



WINTERVILLE

A slice of the good life!

MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

JOHNNY MOYE

TONY MOORE

VERONICA ROBERSON

MARK SMITH

ADMINISTRATION

TERRI L. PARKER, TOWN MANAGER

JASMAN J. SMITH, TOWN CLERK

KEEN LASSITER, TOWN ATTORNEY

ALAN LILLEY, PLANNING DIRECTOR

ANTHONY BOWERS, FINANCE DIRECTOR

BRYAN BELL, INTERIM IT DIRECTOR

DAVID MOORE, FIRE CHIEF

EVAN JOHNSTON, PARKS & RECREATION DIRECTOR

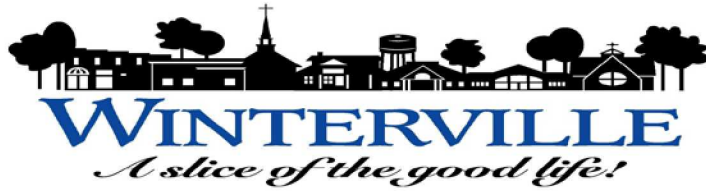
MERVIN TAYLOR, ELECTRIC UTILITY DIRECTOR

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILLHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

October 20, 2014



TOWN COUNCIL AGENDA

October 20, 2014

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. RECOGNITION**
- VII. INTRODUCTION OF NEW EMPLOYEES:**

- 1. Police Department:
 - a) Edwin Santiago, Police Officer

VIII. PRESENTATIONS – None

IX. PUBLIC HEARINGS –

- 1. Proposed Portable Temporary Storage Unit Regulations

X. 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. Valerie Tyson – Community Unity Day
- 2. Charles Lewis – Town Fence Regulations

XI. 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. Budget Amendment 14-15-01
2. Report on Mobile Patrol App for Iphone and Android- Winterville Police Mass Communication Tool
3. Approval of:
 - a) June 9, 2014 Regular Meeting Minutes;
 - b) June 17, 2014 Special Meeting Minutes;
 - c) June 19, 2014 Special Meeting Minutes;
 - d) June 24, 2014 Special Meeting Minutes;
 - e) July 29, 2014 Special Meeting Minutes; and
 - f) August 4, 2014 Special Meeting Minutes

XII. ITEMS REMOVED FROM THE CONSENT AGENDA

XIII. OLD BUSINESS:

XIV. NEW BUSINESS:

1. Proposed Sanitary Sewer Ordinance Revisions
2. Appointment of Bryan Fagundus to Stormwater Advisory Committee
3. Final Plat for Brookfield, Section 1

XV. OTHER AGENDA ITEMS

XVI. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

XVII. REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS

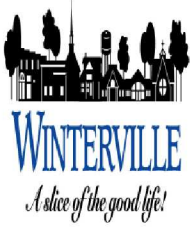
XVIII. REPORTS FROM THE MAYOR AND TOWN COUNCIL

XIX. ANNOUNCEMENTS

XX. CLOSED SESSION

XXI. ADJOURN

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Jasman Smith at 215-2340, ext. 2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)



Town of Winterville Town Council Agenda Abstract

Item Section: Public Hearings

Meeting Date: October 20, 2014

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Public Hearing – Proposed Portable Temporary Storage Unit Regulations

Action Requested: Adoption of Zoning Ordinance amendment adding Portable Temporary Storage Unit Regulations

Attachments: a) Proposed ordinance amending Zoning Ordinance Article VI, Section 6.5 by adding Special Requirement SR 46. Portable, Temporary Storage Units; b) Planning Board Report

Prepared By: Alan Lilley, Planning Director

Date: 10/7/2014

ABSTRACT ROUTING:

TC JJS-10/15/14

FD _____

TM tlp – 10/16/2014

Final tlp – 10/16/2014

Supporting Documentation

As you are aware, staff has been working with the Planning & Zoning Board to develop standards regulating portable, temporary, storage units. The Planning & Zoning Board held a special workshop meeting Tuesday, September 2, 2014 at 6:00 p.m. Notice of the workshop was published in The Daily Reflector. Copies of the notice of the workshop were mailed directly to area businesses that are in the portable, temporary storage unit business and/or a closely associated type of business. The following local businesses were included in the notice mailing: S & S Trailer & Container Rental; Caremaster Cleaning Systems; 24 Restore; Greater Greenville Storage Center; and POD's Enterprises, Inc. As a result of discussion at the workshop, the Planning and Zoning Board made a number of revisions and adjustments to the proposed regulations.

At the regular monthly meeting on September 15, 2014, the Planning and Zoning Board voted to recommend adopted of the attached ordinance amending the Zoning Ordinance by adding **Special Requirement SR. 46. Portable, Temporary Storage Units**. The Planning Board also recommended that no fee be required for the permit required under item 18 of the regulations, in the same manner that no fee is charged for a zoning compliance for fence construction (see attached Planning Board Report).

Budgetary Impact: N/A

Recommendation: The Planning & Zoning Board recommends adoption as specified in the attached Planning and Zoning Board Report.

**AN ORDINANCE AMENDING
CHAPTER 155, ZONING ORDINANCE, OF THE CODE OF ORDINANCES
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

WHEREAS, the Winterville Planning and Zoning Board, on September 15, 2014, formally recommended to the Town Council the adoption of this ordinance amending the Zoning Ordinance; and

WHEREAS, the Winterville Town Council, after due notice, conducted a public hearing on the 20th day of October, 2014 concerning adoption of this ordinance amending the Town's Zoning Ordinance; and

WHEREAS, the Winterville Town Council has determined that the proposed amendment is not inconsistent with the Town of Winterville's Land Development Plan and that the proposed amendment is reasonable and in the public interest;

NOW, THEREFORE, BE IT ORDAINED by the Winterville Town Council that Chapter 155, Zoning Ordinance, of the Code of Ordinances is hereby amended as follows:

Section 1. Zoning Ordinance Article VI, Section 6.5 is hereby amended by adding the following as Special Requirement SR 46:

SR 46. Portable, Temporary Storage Units

(R) Portable temporary storage unit.

For the purposes of regulation under this ordinance, "*Portable, temporary storage unit*" shall be defined as follows:

Portable temporary storage unit. Any temporary and portable accessory use container, trailer, cart, sled or other portable structure that exceeds ten square feet in floor surface storage area, that is owned, leased or rented for the purpose of temporary storage and/or transport of personal property, items and materials and which is located on any lot, other than the unit owner's commercial storage lot or facility, for more than 336 continuous hours. This definition shall include motorized and nonmotorized units, enclosed and unenclosed units, and wheeled and non-wheeled units. Exempt from this definition are licensed motor vehicles and trailers customarily associated with the on-site principal use and approved garbage and waste containers located on nonresidential or multi-family sites.

- (1) No individual unit shall exceed 320 square feet in floor surface storage area.
- (2) No storage unit shall be utilized as a principal use structure.
- (3) Except as further provided below under subsection (R)(10), not more than two units totaling

320 square feet in combined total floor surface storage area shall be permitted concurrently on any residential zoned lot and/or on any lot used for residential purposes. Exempt from this requirement are lots containing residential quarters for resident managers, supervisors or caretakers as set forth under section 9-4-78 and Appendix A to this chapter. For purposes of this section, the on-site and/or right-of-way placement of the first unit shall begin the running of time set forth under subsection (R)(7) below. See also subsection (R)(8) below.

- (4) Except as further provided below under subsection (R)(10), not more than three units totaling 960 square feet in combined floor surface storage area shall be permitted concurrently on any non-residential zoned lot and/or on any lot used for commercial, office, institutional and/or industrial purposes. For purposes of this section, the on-site and/or right-of-way placement of the first unit shall begin the running of time set forth under subsection (R)(7) below. See also subsection (R)(9) below.
- (5) Except as further provided below under subsection (R)(10), all unit(s) subject to this subsection shall be located on an improved parking surface in accordance with Article O. Units located on any site for 336 continuous hours or less may be located on an unimproved surface.
- (6) Except as further provided below under subsection (R)(10), no unit on-site parking area, in addition to other improved on-site vehicle parking areas, shall exceed 30% of the front yard area of a single-family dwelling lot or more than 40% of any two-family attached dwelling lot in accordance with Article O.
- (7) Except as further provided below under subsection (R)(10), the maximum duration of any temporary unit located on any lot shall not exceed 120 continuous days or more than 120 total days in any 12-month period. The placement of the first unit shall begin the running of time under this subsection.
- (8) Except as further provided below under subsection (R)(10), the maximum frequency of any temporary unit located on any residential zoned lot and/or on any lot used for residential purposes shall not exceed three separate occurrences in any 12-month period. Exempt from this requirement are lots containing residential quarters for resident managers, supervisors or caretakers as set forth under section 9-4-78 and Appendix A. Each separate period of one or more concurrently placed units shall count toward the maximum frequency.
- (9) Except as further provided below under subsection (R)(10), the maximum frequency of any temporary unit located on any non-residential zoned lot and/or on any lot used for commercial, office, institutional and/or industrial purposes shall not exceed three separate occurrences in any 12-month period. Each separate period of one or more concurrently placed units shall count toward the maximum frequency.
- (10) Placement in conjunction with an active construction permit, natural disaster damage repair permit or other building permit may exceed the maximum number, duration and frequency set forth above under subsections (R) (3), (4), (7), (8) and (9) above, and the improved parking surface material and maximum coverage requirements set forth above under

subsections (R)(5) and (6), provided the unit(s) shall be removed immediately following completion of the associated permit activity; provided, however, no unit(s) located on a single-family or duplex lot, excepting placement in conjunction with a building permit for the construction of the principal dwelling(s) and/or in conjunction with a natural disaster damage repair permit for any single-family or duplex dwelling(s), shall exceed 180 continuous days

- (11) When located on property containing a principal residential use the unit shall only be used for temporary incidental residential accessory use purposes. No unit located on any principal use residential property shall be used for commercial, office, institutional and/or industrial purposes or storage. No unit shall be used in conjunction with any home occupation.
- (12) The unit may temporarily displace minimum required parking for the associated principal use dwelling or nonresidential use.
- (13) Any unit located on a residential lot may encroach into the minimum public and/or private street (MBL) setback; provided, however, no unit shall be located within any public street right-of-way or private street easement, except as further provided. No such unit shall be located in any minimum side and/or rear yard setback or minimum bufferyard setback applicable to an accessory structure except when located on an existing improved driveway or qualified parking area. A unit may be located within a public street right-of-way upon issuance of an encroachment agreement from the authority having jurisdiction, provided compliance with all other provisions of this section.
- (14) Any unit located on a commercial, office, institutional and/or industrial lot may encroach into the minimum public and/or private street (MBL) setback, provided however no unit shall be located within any minimum perimeter and/or street bufferyard.
- (15) No unit shall encroach within the “area of minimum protection (by plant material type)” set forth under section 9-4-265(G)(2) for required vegetation.
- (16) No unit shall contain or receive permanent or temporary electric service, water and/or sanitary sewer service.
- (17) No unit shall be used for human or animal occupancy.
- (18) All unit(s) located on any site for more than 336 continuous hours (14 days) shall comply with the North Carolina State Building Code for accessory structures for placement, tie-downs and other applicable standards as determined by the Town of Winterville Building Inspections Department. No portable temporary storage unit(s) shall be utilized unless and until an appropriate permit for such unit(s) has been issued by the Town of Winterville Inspections Department.
- (19) Except as further provided, no unit shall be stored in any public street right-of-way or private street easement. A licensed motor vehicle unit or wheeled trailer unit attached to a

licensed motor vehicle may be stored in the street right-of-way or street easement on a temporary basis in accordance with this section and applicable zoning and traffic regulations. A unit may be located within a public street right-of-way upon issuance of an encroachment agreement from the authority having jurisdiction, provided compliance with all other provisions of this section.

- (20) Permanent signage attached to a licensed motor vehicle unit, licensed wheeled trailer unit or other non-wheeled container unit transported to the lot on a removable chassis shall be exempt from the sign regulations; provided, however, any permanent use of any unit shall not be exempt from the sign regulations.
- (21) No unit shall be located in any street sight distance area, or in any manner that obstructs vehicle or pedestrian access or lines of sight.
- (22) No unit shall be located and/or used in any manner that creates a nuisance, public health or safety hazard. When a nuisance, public health or safety hazard condition is found to exist, the owner of the lot and/or unit shall immediately remove the unit to a location in compliance with this section following personal and/or written notice from any building Inspector, nuisance abatement officer or Zoning Enforcement Officer. Any location or use inconsistent with the provisions of this section shall be construed as both a nuisance and a violation of the zoning regulations.
- (23) No unit shall be located in any manner that obstructs any designated fire lane or that otherwise obstructs or blocks access to any fire hydrant, building or structure.
- (24) Except as provided above under subsection (R)(18) above, no additional permit shall be required for any unit regulated under this section.
- (25) Any storage units to be located and used as permanent accessory structures on a nonresidential zoned lot and/or on any lot used for commercial, office, institutional and/or industrial purposes shall meet the minimum requirements applicable to an accessory building and/or structure for the district and use as well as the following:
 - (a) The number of units that may be located and utilized as permanent accessory structures will be determined by the size of the lot on which the unit(s) is (are) proposed to be located as follows:
 1. If the lot is one acre or less in area, then no more than one unit totaling no more than 320 square feet in total floor surface storage area may be utilized as a permanent accessory structure.
 2. If the lot is greater than one acre, but less than three acres in area, then no more than two units totaling no more than 640 square feet in combined total floor surface storage area may be utilized as permanent accessory structures.
 3. If the lot is three acres or greater in area, then no more than three units totaling no more than

960 square feet in combined total floor surface storage area may be utilized as permanent accessory structures.

(b) No storage unit shall be used as a permanent accessory structure in the CD or CDF Districts.

(26) No storage unit shall be used as a permanent accessory structure or building on any residential zoned lot and/or on any lot containing a residential use; provided, however, lots containing residential quarters for resident managers, supervisors or caretakers as set forth under section 9-4-78 and Appendix A shall be exempt from this requirement.

Section 2. This ordinance shall become effective upon adoption.

Adopted this 20th day of October, 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman Smith, Town Clerk

September 15, 2014

To: Mayor and Town Council
From: Alan Lilley, Planning Director / Secretary Planning & Zoning Board
Subject: Report for September 15, 2014 Planning & Zoning Board Meeting

As recorded in the minutes of the September 15, 2014 meeting, the Winterville Planning and Zoning Board took the following actions and/or made the following recommendations:

A) Proposed Zoning Ordinance Amendment adding Portable, Temporary Storage Unit Regulations:

Discussion was held on temporary waste collection containers and whether or not the temporary, portable storage units regulations should be applicable to temporary waste collection containers being utilized in conjunction with an active construction permit, natural disaster damage permit or other building permit. Planning Director Lilley stated that the Zoning Ordinance does already contain some provisions concerning the use of temporary waste collection containers. Planning Director Lilley will review these existing provisions and try to determine whether such existing provisions are sufficient as is or are additional provisions needed to address this issue.

*Discussion was held on whether or not a fee should be charged for permits required for temporary, portable storage units. Peggy Cliborne pointed out that a fee is not charged for Zoning Compliance Certificates required for construction of a fence. **After much discussion, a motion was made by Peggy Cliborne to recommend adoption of the draft portable temporary storage unit regulations with the changes and edits previously made and the changes and edits discussed at tonight's meeting and to also recommend that no fee be charged for required permits in the same manner as zoning compliance certificates for fence construction. The motion was seconded by Joe Shambley. The motion was carried unanimously.***

End of Report.



**TOWN OF WINTERVILLE
PUBLIC COMMENT APPLICATION**

Name of Applicant: Valerie Tyson

Date: 10-7-14

Address: 2501 Railroad St. B

Phone: 689-1244 or
367-6036

Town Council Meeting Date Requesting to Provide Comment: 10-20-14

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

Results / closings of Unity Day

Name(s) of Speaker(s):

(1) Valerie Tyson

(2) _____

(3) _____

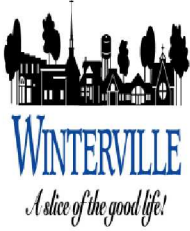
My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Valerie Tyson
Signature

Print

Save

Submit



Town of Winterville Town Council Agenda Abstract

Item Section: Consent Agenda

Meeting Date: October 20, 2014

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 14-15-01

Action Requested: Adopt the Budget Amendment

Attachments: Budget Amendment 14-15-01

Prepared By: Anthony Bowers, Finance Director

Date: 10/7/2014

ABSTRACT ROUTING:

TC JJS-10/17/14

FD _____

TM tjp - 10/17/2014

Final tjp - 10/17/2014

Supporting Documentation

This budget amendment addresses five issues.

- All open purchase orders that were carried over from the prior fiscal year. This portion of the budget amendment is in the amount of \$637,056;
- Additional funding of the Library that was approved at the September council meeting. The amount needed to continue operations at its current level is \$61,620;
- Correction to original appropriations that was not funded at the appropriate level when the original budget was adopted. This expense is for the printing of monthly newsletter and utility bills. The amount needed was \$10,000 for both the Electric Funds;
- Additional \$15,000 to implement a complex and robust system timekeeping and payroll software that will meet our needs and provide the Town with flexibility/room for growth. We have tried to implement a low cost product offered by SunGard, but it is not robust enough to handle complex payroll process like those associated with Police, Fire, and Rescue; and
- Funds originally budgeted for the Home/Housing program to be transferred to the new fund that was created in June of last year. This fund was created by the Council so that funds allocated for this program could be retained in that fund and used for a future date. This will keep these funds from reverting to the General Fund Balance at the end of each fiscal year.

Budgetary Impact: The overall budget will increase by \$753,676

Recommendation: Adopt the budget amendment

BUDGET ORDINANCE AMENDMENT 14-15-01

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2015:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION		Fund	Increase	Decrease
Fund Balance	10	General	\$ 158,744	
Fund Balance	17	Powell Bill	\$ 274,332	
Fund Balance	60	Electric	\$ 233,706	
Fund Balance	61	Water	\$ 40,805	
Fund Balance	62	Sewer	\$ 26,089	
Contribution from General Fund	20	Home/Housing	\$ 20,000	
Total			\$ 753,676	\$ -

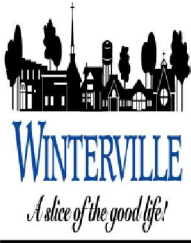
SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION		Department	Fund	Increase	Decrease
Travel	1041411000	4222 Town Council	General	\$ 2,050.00	
Professional Development	1041412000	4221 Administration	General	\$ 750.00	
Contracted Services	1041412001	4233 Finance	General	\$ 20,731.00	
Departmental Improvements	1041412004	4260 Finance	General	\$ 3,300.00	
Contracted Services	1041412004	4233 Information Tech	General	\$ 4,000.00	
Capital Outlay	1041412004	7150 Information Tech	General	\$ 21,472.00	
Economic Development	1041950000	5135 Non - Departmental	General	\$ 11,005.00	
Maintance and Repair	1043432000	4226 Fire	General	\$ 3,011.00	
Contracted Services	1043432000	4233 Fire	General	\$ 10,900.00	
New Equipment	1043432000	4274 Fire	General	\$ 4,905.00	
Paving and Resurfacing	1645451000	4270	Powell Bill	\$ 261,894.00	
Traffic Control	1645451000	4273	Powell Bill	\$ 12,438.00	
Substation Maintenance	6071711000	4293	Electric	\$ 17,992.00	
Capital Outlay	6080801000	7150	Electric	\$ 205,714.00	
Engineering	6172721000	4232	Water	\$ 23,700.00	
Capital Outlay	6180801000	7150	Water	\$ 17,105.00	
New Equipment	6273732020	4274	Sewer	\$ 16,089.00	
Sheppard Library	1041950000	5109 Non - Departmental	General	\$ 61,620.00	
Customer Bill Prepreation	6071711000	4301	Electric	\$ 10,000.00	
Customer Bill Prepreation	6273732020	4301	Sewer	\$ 10,000.00	
Contracted Services	1041412001	4233 Finance	General Fund	\$ 15,000.00	
Contracted Services	2049451000	4233	Home/Housing	\$ 20,000.00	
Total			\$ 753,676	\$ -	

Adopted the 20th day of October 2014.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: October 20, 2014

Presenter: Chief Ryan Willhite

Item to be Considered

Subject: Introduction of MobilePatrol App for Iphone and Android (Winterville Police mass communication tool)

Action Requested: Accept Report.

Attachments: N/A

Prepared By: Ryan C. Willhite, Chief of Police

Date: 9/30/2014

ABSTRACT ROUTING:

TC 10/15/2014 JJS

FD _____

TM 10/16/2014

Final 10/16/2014

Supporting Documentation

The Winterville Police Department is pleased to announce that the Police Department is now communicating with their community through the MobilePatrol smartphone app. Mobile Patrol is a free download and is available for both iPhone and Android smart devices. Users simply search "Mobil Patrol" and after downloading, enter zip codes to get information regarding neighborhoods that are most important to them.

Users of the app will have access to real-time news and alerts, most-wanted criminals, missing children, and other important real time information; additionally, the "Report It" feature that allows for real-time reporting of anonymous crime tips.

Budgetary Impact: N/A

Recommendation: Accept Report.



Winterville Police Department
2593 Railroad Street
P.O. Box 1459
Winterville, NC 28590



Ryan C. Willhite

Chief of Police

Phone: (252) 756-1105
Fax: (252) 215-2461
ryan.willhite@wintervillenc.com

Town Manager
Town Council
Town of Winterville

RE: Winterville Police Department is now connecting with their community using MobilePatrol

Free app improves delivery of information to community

The Winterville Police Department is pleased to announce that the Police Department is now communicating with their community through the MobilePatrol smartphone app. MobilePatrol is a free download and is available for both iPhone and Android smart devices. Users simply search "Mobil Patrol" and after downloading, enter zip codes to get information regarding neighborhoods that are most important to them.

Users of the app will have access to real-time news and alerts, most-wanted criminals, missing children, and other important real time information; additionally, the "Report It" feature that allows for real-time reporting of anonymous crime tips.

Mobile Patrol is not only a powerful way for us to communicate to our community, but allows citizens to communicate back to us through a Report It feature. This free app aligns with our mission of protecting and serving the public, and we are pleased to be able to use it in our community.

Information that can be pushed right to a user's smartphone includes Amber Alerts (including photos of missing persons), news about manhunts, traffic alerts, weather warnings and other local emergencies.

Mobile Patrol is a one-stop-shop for broadcasting important information to the citizens of Winterville. We are excited to have this quick and cost-effective tool.

Sincerely,

Ryan C. Willhite
Chief of Police



Winterville Town Council
June 09, 2014 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 and pledge of allegiance by Boy Scout Stone Clark. The following were present:

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilman Tony Moore
Councilman Johnny Moye
Councilman Ronald Cooper, Sr.
Councilwoman Veronica Roberson
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Keen Lassiter, Town Attorney
Anthony Bowers, Finance Director
Bryan Bell, Interim IT Director
Evan Johnston, Parks and Recreation Director
Alan Lilley, Planning Director
Ryan Willhite, Police Chief
Mike Weldin, Code Enforcement/Building Inspections Officer
Travis Welborn, Public Works Director

APPROVAL OF AGENDA: Mayor Jackson requested to add the annexation of Bridlesong Park item to the consent agenda. **A motion was made by Councilman Moye and seconded by Councilman Cooper to approve the agenda with the additional item. Motion carried unanimously.**

WELCOME: Mayor Jackson welcomed the public.

NEW EMPLOYEES: Finance Director Anthony Bowers introduces Customer Service Representative Lynette Smith to the Town Council.

PRESENTATIONS:

1. Local Government Credit Union – Desiree White, Membership Development Officer: Membership Development Officer Desiree White presented on the Local Government Credit Union benefits for elected officials. No Action was taken by the Council.
2. Consideration of Preferred Alternative for Proposed Improvements to the Intersection of Old Tar Road and Cooper Street/Worthington Road: Planning Director Alan Lilley presented this item. Town Manager Terri L. Parker advised that Planning Director Alan Lilley would bring this item for discussion at the planning board meeting and will place on the June 9, 2014 Regular Meeting.

PUBLIC HEARINGS:

1. Public Hearing on Lot 32 Ange Plaza: Planning Director Alan Lilley presented the item. He stated that The Town Council received a petition requesting annexation of Lot 32, Ange Plaza at the February 10, 2014 Town Council meeting and adopted a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition. The Town Clerk provided a Certificate of Sufficiency at the April 14, Town Council meeting and the Town Council adopted A Resolution Scheduling a Public Hearing on the Question of Annexation. After completing the Public Hearing, the Council may adopt the Annexation Ordinance. Staff recommends an annexation effective date of June 30, 2014.

Mayor Jackson declared the Public Hearing Open. Hearing no one. Mayor Jackson declared speaking in favor of the budget.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moye to Adopt the Annexation Ordinance with a June 30, 2014 effective date. Motion carried unanimously.

2. Public Hearing on Proposed No Parking Zone West Side of Myrtle Street Between Hammond Street and Boyd Street: Public Works Director Travis Welborn presented this item. He stated that at the May Town Council meeting, the Council voted to pursue a "No Parking Zone" on one side of Myrtle Street between Hammond Street and Boyd Street. Staff has evaluated the existing conditions and recommends implementing the "No Parking Zone" on the west side of Myrtle Street between Hammond Street and Boyd Street.

Mayor Jackson declared the Public Hearing Open. He asked if there was anyone speaking in favor. Then Mayor Jackson asked if anyone was speaking in opposition. Ms. Vickie Cannon spoke in opposition. Mayor Jackson declared the Public Hearing Closed.

A motion was made by Councilman Moye to approve the no parking on the west side of Myrtle Street. Motion died for lack of a second.

Further discussion was held.

A motion was made by Councilman Moye and seconded by Councilman Moore to approve the no parking on the east side of Myrtle Street. Motion carried unanimously.

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

1. Valorie Tyson –Community Day: No Action was taken by the Council.
2. Tommy Savage – Storage Containers: No Action was taken by the Council.

CONSENT AGENDA: The items under the consent agenda included:

1. Approval of the Special Meeting Minutes for May 5, 2014
2. Approval of Audit Contract
1. Approval of May 12, 2014 Regular Meeting Minutes
2. Award of Contract to Barnhill for Street Resurfacing
3. Adoption of Phase II Stormwater Ordinance & Stormwater Permit Review Fee
4. Approval of Budget Amendment 2013-2014-4
5. Receive petition requesting annexation of Bridlesong Park Subdivision and Adopt a Resolution Directing the Clerk to investigate the Sufficiency of the petition

A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to remove items 3 and 5. Motion carried unanimously. A motion was made by Councilman Moore and seconded by Councilman Moye to approve the Consent Agenda with the removal of items 3 and 5. Motion carried unanimously.

ITEMS REMOVED FROM THE CONSENT AGENDA:

3. Adoption of Phase II Stormwater Ordinance & Stormwater Permit Review Fee: Town Manager Terri L. Parker stated that this item will need to be on July 19th agenda, since it was not included in this agenda packet.
5. Receive petition requesting annexation of Bridlesong Park Subdivision and Adopt a Resolution Directing the Clerk to investigate the Sufficiency of the petition: A motion was made by Councilman Moore to deny annexation of Bridlesong Park Subdivision. Motion died for lack of a second.

A motion was made by Councilman Cooper and seconded by Councilman Moye to Receive petition requesting annexation of Bridlesong Park Subdivision and Adopt a Resolution Directing the Clerk to investigate the Sufficiency of the petition. Members of the Council voting in favor of the motion were Cooper, Moye, and Roberson. Members of the Council voting in opposition were Moore and Smith. Motion carried (3,2).

OLD BUSINESS:

1. Consideration of Preferred Alternative for proposed improvements to the intersection of Old Tar Road and Cooper Street/Worthington Road:
A motion was made by Councilman Moore and seconded by Councilman Moye to consider a roundabout for the intersection of Old Tar Road and Cooper Street/Worthington Road. Councilman Moore withdrew his motion.
A motion was made by Councilman Moore and seconded by Councilwoman Roberson to consider a signal light for the intersection of Old Tar Road and Cooper Street/Worthington Road. Motion carried unanimously.
2. Proposed Portable Temporary Storage Unit Regulations – Status Report. Planning Director Alan Lilley presented the item. No action was taken by the Council.

NEW BUSINESS:

1. Approval of Resolution in Support for Tobacco-Free Parks in Pitt County: Parks and Recreation Director Evan Johnston presented the item.

A motion was made by Councilman Moore and seconded by Councilman Cooper to approve the Resolution in Support for Tobacco-Free Parks in Pitt County. Motion carried unanimously.

2. Appointments to Boards and Commissions:

- a. Planning and Zoning: **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the staff recommendations to the Planning and Zoning Board. Motion carried unanimously.**

- b. Parks and Recreation – **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the staff recommendations to the Parks and Recreation. Motion carried unanimously.**

3. Approval of No Parking Zone along Bayberry Lane from Rosewood Drive to Old Tar Road: Public Works Director Travis Welborn presented the item. He stated that the Craft Winds Lift Station is located on Bayberry Lane between Rosewood Drive and Old Tar Road. This lift station has no access for the Towns sewer crane trucks or Vac-Con truck which is used to clean the station and unclog stopped up sewer mains. Because of this, the electric department's line truck has to be used to pull pumps from this lift station. Both the line truck and the Vac-Con truck must be situated in the roadway immediately adjacent to the lift station when repairs are necessary. There have been several instances when repairs are necessary in the middle of the night (as well as during the day) and vehicles are parked in the way preventing access. If the owner of these vehicles is not at home or cannot be located in a timely fashion there is a potential for sanitary sewer overflows. Staff recommends enacting and enforcing a No Parking Zone from Rosewood Drive to Old Tar Road on both sides of Bayberry Lane. This is due to the fact that when the Town equipment is parked in the roadway cars parked on the south side of the road would prevent two-way traffic. **A motion was made by Councilman Moore and seconded by Councilman Cooper to Enact a No Parking Zone along the north side of Bayberry Lane from Rosewood Drive to Old Tar Road. Motion carried unanimously.**

OTHER AGENDA ITEMS:

1. Sheppard Memorial Library Board: A motion was made by Councilman Moore and seconded by Councilman Cooper to recommend the nomination and appointment of Councilwoman Roberson to the Sheppard Memorial Library Board .

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS: None

REPORTS FROM THE MAYOR AND TOWN COUNCIL: None

CLOSED SESSION § 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. 4799 and 4801 Reedy Branch Road; and (2) Gateway Christian Church Property located on Chapman Street.

ADJOURN

Having no further business to come before the Council, a motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to adjourn at 9:33 pm. Motion carried unanimously.

Adopted this the 20th day of October 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

Winterville Town Council
June 17, 2014 Special Meeting Minutes

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

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilwoman Veronica Roberson
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Terri L. Parker, Town Manager
Jasman Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Bryan Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
Mike Weldin, Code Enforcement Officer/Building Inspector
Mervin Taylor, Electric Utility Director
David Moore, Fire Chief
Ryan Willhite, Police Chief

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA

A motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to approve the agenda as presented. Motion carried unanimously.

PUBLIC HEARING

2014-2015 Recommended Budget: Mayor Jackson declared the Public Hearing Open. Hearing no one speaking in favor of the budget. Mayor Jackson asked if any were speaking in opposition of the budget. Library Director Greg Needham voiced his concerns about the reduction in Library funding. Patricia Rauls and Marjorie Dunn spoke in opposition of the budgetary amount awarded to the Winterville Sheppard Memorial Library. Mayor Jackson declared the Public Hearing was Closed. Further discussion was held concerning the Winterville Sheppard Memorial Library funding.

ADJOURN

Having no further business to come before the Council, a motion by Councilman Moore and seconded by Councilwoman Roberson to adjourn at 8:00 p.m. Motion carried unanimously.

Adopted this 20th day of October 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

Winterville Town Council
June 19, 2014 Special Meeting Minutes

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

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilwoman Veronica Roberson
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Terri L. Parker, Town Manager
Jasman Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Bryan Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
Mike Weldin, Code Enforcement Officer/Building Inspector
Mervin Taylor, Electric Utility Director
David Moore, Fire Chief

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA: Mayor Jackson suggested the addition of the KCC Development Center Proclamation. A motion was made by Councilwoman Roberson Mayor Pro-Tem Smith and seconded by Mayor Pro-Tem Smith to approve the agenda with the addition of the KCC Development Center Proclamation as presented. Motion carried unanimously.

NEW BUSINESS

1. **Approval of Stormwater Review Fee.** Public Works Director Travis Welborn presented the item. He stated that in order to comply with the regulations adopted by the North Carolina Environmental Management Commission and the Federal Water Pollution Control Act the Town of Winterville was issued a general permit under the National Pollutant Discharge Elimination System (NPDES) to discharge stormwater. The permit requires the Town to adopt and implement a Stormwater Management Plan. As part of that plan, the Town is required to implement an "Illicit Discharge Detection and Elimination Program" and "Post Construction Stormwater Management Program." To comply with these requirements we will hold a Public Hearing on the proposed ordinance on July 8. In order for the proposed permit review fee to be included in the budget for next fiscal year staff recommends adoption of the review fee at the June 19 meeting. This fee will cover the expense of having the Town's consulting Engineer review the submitted plans for compliance. The State charges a fee of \$505. Staff is proposing a fee of \$500. This will allow for approximately 4 hours of review time by our consulting Engineer for each plan submitted. Questions from the Council were addressed.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moye to approve the Stormwater Review Fee. Motion carried unanimously.

2. Approval of Contract with VC3 for Information Technology Services: Town Manager Terri L. Parker and Interim IT Director Bryan Bell presented the item. As you may recall during the Budget workshops, I informed Council that moneys were in the Budget for a contract with VC3 for Information Technology (IT) Services. This Contract will take the place of having an in-house full-time IT Director. Bryan Bell will remain on Staff and handle on-site support and related IT duties. Staff recommends approval of said Contract.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the Contract with VC3 for Information Technology Services. Motion carried unanimously.

3. Adoption of 2014-2015 Recommended Budget: Town Manager Terri L. Parker presented the item. The Draft Budget Ordinance will be distributed at the meeting as the Public Hearing on the FY 2014-2015 is taking place on June 17, 2014.

A motion was made by Councilman Moore to extend the Sheppard Memorial Library funding for thirty (30) and then request additional funding from the Pitt County Commissioners. Motion died for lack of a second.

Further discussion was held.

**A motion was made by Councilman Moore and seconded by Councilman to extend the Sheppard Memorial Library funding for thirty (30) and then request additional funding from the Pitt County Commissioners. Motion died for lack of a second.
Motion carried unanimously.**

4. KCC Development Center Proclamation: A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the KCC Development Center Proclamation. Motion carried unanimously.

PUBLIC HEARING

2014-2015 Recommended Budget:

Mayor Jackson declared the Public Hearing Open. Hearing no one speaking in favor of the budget.

Those speaking in opposition of the budget.

Library Director Greg Needham, his concern is that it would cause a reduction in

Patricia Rauls, Marjorie Dunn spoke in opposition of the budgetary amount awarded to the Winterville Sheppard Memorial.

Mayor Jackson declared the Public Hearing was Closed.

NEW BUSINESS

ADJOURN

Having no further business to come before the Council, a motion by Councilman Moore and seconded by Councilman Moye to adjourn at 6:26 p.m. Motion carried unanimously.

Adopted this 20th day of October 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

Winterville Town Council
June 24, 2014 Special Meeting Minutes

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

Mayor Pro-Tem Mark Smith
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Councilwoman Veronica Roberson
Councilman Johnny Moyer
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Brian Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
David Moore, Fire Chief

WELCOME

Mayor Jackson welcomed the public.

APPROVAL OF AGENDA

A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to approve the agenda as presented. Motion carried unanimously.

OLD BUSINESS – None

NEW BUSINESS

1. **Appointment of an Alternate member to represent the Town of Winterville on the Greenville Urban Area Metropolitan Planning Organization Transportation Advisory Committee (TAC):** A motion was made by Councilwoman Roberson and seconded by Councilman Cooper to appointment of an Alternate member to represent the Town of Winterville on the Greenville Urban Area Metropolitan Planning Organization Transportation Advisory Committee (TAC). Motion carried unanimously.

2. Approval of Capital Project Budget Ordinance for the Winterville/GUC Water Interconnect Project on Worthington Road

A motion was made by Councilman Moore and seconded by Councilman Cooper to approve the Capital Project Budget Ordinance for the Winterville/GUC Water Interconnect Project on Worthington Road. Members of the Council voting in favor of the motion was Moore, Cooper, Moye, and Smith. Member of the Council voting in opposition of the motion was Roberson. (4, 1) Motion carried.

3. Approval of Budget Ordinance and Program Guidelines for the Town of Winterville Urgent Repair Program

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Budget Ordinance 13-14-05 and Budget Ordinance 13-14-03. Motion carried unanimously.

Members of the Council voting in favor of the motion was Moore, Cooper, Moye, and Smith. Member of the Council voting in opposition of the motion was Roberson. (4,1) Motion carried.

A motion was made by Councilman Moore and seconded by Councilman Cooper to approve the Capital Project Budget Ordinance for the Winterville/GUC Water Interconnect Project on Worthington Road. Members of the Council voting in favor of the motion was Moore, Cooper, Moye, and Smith. Member of the Council voting in opposition of the motion was Roberson. (4,1) Motion carried.

4. Closure of Capital Project Fund

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Closure of Capital Project Fund. Motion carried unanimously.

A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to approve the agenda as presented. Motion carried unanimously.

ADJOURN

Having no further business to come before the Council, a motion by Councilman Moore and seconded by Councilman Cooper to adjourn at 5:49 p.m. Motion carried unanimously.

Adopted this 20th day of October 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, Town Clerk

Winterville Town Council
July 29, 2014 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 7:00PM in the Winterville Room, with Mayor Douglas A. Jackson presiding. The meeting was called to order, followed by invocation led by Mayor Pro-Tem Mark Smith, 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.
Councilman Tony Moore
Councilwoman Veronica Roberson
Councilman Johnny Moye
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Town Attorney Keen Lassiter
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Brian Bell, Interim IT Director
Travis Welborn, Public Works Director
David Moore, Fire Chief
Mervin Taylor, Electric Utility Director

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA: A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moye to approve the agenda as presented. Motion carried unanimously.

PUBLIC HEARING:

Proposed Annexation of Bridlesong Park Subdivision, Requested by Petition: Planning Director Alan Lilley presented the item. He stated that Bridlesong Park is a residential subdivision under construction on Reedy Branch Road adjoining the north side of Summer Winds Subdivision. The Town Council received a petition requesting annexation of the proposed Bridlesong Park subdivision at the June 9, 2014 and adopted a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition. The Town Clerk presented the Certificate of Sufficiency at the July 14, 2014 meeting and the Town Council adopted a Resolution Scheduling a Public Hearing on the Question of Annexation. After completing the public hearing, the Council may adopt the annexation ordinance. The recommended effective date of annexation is December 31, 2014.

Mayor Jackson declared the Public Hearing Open. Hearing no one. Mayor Jackson declared the Public Hearing was Closed. Further discussion was held concerning the Winterville Sheppard Memorial Library funding.

Town Attorney Keen Lassiter stated that by statute, the Town Council are not required to vote tonight. The requested information about the Bridlesong Park Subdivision has not been received. It is my recommendation to that the Town Council post pone their vote on this issue. Town Manager Terri L. Parker stated that the Town does not have a regular meeting in August, therefore, the Council will need to schedule a special meeting.

A motion was made by Councilman Cooper and seconded by Councilman Moore to table the Proposed Annexation of Bridlesong Park Subdivision, Requested by Petition to a Special meeting for August 4, 2014 at 6 pm. Motion carried unanimously.

OLD BUSINESS – None

1. **Appointments to the Recreation Advisory Board:** Town Clerk Jasman Smith presented the item in the absence of Parks and Recreation Director Evan Johnston. She stated that at the July 14th Town Council Meeting Council Members voted to appoint Recreation Advisory Board Members (RAB). Motion was made by Mr. Moore (and voted upon) to appoint Norma Warren (Resident position), Kyle Llewellyn (Non-Resident position), and Kendra Jackson (Alternate position) to the RAB. After reviewing recording of the meeting, staff noticed there was another motion made by Mr. Moore, though not voted on, to appoint Michele Joyner as Alternate member on the RAB. Staff is asking for clarification on RAB appointments to ensure that membership of aforementioned individuals is what Town Council intended. **A motion was made by Councilman Moore and seconded by Councilman Cooper to rescind his vote from the July 14th meeting and appoint Michele Joyner as the Recreation Advisory Board Alternate. Motion carried unanimously.**

NEW BUSINESS

1. **Approval of Amendment to the Winterville Town Code of Ordinances Chapter 112: Peddlers, Itinerant Merchants, and Solicitors:** Police Chief Ryan Willhite presented the item. He stated that the Police Department has recently had this ordinance approved by the State Bureau of Investigation which allows the Police Department to conduct criminal history checks via the DCI system in cases of peddler applications or other similar vendors defined in the ordinance. **A motion was made by Councilwoman Roberson and seconded by Councilman Cooper to approve the amendment to the Winterville Town Code of Ordinances Chapter 112: Peddlers, Itinerant Merchants, and Solicitors. Motion carried unanimously.**

2. **Capital Projects:** Councilman Moore inquired about the capital projects on signage, Old Tar Road, Cooper, and Main. Further discussion was held concerning Capital Projects. Councilman Cooper stated that he would like to see an amendment to the junked car vehicle ordinance. Town Attorney Lassiter replied that the Town could look at redrafting an ordinance. No action was taken by the Council.

ADJOURN

Having no further business to come before the Council, a motion by Councilman Cooper and seconded by Councilwoman Roberson to adjourn at 6:36 p.m. Motion carried unanimously.

Adopted this 20th day of October 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

Winterville Town Council
August 4, 2014 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 6:00 PM in the Winterville Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. Mayor Jackson called the meeting to order, followed by invocation led by Councilman Moye, which was followed by the pledge of allegiance. Councilwoman Roberson was absent. The following were present:

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Brian Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
David Moore, Fire Chief

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA: A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moye to approve the agenda as presented. Motion carried unanimously.

OLD BUSINESS:

1. **Proposed Annexation of Bridlesong:** Town Attorney Keen Lassiter reiterated that the public hearing was held last week concerning the Bridlesong Park Subdivision. He also stated that he met with the Town Manager about Bridlesong Park Subdivision and that the Town received the necessary documents in order for the Council to approve the petition and annexation. Further discussion was held concerning Bridlesong Park Subdivision.

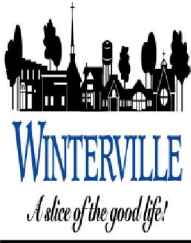
ADJOURN: Having no further business to come before the Council, a motion by Councilman Moore and seconded by Mayor Pro-Tem Smith to adjourn at 6:09 p.m. Motion carried unanimously.

Adopted this 20th day of October 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: October 20, 2014

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Proposed Revisions to Town's Sanitary Sewer Ordinance

Action Requested: Approval of revisions

Attachments: Proposed revisions

Prepared By: Travis Welborn, Public Works Director

Date: 9/26/2014

ABSTRACT ROUTING:

TC JJS-10/15/14

FD _____

TM tlp – 10/16/2014

Final tlp – 10/16/2014

Supporting Documentation

Due to re-occurring issues with grease entering the Town's sanitary sewer system and causing blockages staff requests a revision to the sanitary sewer ordinance. The revision will make it clear that all food service establishments are required to install a grease trap and keep it in good working order. It also provides for severance of water service if the grease trap is not properly maintained.

Other proposed revisions include the prohibition of connecting roof drains or down spouts from gutters to the sanitary sewer system, as well as requiring property owners to maintain their building sewer in good working order to prevent inflow and infiltration. This is especially important in order to minimize the budgetary impact from a flow based payment system from CMSD.

Budgetary Impact: N/A

Recommendation: Approval of ordinance revisions.

SEWERS

§ 52.60 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPROVING AUTHORITY. The Superintendent of Public Utilities of the town.

BOD (BIOCHEMICAL OXYGEN DEMAND). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20°C, expressed in parts per million by weight.

COLOR. The **TRUE COLOR** due to the substances in solution expressed in parts per million.

DOMESTIC SEWAGE. That liquid waste from bathrooms, toilet rooms, kitchens and home laundries.

INDUSTRIAL WASTES. The liquid wastes, other than domestic sewage, resulting from processes or operations employed in industrial.

PERSON. Any individual, firm, company, association or corporation.

pH. The logarithm of the reciprocal of weight of hydrogen ions in grams per liter of solution. A stabilized pH will be considered as a pH which does not change beyond the specified limits when the waste is subjected to aeration. A **pH** value indicates the degree of acidity or alkalinity.

PROPERLY SHREDDED GARBAGE. The wastes from the preparation, cooking and dispensing of food that have been shredded to the degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

RECEIVING STREAM. That body of water, stream or water course receiving the discharge waters from the sewage treatment plant or formed by the waters discharged from the sewage treatment plant.

SANITARY SEWER. A sewer intended to receive domestic sewage and industrial waste, except that of the type expressly prohibited by this subchapter, without the mixture of surface water and storm water.

SUSPENDED SOLIDS. Solids that either float on the surface of, or are in suspension in water, sewage or other liquids; and which are removable by laboratory filtering.
(1992 Code, § 52.60)

§ 52.61 USAGE OF TOWN SANITARY SEWERS.

(A) No person shall discharge or deposit any of the following waste materials into any town sewer:

- (1) Any liquid or vapor having a temperature higher than 140°F;
- (2) Any water or waste which may contain more than 100 parts per million, by weight, of fat, oil or grease, exclusively of soap;
- (3) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- (4) Any garbage that has not been properly shredded;
- (5) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure or other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works;

(6) Any waters or wastes having a stabilized pH lower than 6.0 or higher than 8.5, or having any other corrosive property capable of causing damage or hazard to structure, equipment and personnel of the sewage works;

(7) Any waters or wastes having a bio-chemical oxygen demand in excess of 600 parts per million by weight;

(8) Any waters or wastes containing more than 600 parts per million by weight or suspended solids;

(9) Any waters or wastes having an objectionable color which is not removable in the existing sewage treatment plant processes;

(10) (a) Any waters or wastes containing a toxic or poisonous substance or any other materials in sufficient quantity to injure or interfere with any sewage treatment process, or constitute a hazard to humans or animals, or create any hazard in the receiving stream at the sewage treatment plant. Maximum allowable concentrations of specific substances follows:

Substance	Concentration (mg/l)
Cyanide	0.05
Zinc	0.05
Copper	0.05
Cadmium	0.05
Chromium (trivalent)	0.6
Nickel	1.0

(b) (Pesticides, herbicides and the like, including chlorinated hydrocarbons and organic phosphates are prohibited in any amount.)

(11) Any waters or wastes containing a toxic or suspended solids of the character and quantity that unusual attention or expense is required to handle the materials at the sewage treatment plant; and

(12) Any noxious or malodorous gas or substance capable of creating a public nuisance.

(B) No statement contained in this section shall be construed as preventing any special agreement or arrangement between the town and any person whereby an industrial waste of unusual strength or character may be admitted into the sanitary sewers by the town after approved pretreatment.

(1992 Code, § 52.61) Penalty, see § [52.99](#)

📖 § 52.62 CONTROL AND SUPERVISION.

The sanitary sewer system of the town shall be under the general control and supervision of the Mayor and Board of Alderpersons, and the system shall be regulated and operated by the Mayor and Board of Alderpersons.

(1992 Code, § 52.62)

§ 52.63 SEWER REQUIRED; RESTRICTIONS.

(A) All owners of improved property which is or may be located upon or within a reasonable distance of the sewerage system of the town, where the sewerage system is in operation, shall connect with the sewerage system all water closets, bath tubs, lavatories, sinks, drains, shower baths and other connections upon their respective properties or premises so that the contents may be made to empty into the sewer or sewer system.

(B) No outdoor privies may be hereafter constructed on or near any sewer lines, and the Board of Alderpersons or the Health Office may require and enforce immediate abandonment of the privy.

(C) No person shall maintain or use a residence location within 300 yards of another residence that is not provided with sewerage, where the sewerage is available, or with septic tanks approved by the State Board of Health, or with a sanitary privy which complies in construction and maintenance with the requirements of the State Board of Health.

(D) No person shall, after having an outdoor privy condemned, rebuild the outdoor privy, but must connect to town sewerage system where the connection is available. If the connection is not available, the person must build a septic tank or outdoor privy according to the requirements of the State Board of Health.

(1992 Code, § 52.63) Penalty, see § [52.99](#)

§ 52.64 DISCHARGE INTO SEWERS.

(A) No person shall pour, throw or discharge any substance, either solid or liquid into any sanitary or storm sewer at any manhole or at any opening therein other than a sewer connection; nor shall any person discharge into any sanitary or storm sewer any substance likely to obstruct or to cause undue injury to the same, or any substance of such high causticity or of a sufficiently acid nature to interfere materially with the equipment used in connection therewith.

(B) No owner of any extension of the town sanitary sewer system not yet accepted for maintenance by the town shall allow any storm water to be discharged from any extension into the town system.

(C) No person shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of infiltration/inflow to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

(D) It shall be the responsibility of the property owner to keep and maintain the building sewer connected to the public sewer in good repair. The owner shall be responsible for making necessary repairs, at his own expense, to the building sewer when notified in writing by the Town that repairs are necessary. Should the owner fail to repair the building sewer within 60 days after receiving written notification by the Town that such repairs are necessary, the Town may make the necessary repairs and shall assess the owner for the cost of the repairs.

(E) An approved grease interceptor shall be provided, at the owners expense, for all food service establishments in accordance with the Town of Winterville Manual for the Design and Construction of Water and Sewer Systems Extensions. A separate grease interceptor shall be provided for each food service establishment unless otherwise approved in writing by the Town.

In the event physical property restrictions prohibit the installation of an exterior grease interceptor, the property owner may request a variance. Variances can be applied for by completing the Grease Interceptor Variance Request application available at the Public Works

Department. Completed applications are to be submitted to the Public Works Department for review.

(F) An oil/grit separator shall be provided, at the owner's expense, for any commercial or industrial establishment that discharges or has the potential to discharge oils, grit, or other regulated substances as set forth in this ordinance into the Town's sanitary sewer system.

(G) Where installed, all grease interceptors and/or oil and grit separators shall be inspected, cleaned, and repaired regularly, as needed, by the owner at his expense, as frequently as necessary to ensure combined fats, oils, and grease and solids accumulation does not exceed 25% of the design hydraulic depth of the device and to maintain the applicable wastewater discharge limits of fats, oil, grease, grit, or other substances as stated in Part (A), Section 52.61 of this ordinance. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material. Any waste removal and hauling of the collected materials must be performed by a licensed waste disposal firm.

All grease removal device cleaning and maintenance records shall be kept by the owner on site for a minimum of three years. These records are subject to review, upon request, by the Town.

(1992 Code, § 52.64) (Ord. 05-O-200, passed 12-12-2005) Penalty, see § [52.99](#)

§ 52.65 DAMAGING OR OBSTRUCTING SYSTEM.

(A) No person shall obstruct, break, remove or otherwise injure any portion of any manhole, flush-tanks or other part of any public sanitary or storm sewer.

(B) It shall be unlawful for any person to damage, tamper with or otherwise do harm to the mains, pipes, apparatus or other part of the sanitary system, or to place or cause to be placed any objects of any nature whatsoever into the system that will block, obstruct or impede the normal flow in the sewer system.

(1992 Code, § 52.65) Penalty, see § [52.99](#)

§ 52.66 STRUCTURES REQUIRED.

(A) In order to equalize flows over a 24-hour period, each person discharging a waste into the town's sanitary sewers, having a volume in excess of 15,000 gallons in any one day, shall construct and maintain at his or her own expense a suitable storage tank. The tank shall have capacity of at least 80% of the normal volume of one 24-hour production period of waste, and whose outlet to the sewer is controlled by a waterworks-type rate controller or other approved devices, the setting of which shall be directed by the approving authority.

(B) Plans for the construction of the storage tank and controlling devices shall be approved by this approving authority prior to the beginning of construction.

(1992 Code, § 52.66) Penalty, see § [52.99](#)

§ 52.67 SEPTIC TANKS.

The town shall pay no part of the installation or maintenance costs of any septic tank located within the town.

(1992 Code, § 52.67)

§ 52.68 SEPTIC TANKS AND PRIVIES REGULATED.

(A) When a proposed building is to be constructed at a location where connection can be reasonably made to the public sewer line, the owner shall connect to the sewer line.

(B) Where a proposed building is to be located and constructed where connection cannot be reasonably made with the public sewer line, the owner may install a septic tank or privy, the specifications of which have been approved by the State Board of Health and a permit issued therefore by the Town Clerk. Privies altered or reconstructed shall also conform to these regulations.

(1992 Code, § 52.68)

§ 52.69 SEWER SERVICE CHARGE.

(A) The schedule of current sewer charges shall be maintained in the office of the Town Manager.

(B) A fee shall be charged to assist in recovering the cost of sewer mains not included in developments. A frontage fee shall be charged to properties served with sewer by the town and shall be collected at the time the property owner requests sewer service. The fee amounts are included in the adopted Fee Schedule for pressure sewer (force main) line.

(1992 Code, § 52.69) (Ord. 09-O-151, passed 10-12-2009)

§ 52.70 SEWAGE ACREAGE FEE.

(A) The sewer acreage fees are intended to recover the costs of constructing or reconstructing outfalls and pumping stations and is in addition to tapping fees.

(B) The sewer acreage fee will be computed by the town on the gross area of the total parcel of land for which service is requested. However, acreage fees will not be assessed on any portion of a parcel which the town determines that it would not be feasible to construct the principle use structure. Other exceptions and conditions are noted in divisions (C) through (E) of this section. The sewer acreage fee shall be paid:

- (1) At the time of application for service for individual lots or parcels;
- (2) Prior to the town's acceptance of developer installed facilities for subdivisions; and
- (3) Prior to construction commencement when the town has to extend its facilities to serve the property.

(C) The developer of a parcel of land greater than ten acres in size, which is proposed to be developed in phases, may request that fees be assessed on the basis of the acreage of each phase as service is requested. This request may be granted provided the following conditions are met:

- (1) All phases are identified on the preliminary plan approved by the Planning and Zoning Board;
- (2) Service is to be provided from an existing sewer;
- (3) Each payment must be for one or more complete phases as necessary such that, except for the final payment, no payment will be made for an area of less than ten acres; and
- (4) The acreage fee must be paid for a phase prior to service being provided to any portion thereof.

(D) The owner of a parcel of land containing more than one acre may request that sewer acreage fees be charged for only the developed portion (one acre minimum) of the property. The request must be made in writing to the Town Manager and be accompanied by a map which accurately describes the total parcel and the developed portion, along with their respective acreage. Payment for the total acreage shall be required unless the following conditions are met:

- (1) The property is used for single-family residential or institutional (church, unit of government, non-profit or charitable organization, and the like) purposes only;
- (2) Only domestic wastewater will be discharged to the sanitary sewer system;
- (3) The requested service is for a facility which either existed or was under construction prior to the availability of sewer service. (A facility will be considered under construction as of the issuance date of the building permit); and
- (4) The property is not proposed to be subdivided within five years of the date service is requested.

(E) The sewer acreage fee shall be adjusted from time to time by the town to reflect current costs. The sewer acreage fee shall be as follows:

- (1) For any parcel to which service is available at the property line from the existing sewer system, the sewer acreage fee shall be \$900 per acre;
 - (2) For any parcel which requires an extension of the existing sewer system and the customer pays the entire cost of the extension, the sewer acreage fee shall be \$900 per acre; and
 - (3) For any parcel which requires an extension of the existing sewer system and the town participates in the funding of the extension, the sewer acreage fee shall be \$1,200 per acre.
- (1992 Code, § 52.70) (Ord. 01-61, passed 3-12-2001; Ord. 03-22, passed 7-14-2003 ; Ord. 08-O-94, passed 5-12-2008)

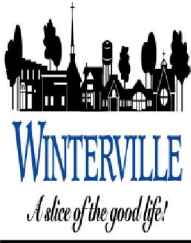
§ 52.99 PENALTY.

(A) All persons, groups of persons, firms or corporations violating any clause or part of this chapter shall be guilty of a misdemeanor and shall be fined not more than \$500, imprisoned for not more than 30 days, or both. This shall be a continuing offense, and the violator may receive a separate fine and/or jail sentence for each and every day that the violation continues.

(B) Whenever a user is in violation of the provisions of this ordinance, water service to the user may be severed and service will only recommence, at the user's expense, after it has satisfactorily demonstrated ability to comply.

(C) In addition, the town may assess the entire cost of all additional town expenses, charges, and fines resulting from the violations to the persons, groups of persons, firms or corporations violating the provisions of this chapter.

(1992 Code, § 52.99) (Ord. 05-O-200, passed 12-12-2005)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: October 20, 2014

Presenter: Travis Welborn , Public Works
Director

Item to be Considered

Subject: Appointment of Bryan Fagundus to Stormwater Advisory Committee

Action Requested: Approval of appointment

Attachments: Request for Appointment

Prepared By: Travis Welborn, Public Works Director

Date: 10/2/2014

ABSTRACT ROUTING:

TC JJS-12/5/13

FD _____

TM tlp – 10/16/2014

Final tlp – 10/16/2014

Supporting Documentation

Staff is working towards reviving the Stormwater Advisory Committee. Mr. Bryan Fagundus has requested that he be appointed to the Committee to replace a former member that has moved away from Winterville and is no longer able to serve.

Budgetary Impact: N/A

Recommendation: Approval of Appointment.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- | | |
|--|---|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning and Zoning Board |
| <input type="checkbox"/> Recreation and Parks Advisory Board | <input type="checkbox"/> Tree Board |
| <input type="checkbox"/> Mid-East Commission | <input checked="" type="checkbox"/> Stormwater Advisory Committee |

Name: Bryan Fagundus Home Phone Number: 355-7484

Address: 2131 Jubilee Lane Business Phone Number: 558-0888

Employed By: Ark Consulting Group, PLLC Occupation: Civil Engineer

Name of High School Attended: D.H. Conley High School

College or University Attended: East Carolina University & North Carolina State University

How long have you been a resident of Winterville? 33 years

Have you served on a board/commission of the town? () Yes (x) No

If yes, please indicate which one(s): _____

Current membership in organization and offices held: _____

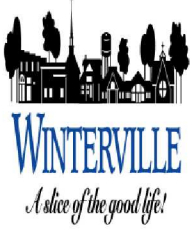
Current President - Habitat for Humanity of Pitt County

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. As a life-long resident of the Town, and as a Professional Engineer dealing with stormwater on a daily basis, I possess a unique knowledge of the Town's infrastructure and some of the ongoing stormwater challenges along with regulatory knowledge at the local and state level.

Signature:  Date: 9/24/14

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590



Town of Winterville Town Council Agenda Abstract

Item Section: New Business

Meeting Date: October 20, 2014

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Final Plat for Brookfield, Section 1

Action Requested: Conditional approval.

Attachments: Planning Board Report.

Prepared By: Alan Lilley, Planning Director

Date: 10/7/2014

ABSTRACT ROUTING:

TC JJS-10/15/14

FD _____

TM tjp - 10/16/2014

Final tjp - 10/16/20/14

Supporting Documentation

Brookfield Subdivision is located on the west side of Old Tar Road, south of Cooper Street, adjoining the south side of Craft Winds Subdivision. Brookfield, Section 1 contains 25 lots for single-family homes.

The developer has completed the installation of all required improvements with the exception of a short sidewalk to be installed on Tunsberg Court. The developer proposes to provide a letter of credit to guarantee installation of the sidewalk in order to be granted final plat approval, in accordance with Article V, Section 154.49 of the Subdivision Ordinance. The Planning and Zoning Board gave conditional approval at the August 14, 2014 meeting (see attached Planning Board Report). The Planning Board recommends approval subject to the following conditions: 1) Pay the following fees: Recreation Fee in Lieu of Land Dedication of \$12,000.00; Electric Facilities Fee of \$8,125.00; Sewer Acreage Fee of \$9,594.00; TOTAL FEES = \$29,719.00. 2) Post a guarantee of improvements for any improvements yet to be completed at final plat approval, the amount of the guarantee to be based on the estimated cost of improvements in accordance with Subdivision Ordinance Article V.

Budgetary Impact: Brookfield has already been annexed. The construction of homes will increase tax base and population.

Recommendation: The Planning & Zoning Board recommends conditional approval as detailed above.

August 18, 2014

To: Mayor and Town Council
From: Alan Lilley, Planning Director / Secretary Planning & Zoning Board
Subject: Report for Planning & Zoning Board Meeting held August 18, 2014

As recorded in the minutes of the August 14, 2014 meeting, the Winterville Planning & Zoning Board took the following actions and/or made the following recommendations:

Final Plat for Brookfield, Section 1

“Following discussion, a motion to approve the plat subject to payment of fees and completion of all required improvements or posting of a guarantee of improvements was made by Joe Shambley and seconded by Robert Briley. The motion was carried unanimously.”

End of Report.