comment: 2-8-16

Description of the item(s) to be presented to the Town Council Members. Please be specific.

I WOULD LIKE TO INTRODUCE MYSELF TO THE TOWN COUNCIL - I AM A CANDIDATE FOR HOUSE DISTRICT 8 - IN ADDITION, I WOULD LOVE TO HEAR WHAT THE STATE CAN DO FOR WINTERVILLE

Name(s) of Speaker(s):

(1) Charlie Pat FARRIS

(2) \_\_\_\_\_

(3) \_\_\_\_\_

My signature below acknowledges that I have read <sup>NOT SEEN</sup> the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Charlie Pat Farris  
Signature



Winterville Town Council  
January 11, 2016 Regular Meeting Minutes

The Winterville Town Council met in a regular meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The meeting was called to order, followed by the invocation by Councilman Moore, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas A. Jackson  
Mayor Pro-Tem Mark Smith  
Councilman Ronald Cooper, Sr.  
Councilwoman Veronica Roberson  
Councilman Moye  
Councilman Tony Moore  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Jasman J. Smith, Town Clerk  
Keen Lassiter, Town Attorney  
Anthony Bowers, Finance Director  
Evan Johnston, Parks and Recreation Director  
Alan Lilley, Planning Director  
Ryan Willhite, Police Chief  
Travis Welborn, Public Works Director  
Robert Sutton, Electric Director

**APPROVAL OF AGENDA: A motion was made by Councilwoman Roberson and seconded by Councilman Moye to approve the agenda. Motion carried unanimously.**

**WELCOME:** Mayor Jackson welcomed the public.

**NEW EMPLOYEES:**

1. Electric Department – Robert Sutton, Electric Director- Assistant Town Manager Ben Williams introduced Robert Sutton to the Town Council. Robert Sutton remarked and thanked the Town of Winterville for hiring him as the Electric Director.

**PRESENTATIONS:**

1. **Audit Presentation:** Finance Director Anthony Bowers presented the speakers. He stated that Mr. Lowell Taylor will present the FY 2014-2015 Audit. Mr. Taylor is a partner with Carr, Riggs and Ingram LLC. Carr, Riggs and Ingram have been working with the Town for six (6) years. Questions from the Council were addressed. No Action was taken by the Town Council
2. **Sanitary Sewer Evaluation Study:** Mr. Gary Hartong with the Wooten Company presented the item. Utilizing planning grant dollars provided by the NC Rural Center, The Wooten Company has completed a Sanitary Sewer Evaluation Study to investigate Phase 1 of the Town's wastewater collection system. Using manhole assessment, smoke testing, and closed circuit television inspections a report has been prepared summarizing the methods used, deficiencies identified, and recommended repairs including estimated costs. Town Manager Terri L. Parker thanked the

Wooten Company and Staff. Councilman Moyer asked about the condition of the manholes. Mayor Pro-Tem Smith inquired if the Wooten Company could attribute any of the issues with shabby work from subdivisions\_drainage. Councilman Moyer asked about the cost of the study. Mr. Hartong stated about \$125,000. Further discussion was held on the study. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to adopt the Sanitary Sewer Evaluation Study. Motion carried unanimously.**

**PUBLIC COMMENT: Mayor Jackson read the public comment policy aloud.**

1. GLORIA SHORT: Ms. Short expressed her appreciation for Parks and Recreation Programmer Brittany Washington for the Senior Drop-In program and the Winterville Fire Department for changing the Smoke Alarm in her house. **No action taken by the Town Council**

**CONSENT AGENDA:**

1. Approval of Budget Amendment 15-16-03
2. Reappointment of Terri L. Parker to Contentnea Metropolitan Sewerage District (CMSD) Board
3. Approval of
  - a) December 14, 2015 Regular Meeting Minutes
  - b) December 30, 2015 Special Meeting Minutes

**A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Consent Agenda. Motion carried unanimously.**

**OLD BUSINESS:**

1. Update on Village Drive Sewer Replacement: Public works director Travis Wellborn presented the item he stated that Bids were received for the replacement of approximately 300 LF of sanitary sewer at the end of Village Dr. the week before Christmas. The low bid came in at \$29,605.00 from Tripp Brothers Construction of Ayden. There will also be some minor costs associated with existing fence relocations. Staff hopes to complete easement acquisition within the next two (2) weeks and begin work as soon as a clear weather window is in sight to minimize impacts to the residents. This project is necessary due to several large pine trees that have grown right on top of the existing sanitary sewer main and caused blockage. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to Award Contract to Tripp Brothers Construction for the Update on Village Drive Sewer Replacement. Motion carried unanimously.**

## **NEW BUSINESS:**

1. Discussion of Speaker Policy – Councilman Tony Moore presented the item. He stated the changes to be made from page 25 public expression 4.1 and he asked if it was necessary for the Mayor to read the public comment policy every time which is stated. Mayor Jackson stated that the public comment policy was read aloud because there were problems in the past. Attorney Keen Lassiter would look at the policy and he spoke about the statute and previous cases and laws. Councilwoman Roberson stated that she would hate for there to be a restriction on the public comment section of the agenda. Councilman Moore wanted this item to be reviewed and discussed at a future date.
2. 2016 Town Council Budget Calendar: Town Manager Terri L. Parker presented the item. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the 2016 Town Council Budget Calendar with changes to the February 4 budget retreat, which was moved to a February 11th at 5 PM. Motion carried unanimously.**
3. Award of Contract to the Custom Building Company for the Public Works Shop Renovation Project – Public Works Director Travis Welborn presented the item. He stated that bids were received for the Public Works Shop renovation project the week before Christmas. Custom Building Company, the contractor who built the building in the mid 1970's, was the low bidder with a total bid of \$102,790.00. This price includes the base bid, Alternate #1, and Alternate #2. Staff proposes to proceed with the base bid and both alternates. The base bid includes new exterior metal panels on the walls and roof of the structure as well as new insulation. This will eliminate the numerous leaks that currently exist. Alternate #1 includes the interior renovation to repair areas damaged by the leaking roof and is \$20,308.00. Alternate #2 includes replacing the 3 garage doors and costs \$5,442.00. Due to the current condition of the structure the contractors who bid on this project all recommend proceeding with this work now in order to avoid more costly repairs that may include structural repairs in the future. Staff recommends award of the contract for the base bid and both alternatives. **A motion was made by Councilman Moore and seconded by Mayor pro tem Smith to the custom building company for the public works renovation project. Motion carried unanimously.**

## **ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS-**

1. Requested by Councilman Moore:
  - a. Consideration of Rezoning Agricultural Residential properties to Residential properties
  - b. Discussion of Sewer Extensions
  - c. Suggestion of Pawn Shop limitation in Town
2. Requested by Councilwoman Roberson:
  - a. Utility Billing Policy

**REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, DEPARTMENT HEADS, MAYOR, AND TOWN COUNCIL:**

- Parks and Recreation Director Evan Johnston presented on the signage for the fields. Councilman Moore suggested a plaque also.
- Councilwoman Roberson requested that Parks and Recreation Director Evan Johnston notify the field naming committee and inform them that their suggestions were greatly appreciated.
- Councilman Moyer stated that he enjoyed the Christmas Parade
- Mayor Jackson stated that he and Councilman Cooper rode in the Golf cart for the Christmas Parade and that the kids need to be taught how to throw candy if this is done again.

**ADJOURN**

Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to adjourn at 8:40 pm. Motion carried unanimously

Adopted this the 8<sup>th</sup> day of February, 2016

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Douglas A. Jackson, Mayor

ATTEST:

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Jasman J. Smith, BSBA, CMC, NCCMC  
Town Clerk



**Town of Winterville  
Town Council  
Agenda**

**Meeting Date:** February 8, 2016  
**Presenter:** Jasman J. Smith, Town Clerk

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** Adoption of Proclamation in Honor of Black History Month.

**Action Requested:** Adoption of Proclamation.

**Attachments:** Proclamation.

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/22/2016

**ABSTRACT ROUTING:**

TC JJS-1/22/2016

FD

TM tlp – 2/3/2016

Final tlp – 2/3/2016

**Supporting Documentation**

In 1915, Dr. Carter G. Woodson and Rev. Jesse E. Moorland co-founded the Association for the Study of Negro Life and History. Their goal was to research and bring awareness to the largely ignored, yet crucial role black people played in American and world history. Dr. Woodson, the second black person to receive a degree from Harvard University and the son of former slaves, understood the value of education. In 1920, Dr. Woodson and the fraternity of Omega Psi Phi created Negro History and Literature Week. In 1926, Dr. Woodson changed the name to Negro History Week. The month of February was selected to celebrate and honor the birth of President Abraham Lincoln and Frederick Douglas.

In the 1970's, it was changed to Black History Week. In 1976, it was extended to a month long observation. Black History Month is observed by cities and organizations throughout the country.

**Budgetary Impact:** N/A.

**Recommendation:** Town Staff recommends Adoption of the Proclamation.

**PROCLAMATION OF THE TOWN OF WINTERVILLE  
IN HONOR OF BLACK HISTORY MONTH**

**WHEREAS**, February has been designated as Black History Month and will be observed in our community; and

**WHEREAS**, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

**WHEREAS**, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

**NOW, THEREFORE, BE IT RESOLVED**, that I, Douglas A. Jackson, Mayor of the Town of Winterville, do hereby proclaim the month of February, 2016 as

**BLACK HISTORY MONTH**

In the Town of Winterville and express special commendation to the dedicated volunteers who have labored so diligently to make this observance a reality in our area; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that I urge all residents to make special note of the various exhibits displayed in public buildings, attend scheduled activities, and join together in making this a period of rededication to the principles of justice and equality for all people.

This 8<sup>th</sup> day of February 2016.

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Douglas A. Jackson, Mayor

Attest:

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Jasman J. Smith, BSBA, CMC, NCCMC  
Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** February 8, 2016  
**Presenter:** Anthony Bowers, Finance Director

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** Release and Refund of Taxes

**Action Requested:** Approve the release and refund of the taxes

**Attachments:** Listing Of Owners Due Release And Refunds

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 1/26/2016

**ABSTRACT ROUTING:**

TC 2/2/2016 jjs

FD

TM 2/3/2016

Final 2/3/2016

**Supporting Documentation**

In general, tax refunds do not have a budgetary impact on the Town due to the fact that payments have been received twice for the same property. The total refunds are in the amount of \$ 31,630.82 and the total amount of releases are \$1,710.24

The Town Council has approved a resolution authorizing the Finance Officer to be able to approve the request for releases and refunds in amounts less than \$100.00 dollars.

Please see the attached information as submitted by the Tax collector.

**Budgetary Impact:** None.

**Recommendation:** Approve the Release and Refunds

Tov  
Tax Re

Real Property Tax Refunds

Name	Year	Parcel	
NOLAN COMMERCIAL CONTRACTORS	2015		79209
KASSAPIAN, SHARON	2014		66644
KASSAPIAN, SHARON	2013		66644
KASSAPIAN, SHARON	2012		66644
KASSAPIAN, SHARON	2011		66644
KASSAPIAN, SHARON	2010		66644
CAO, BACHMAI T.	2015		80097
RICKS, MONA	2015		79205
SINGHAS, CHARLES ALEXANDER	2015		42106
THROP, JACOB NEVAN	2015		72596
LUCAS, BRADLEY N	2015		18161
KOHAN, MATTHEW W	2015		67508
BRANCH, CHARLES E. JR	2015		64629
HICKMAN, DAVID A	2015		68447
WILL KUHN HOMES LLC	2015		82342
SCHULTZ, ERIC B	2015		68569
EATON, DAVID P	2015		70032
NOLAN COMMERCIAL CONSTRATORS INC.	2015		79171
JONES, JEFFREY J	2015		80138
REILLY, MICHAEL J	2015		74908
PETERSON, RYAN	2015		80084
SAMS, JAMES PATRICK	2015		57045
SMITH, STEPHEN EARL	2015		16047
EDMONSON, DON H	2015		61607
EDMONSON, DON H	2015		62714
MOORE, HERTFORD	2015		65907
ISLER, JAMES	2015		67458
NOLAND COMERCIAL CONTRACTORS	2015		79209
NOLAND COMERCIAL CONTRACTORS	2015		79177
CLEMONS, RODNEY DEVARD	2015		68624
ROY, MARK S	2015		55164
A SYDES CONSTRUCTION INC	2015		79184
JOYNER, CANDICE	2015		61071
SPRUILL, SHEPHARD LEE II	2015		68471
ROIX, GARY E	2015		61229
WILL KUHN HOMES LLC	2015		73161
NOLAN COMMERCIAL CONTRACTORS	2015		79175
ETTERS, BRADLEY W	2015		54611
BELL, ANTHONY	2015		66095
BIG ROCK PROPERTIES LLC	2015		69578
SHIVER, SHARON C	2015		54608

CONKEN, JEREMY M	2015	80749
MILLS, SAMMY R	2015	79211
TAYLOR, MARTHA	2015	35325
SPRUILL, SHEPHARD LEE II	2015	57056
GALLAGHER, KELLY TUCKER	2015	5400
SEWELL, SUSANNE D	2015	61242
LILES, ZACHERY HENRY	2015	79203
BENITEZ, ARTHUR	2015	24678
LUDWIG, CAROLE H.	2015	31966

**Personal Property Refunds**

Name	Year	Account
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**Real Property Releases**

Name	Year	Parcel
Clark, Sherdina	2015	54094
KASSAPIAN, SHARON	2014	66644
KASSAPIAN, SHARON	2013	66644
KASSAPIAN, SHARON	2012	66644
KASSAPIAN, SHARON	2011	66644
KASSAPIAN, SHARON	2010	66644
WINTERVILLE COMMUNITY RURAL FIRE ASSOCIATION INC.	2015	82150
WINTERVILLE COMMUNITY RURAL FIRE ASSOCIATION INC.	2015	57665
WINTERVILLE COMMUNITY RURAL FIRE ASSOCIATION INC.	2015	3466

**Personal Property Releases**

Name	Year	Account
COASTAL GENERATOR SERVICE INC.	000000916755	2015

Total Refunds	45
Total Releases	10

The Release (G.S. 105-381 or 382), Corrections (G.S. 105-325), or Refunds (G.S. 105-381 or 382) of tax bills outlined above are approved by The Town of Winterville Council.

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Douglas Jackson, Mayor

mn of Winterville  
 Funds and Releases  
 1/31/2016

Date	Amount	Reason
9/2/2015	\$400.64	OVER PAYMENT BY CLOSING ATTORNEY.
9/23/2015	\$128.65	PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF HOME.
9/23/2015	\$128.65	PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF HOME.
9/23/2015	\$128.65	PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF HOME.
9/23/2015	\$122.97	PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF HOME.
9/23/2015	\$119.39	PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF HOME.
11/16/2015	\$858.82	OVER PAYMENT BY CUSTOMER.
1/7/2016	\$964.58	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$964.63	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$847.74	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$320.34	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$580.61	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$850.31	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$865.17	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$123.50	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$811.14	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$953.10	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$171.00	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$746.07	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$1,165.37	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$900.57	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$895.57	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$314.34	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$495.48	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$547.12	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$820.34	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$640.41	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$655.06	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$171.00	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$817.91	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$1,072.15	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/6/2016	\$713.17	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$715.22	OVER PAYMENT BY CUSTOMER.
12/31/2015	\$1,481.37	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$746.30	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$156.75	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$171.00	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$920.74	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$929.66	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$171.00	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$883.69	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC

12/31/2015	\$664.52	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$885.46	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$211.02	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
1/7/2016	\$821.23	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$432.21	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$760.95	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$790.49	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$1,014.91	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC
12/31/2015	\$579.85	OVER PAYMENT BY MORTGAGE COMPANY. CHECK WAS MAILED TO CORELOC

Date	Refund	Reason
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Date	Released	Reason
------	----------	--------

8/28/2015	\$383.48	TAX PAYER APPROVED FOR OAE.
9/23/2015	\$128.05	RELEASED PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF THE HOME.
9/23/2015	\$128.05	RELEASED PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF THE HOME.
9/23/2015	\$128.05	RELEASED PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF THE HOME.
9/23/2015	\$119.39	RELEASED PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF THE HOME.
9/23/2015	\$119.39	RELEASED PER PITT COUNTY CORRECTED SQUARE FOOTAGE OF THE HOME.
12/9/2015	\$52.37	PER PITT COUNTY PROPERTY IS A TAX EXEMPT PROPERTY.
12/9/2015	\$294.85	PER PITT COUNTY PROPERTY IS A TAX EXEMPT PROPERTY.
12/9/2015	\$163.73	PER PITT COUNTY PROPERTY IS A TAX EXEMPT PROPERTY.

Date	Released	Reason
------	----------	--------

9/9/2015	192.88	PROPERTY IS LISTED IN RED OAK DISTRICT.
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\$31,630.82

\$1,710.24

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Date Approved



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** February 8, 2016  
**Presenter:** Travis Welborn, Public Works  
Director

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** Worthington Road GUC Interconnect Project – Change Order #1

**Action Requested:** Approval of Change Order #1

**Attachments:** Change Order #1

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 2/2/2016

**ABSTRACT ROUTING:**

TC JJS-2/3/2016

FD \_\_\_\_\_

TM tlp – 2/3/2016

Final tlp – 2/3/2016

**Supporting Documentation**

Staff is requesting to execute a change order for the GUC Interconnect Project to add the work that was removed during negotiations with the Contractor immediately after bids were received. When bids were first received the lowest bid was over budget. In order to get within budget the altitude valve and associated piping at the elevated tank site was removed from the scope of the project. Shortly thereafter Greenville Utilities agreed to contribute approximately \$80,000 towards the project as well as install their portion of the water main. Since Greenville Utilities is contributing this amount staff would like to complete the entire project as originally bid. With Greenville Utilities contribution and the addition of this work that was removed from the project the project will still be under budget (including contingency). Total proposed change order is in the amount of \$104,600.00. The Contractor has also requested a time extension in addition to allow for extra time to install these improvements.

**Budgetary Impact:** Funds for this project are included in the project's capital project budget.

**Recommendation:** Approval of change order.

# Change Order

No. **1**

Date of Issuance: February 2, 2016

Effective Date: February 8, 2016

Project: Water Distribution System Improvements	Owner: Town of Winterville	Owner's Contract No.:
Contract: Water Distribution System Improvements		Date of Contract: September 14, 2015
Contractor: Step Construction, Inc.		Engineer's Project No.: 2853-R

**The Contract Documents are modified as follows upon execution of this Change Order:**

**Description:**

Addition of the Work at the elevated tank site including Bid items: 4, 12, 16, 17, and 39; and quantity adjustments For bid items 25, 26 and 42. This CO will add 62 calendar days (10 for rain delays, 52 for additional work) To the total contract time. Operation of the booster pump station has a new milestone date of April 13, 2016.

**Attachments (list documents supporting change):**

CO#1 spreadsheet

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$1,359,510.00

[Increase] [Decrease] from previously approved Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:

\$0.00

Contract Price prior to this Change Order:

\$1,359,510.00

[Increase] [Decrease] of this Change Order:

\$104,600.00

Contract Price incorporating this Change Order:

\$1,464,110.00

Original Contract Times:  Working days  Calendar days

Substantial completion (days or date): March 12, 2016

Ready for final payment (days or date): April 11, 2016

[Increase] [Decrease] from previously approved Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days): 0 days

Ready for final payment (days): 0 days

Contract Times prior to this Change Order:

Substantial completion (days or date): March 12, 2016

Ready for final payment (days or date): April 11, 2016

[Increase] [Decrease] of this Change Order:

Substantial completion (days): 62

Ready for final payment (days): 62

Contract Times with all approved Change Orders:

Booster Pump Station Milestone (date): April 13, 2016

Substantial completion (date): May 13, 2016

Ready for final payment (date): June 12, 2016

RECOMMENDED:

By: \_\_\_\_\_  
Engineer (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

# Change Order

## Instructions

### A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

### B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Water Distribution System Improvements  
 Town of Winterville  
 Project No.: 2853-R  
 Change Order No. 1

Unit Quantity Additions/Reductions							
Item No.	Description	Current Quantity	Adjusted Amount	New Quantity	Unit	Unit Price	Total Cost Reduction
4	12-inch RJ DIP Waterline	0	150	150	LF	\$ 60.00	\$ 9,000.00
12	Tie-in to Existing 12-inch Waterline	0	1	1	EA	\$ 6,000.00	\$ 6,000.00
16	12-inch Gate Valve and Box	0	2	2	EA	\$ 2,800.00	\$ 5,600.00
17	12"x12" Tapping Sleeve and Valve	0	1	1	EA	\$ 12,000.00	\$ 12,000.00
25	Undercut Unstable Pipe Foundation	100	(50)	50	CY	\$ 60.00	\$ (3,000.00)
26	Select Backfill	100	(75)	25	CY	\$ 60.00	\$ (4,500.00)
39	Altitude Valve and Valve Vault	0	1	1	LS	\$ 80,000.00	\$ 80,000.00
42	Tree Relocation	1	(0.5)	0.5	EA	\$ 1,000.00	\$ (500.00)
<b>Total</b>							<b>\$ 104,600.00</b>
<b>Original Construction Contract Price:</b>							<b>\$ 1,359,510.00</b>
<b>Change Order #1:</b>							<b>\$ 104,600.00</b>
<b>Adjusted Construction Contract Price:</b>							<b>\$ 1,464,110.00</b>



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** February 8, 2016  
**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Public Works Shop Renovation

**Action Requested:** Approval of Change Order to Contract for Bathroom Upgrades

**Attachments:** Change Order Proposal

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 1/26/2016

**ABSTRACT ROUTING:**

TC JJS-2/2/16

FD \_\_\_\_\_

TM tlp - 2/3/2016

Final tlp - 2/3/2016

**Supporting Documentation**

The Council directed Town staff to request for a change order proposal in order to complete renovations of the 2 bathrooms that in the Public Works Shop. The renovations include brand new toilets and urinals, new partitions, new sinks, new floor coating, new baseboards, new entry doors, and various other miscellaneous items. Staff recommends approval of the change order and proceeding with the work.

**Budgetary Impact:** A budget amendment will be necessary for this change order.

**Recommendation:** Approval of proposed change order.



2/1/2016

**Mr. Travis Welborn**

**Job Name:** Winterville Public Works-Roof Replacement  
**Street:** Church Street  
**City,State,Zip:** Greenville NC  
**Phone:** (252) 917-4561  
**Email:** travis.welborn@wintervillenc.com

**Job Description Change Order No. 1: Interior Toilet Modifications for Town of Winterville Public Works Maintenance Facility**

**Total Project Price:..... \$15,984.00**

**Price Breakdown as Follows:**

Design and Engineering:.....	Not Included
Pre-Engineered Metal Building Re-sheeting:.....	Base Bid
Interior Work (New Wood Framing not Included):.....	6,653.00
-Demo (2) existing, pre-hung wood doors and frames and replace with new using existing hardware	
-Provide and install solid plastic toilet partitions in toilets to replace existing, included urinal screen	
-Provide and install new toilet accessories to include the following:	
-Two (2) grab bar sets	
-Three (3) toilet paper holders	
-Two (2) soap & Two (2) paper towel dispensers	
-Two (2) 18"x36" mirrors	
-Provide and install new vinyl cove base in one (1) small toilet and large toilet facility	
Painting (Interior Toilet Floors Only):.....	1,550.00
-Clean & sand the existing floors for the two (2) toilets, removal of existing paint not included	
-Provide and install two (2) coats of Sherwin Williams Shield Crete Floor Finish with color chips	
-Paint two (2) new pre-hung doors	
Plumbing:.....	2,800.00
-Provide and install three (3) new ADA toilets and one (1) urinal	
-Provide and install two (2) new drop-in lavatories	
-Cap off existing floor drain in small toilet	
Electrical (Replace Vanity Fixture in Small Toilet):.....	250.00
Cabinetry:.....	1,200.00
-Handicapped vanity in large toilet, for one (1) lavatory. Plastic Laminate construction	
-Small base cabinet with plastic laminate top on small toilet (will not meet ADA codes)	
Porta-Jon:.....	Base Bid
Clean-Up, Dumpster and Landfill Tip Fees:.....	Base Bid
Supervision & Project Management:.....	470.95
Sales Tax on Materials:.....	238.35
Payroll Taxes and Insurance:.....	1,328.38
Builder's Risk Insurance:.....	39.84
Building Permit:.....	Not Included
Payment and Performance Bond:.....	Not Included
Builder's Fee & Overhead:.....	1,453.48

**Total Project Cost:..... \$15,984.00**

**Notes & General Conditions:**

1. Price includes interior work as stated above in CBC Cost Breakdown.
2. We do not include engineered drawings for permitting nor do we include permitting fees for this scope of work.
3. All work to be completed during normal working hours.
4. CBC will not be held responsible damage caused to equipment, lighting, etc. during the replacement process.
5. Total Project Cost is good for 30 calendar days.
6. Anything not mentioned above cannot be construed as being part of this Cost Breakdown.
7. Any changes to the above scope of work will be addressed with the Owner prior to moving forward.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** February 8, 2016  
**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** Installation of Three-Way Stop at Tyson and Railroad Streets

**Action Requested:** Approval of Installation

**Attachments:** N/A

**Prepared By:** Terri L. Parker, Town Manager

**Date:** 1/27/2016

**ABSTRACT ROUTING:**

TC 1/27/2016 jis

FD

TM tlp - 01/27/2016

Final tlp - 01/27/2016

**Supporting Documentation**

As you may recall, Town Council directed Town Staff to study and research the necessity of stop signs and speed bumps in the Canterbury and Clewewood subdivisions in addition to the section of Railroad Street that passes Tyson Street from Depot to Worthington.

Staff has been collecting information and studying the need for these traffic calming devices and to date there appears to be no dissension on the installation of the 3-way stop at the intersection of Tyson and Railroad Streets. Staff requests Council approval for the installation of said stop signs.

**Budgetary Impact:** Costs of signs are included in the current year budget.

**Recommendation:** N/A



**Town of Winterville  
Town Council Agenda**

**Meeting Date:** February 8, 2016  
**Presenter:** Jasman J. Smith, Town Clerk

**Item Section:** New Business

**Item to be Considered**

**Subject:** 2016 General Elections

**Action Requested:** N/A

**Attachments:** N/A

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/25/2016

**ABSTRACT ROUTING:**

TC 2/2/16-JJS

FD \_\_\_\_\_

TM tlp – 2/3/2016

Final tlp – 2/3/2016

**Supporting Documentation**

Town Clerk Jasman J. Smith will give an update on the 2016 General Elections and voting requirements.

**Budgetary Impact:** TBD

**Recommendation:** N/A



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** February 8, 2016

**Presenter:** Jasman J. Smith, Town Clerk

**Item to be Considered**

**Subject:** Town Volunteer Advisory Board Appreciation Dinner

**Action Requested:** Schedule dinner

**Attachments:** N/A.

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/25/2016

**ABSTRACT ROUTING:**

TC JJS-2/2/2016

FD

TM tlp – 2/3/2016

Final tlp – 2/3/2016

**Supporting Documentation**

In prior years, the Town Council held a dinner to recognize the volunteers of the Town's advisory boards for their service to the Town of Winterville. In the past, the dinner was held during National Volunteer Appreciation Week.

National Volunteer Appreciation Week is April 10-17, 2016. Town Staff recommends scheduling the dinner on Thursday, April 11<sup>th</sup> at 7:00 pm, so that the Town may recognize its volunteers.

**Budgetary Impact:** \$1,000 – Funds are included in the Current Year (FY 2015-2016) Budget.

**Recommendation:** Schedule Dinner for Thursday, April 11<sup>th</sup> at 7:00 pm.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** February 8, 2016

**Presenter:** Jasman J. Smith, Town Clerk

**Item to be Considered**

**Subject:** Town Hall Day

**Action Requested:** Council Direction on Winterville Attendees for Town Hall Day (June 8).

**Attachments:** Agenda and Registration Costs

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/22/2016

**ABSTRACT ROUTING:**

TC jjs1/22/2016

FD

TM tlp – 1/22/2016

Final tlp – 1/22/2016

**Supporting Documentation**

The NCLM's Annual Town Hall Day is being held on Wednesday, June 8<sup>th</sup>.

*Town Hall Day is organized by the League as the premier opportunity each year for city and town leaders to come to Raleigh to share their views on key municipal issues with legislators and executive branch officials. The day allows municipal officials from around the state to become a visible presence at the Legislative Building, sending a strong message about the importance of vibrant, healthy cities and towns. Town Hall Day is organized on behalf of the 540 municipalities represented by the League so that local officials can have coordinated meetings with key decision-makers. These meetings help legislators and state leaders understand that the League is working on behalf of all of cities and towns, and help to continue the dialogue between municipal and state officials. The day will include:*

- *A legislative briefing from the League's Governmental Affairs team.*
- *Meetings with House and Senate leadership.*
- *Individual meetings with district legislators.*
- *Discussions with representatives of state agencies;*
- *Opportunities to attend legislative committee meetings and floor sessions of the House and Senate.*
- *An evening reception with legislators and key state leaders.*

***Registration Deadline to be announced.***

Town Hall Day offers an opportunity for elected officials to talk with our representatives and let them know what is needed in Winterville.

**Budgetary Impact:** Costs are included in the Current FY Budget.

**Recommendation:** Council Direction on Winterville Attendees for Town Hall Day (Wed. June 8<sup>th</sup>).



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** February 8, 2016  
**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** Appointment/Re-Appointment of Town Representative to Mid-East Commission

**Action Requested:** Nomination and Appointment/Re-Appointment of Representative

**Attachments:** January 2, 2016 Letter From Bryant Buck; Certificate of Appointment

**Prepared By:** Terri L. Parker, Town Manager

**Date:** 2/3/2016

**ABSTRACT ROUTING:**

TC 2/3/2016 ijs

FD

TM tlp - 2/3/2016

Final tlp - 2/3/2016

**Supporting Documentation**

In accordance with Article V, Section 3 and 4 of the Mid-East Commission Bylaws, all Commission members shall be appointed in December to serve at the pleasure of the participating member governments beginning January 1 for a two (2) term. Councilwoman Roberson has been serving as the Town of Winterville Representative.

Staff requests that the Town re-appoint Councilwoman Roberson or appoint a new Town representative.

**Budgetary Impact:** Costs of travel reimbursements are included in current year budget.

**Recommendation:** N/A



*People Working Together*

1385 John Small Avenue Washington, North Carolina 27889  
www.mideastcom.org  
Phone: (252) 946-8043 Fax: (252) 946-5489

January 4, 2016

The Honorable Douglas A. Jackson  
Mayor of Winterville  
PO Box 1459  
Winterville, NC 28590

Dear Mayor Jackson:

In accordance with Article V, Sections 3 and 4, of the Mid-East Commission Bylaws, all Commission members shall be appointed in December to serve at the pleasure of the participating member governments beginning January 1 for a two year term. An official letter of this appointment by your municipality is needed.

Your Town Representative is Veronica Roberson, and she has attended six of the seven meetings this year. Please consider appointing someone, or reappointment of current representative at your next meeting. We would request that the member selected be committed to service to the Mid-East Commission, as regional issues are most important to our five county region and your communities input is critical to success.

I am enclosing copies of the Certificate of Appointment, please keep one copy and return one to me.

Thank you very much for your attention on this matter.

Sincerely,

N. Bryant Buck  
Executive Director

NBB/th

Attachment

**Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County**

"Auxiliary aids and services are available upon request to individuals with disabilities."  
Relay numbers for the Hearing Impaired:(TTY) 1-800-735-2962 (voice) 1-800-735-8262

Municipal  
Certificate of Appointment  
of Membership to the  
Mid-East Commission

The municipal board of the City/Town of \_\_\_\_\_, at its  
\_\_\_\_\_, 20\_\_ meeting, appointed \_\_\_\_\_, to serve as its  
representative to the Mid-East Commission Board for a term of two years beginning with  
the January Board meeting.

This action was taken in accordance with the Bylaws of the Mid-East Commission  
Article V, Section 3 and 4 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

(SEAL)



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** February 8, 2016  
**Presenter:** Travis Welborn, Public Works  
Director

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** 2016 Street Improvements Project

**Action Requested:** Award of Contract to Lowest Responsible Bidder

**Attachments:** Final Bid Tab to be provided at meeting

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 1/26/2016

**ABSTRACT ROUTING:**

TC JJS-2/2/16

FD \_\_\_\_\_

TM tlp - 2/3/2016

Final tlp - 2/3/2016

**Supporting Documentation**

The Bids for our annual Powell Bill street resurfacing project will be received on Thursday February 4, 2016. This project also includes the construction of the remaining portions of Winston and Franklin Drives, restriping of Beacon Dr., and adding lane markings on Emily Dr.

This project will include milling the edge of pavement and overlaying the entire width of the street with 2" of new asphalt for a portion of Emily Dr., a portion of Forbes Ave., Brock Ave., Canal St., a portion of Depot St., a portion of Ray Crawford Dr., Tyson St., and Corey St. The project also consists of the removal of a grassed island in Channel Dr. and replacement with asphalt, as well as subgrade repairs and patches where necessary. Town staff recommends that the contract be awarded to the lowest responsible bidder.

Funds will come from the Powell Bill account. An extra street was added to the resurfacing list before bidding so a small budget amendment may be necessary depending on bids received.

**Budgetary Impact:** Funds for this project are included in this years approved budget.

**Recommendation:** Award of contract to lowest responsible bidder.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** February 8, 2016  
**Presenter:** Travis Welborn, Public Works  
Director

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** 2016 Storm Drainage Improvements Project  
**Action Requested:** Award of Contract to Rivers & Associates  
**Attachments:** None

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 1/26/2016

**ABSTRACT ROUTING:**

TC JJS-2/2/2016

FD \_\_\_\_\_

TM tlp - 2/3/2016

Final tlp - 2/3/2016

**Supporting Documentation**

There are three different areas in Town that staff is proposing to replace existing storm drainage infrastructure. Each of these areas have existing infrastructure that is failing beyond the point of repair. Each of these storm drains carry runoff from Town right of ways and as such are maintained by Town staff. Unfortunately, each of these areas also has no existing easements over the existing infrastructure. This proposed contract is for Rivers & Associates to perform the necessary survey and easement map preparation so Town staff can acquire the necessary easements. The total proposed contract is for \$16,110.00.

The first area of concern is immediately south of the Winterville Machine Works property. There are 3 affected properties that easements will need to be obtained on. Cost for this section is \$2,910.00. The second area is between 428 Gayle Blvd. and 436 Gayle Blvd. These two easements maps cost \$2,000.00. These properties have several sinkholes and Public Works staff videoed this pipe and found it in terrible condition. The third and largest area is the properties between Forbes Ave. and Ange St. just south of Main St. There are 14 parcels that will need to be surveyed in this area and the survey and mapping will cost \$11,200.00.

**Budgetary Impact:** Funds for this project are included in this years approved stormwater budget.

**Recommendation:** Award of contract to Rivers & Associates.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** February 8, 2016

**Presenter:** Douglas A. Jackson, Mayor

**Item to be Considered**

**Subject:** Town/Kiwanis Club Project Involving Town Clock

**Action Requested:** Council Direction for Staff to Proceed with Developing Said Project

**Attachments:** N/A

**Prepared By:** Terri L. Parker, Town Manager

**Date:** 2/3/2016

**ABSTRACT ROUTING:**

TC 2/3/2016 ijs

FD

TM tlp - 2/3/2016

Final tlp - 2/3/2016

**Supporting Documentation**

The Kiwanis Club has approached the Town about money they have available (through a family memorial) and would like to work with the Town on a downtown beautification project that includes a Town Clock.

Staff has been working behind the scenes on location, type of clock, etc. and requests Council direction to proceed with such.

**Budgetary Impact:** TBD

**Recommendation:** N/A



**Town of Winterville  
Town Council Agenda**

**Meeting Date:** February 8, 2016  
**Presenter:** Jasman J. Smith, Town Clerk

**Item Section:** Closed Session

**Item to be Considered**

**Subject:** Closed Session Minutes

**Action Requested:** Approval of the Closed Session Meeting Minutes and the Unsealing and Sealing of Closed Minutes based upon the recommendation of the Town Attorney

**Attachments:** Closed Session Minutes Report

**Prepared By:** Jasman J. Smith, Town Clerk

**Date:** 1/25/2016

**ABSTRACT ROUTING:**

TC 2/2/16-JJS

FD \_\_\_\_\_

TM tlp - 2/3/2016

Final tlp - 2/3/2016

**Supporting Documentation**

Town Clerk Jasman J. Smith will present the Closed Session Meeting Minutes. The purpose of this Closed Session is to present the Closed Session Meeting Minutes for Approval, minutes to be sealed, and minutes to be unsealed; pursuant to General Statute § 143 318.11(a) (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

**Budgetary Impact:** None

**Recommendation:** Town Staff recommends approval of the Closed Session Meeting Minutes and the Unsealing and Sealing of Closed Minutes based upon the recommendation of the Town Attorney

CLOSED SESSION MINUTES REPORT  
OCTOBER 20, 2015

MEETING DATE	APPROVED	STATUS	APPROVAL DATE	NC G.S.	NOTES	UNSEALED	SEALED
9/10/2012	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (1) ,(5)(6)	N/A	NO	TBD
11/29/2012	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (6)	N/A	NO	TBD
2/11/2013	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3)	N/A	NO	TBD
9/9/2013	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (5)	N/A	NO	TBD
7/14/2014	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (5)	N/A	NO	TBD
3/9/2015	YES	100%	4/13/2015	pursuant to NCGS 143-318.11(a) (5)	N/A	NO	YES
4/13/2015	NO	90%	TBD	A motion was made by Councilman Moore and seconded by Councilwoman Roberson to enter into Closed Session 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 (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. Motion carried unanimously. <b>(Chapman Street Property) AND</b> A motion was made by Councilman Moore and seconded by Councilwoman Roberson to enter into Closed Session pursuant to NCGS 143-318.11(a) (1)To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. Motion carried unanimously. A motion was made by Councilman Cooper and seconded by Councilman Moore to approve the March 9, 2015 Closed Session Minutes. Motion carried unanimously.	PENDING TOWN MANAGER & TOWN ATTORNEY INFO.	NO	TBD
4/27/2015	YES	100%	6/8/2015	pursuant to NCGS 143-318.11(a) (6)	N/A	NO	YES
6/8/2015	NO	0%	TBD	NCGS 143-318.11(a) (1)to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes (Minutes); and (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 <b>(Confidentiality Agreement with Duke Progress Energy)</b>	PENDING TOWN MANAGER INFO.	TBD	TBD
6/15/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3) - (Confidentiality Agreement with Duke Progress Energy).	N/A	TBD	TBD
6/17/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3) - (Electric Systems).	N/A	TBD	TBD
6/24/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3) -(Electric Systems).	N/A	TBD	TBD
11/9/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (5)	N/A	TBD	TBD