



WINTERVILLE

A slice of the good life!

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

MERVIN TAYLOR, ELECTRIC UTILITY DIRECTOR

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILLHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

January 12, 2015



TOWN COUNCIL AGENDA

January 12, 2015

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. Administrative Department
 - a) Ben Williams – Assistant Town Manager

VIII. PRESENTATIONS

- 1. Audit Presentation

IX. PUBLIC HEARINGS – None

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.

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. Approval of Minutes:
 - a) December 8, 2014 Regular Meeting Minutes
2. Adoption of Proclamation in Honor of Martin Luther King Jr. Day
3. Award of Contract w/Wilson Rhodes for Construction of Chapman St. Generator
4. Adoption of Budget Amendment 14-15-02
5. Receive Petition requesting annexation of Ange Plaza Lots 4 & 5 and Adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition
6. Receive Petition requesting annexation of the Linda McLawhorn Property and Adopt a Resolution Directing the Town Clerk to investigate the Sufficiency of the Petition

XII. ITEMS REMOVED FROM THE CONSENT AGENDA

XIII. OLD BUSINESS:

1. Cemetery Signage for Reedy Branch

XIV. NEW BUSINESS:

1. Approval of 2015 Regular Meetings Calendar
2. Planning/Vision Retreat for the Town of Winterville
3. Approval of Abandonment Agreement of Existing Easement in Exchange for New Easement between the Town and Mr. & Mrs. James Wilson
4. Consideration of proposed amendment to Code of Ordinances Chapter 96. Noise, Section 96.03 Exceptions, regarding construction activities on weekends

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.)



Winterville Town Council
December 8, 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 Pro-Tem Mark Smith presiding. The meeting was called to order, followed by the invocation by Councilman Ronald Cooper, Sr., followed by the pledge of allegiance. Mayor Douglas Jackson was absent from the meeting. The following were present:

Mayor Pro-Tem Mark Smith
Councilman Tony Moore
Councilman Johnny Moya
Councilman Ronald Cooper, Sr.
Councilwoman Veronica Roberson
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Keen Lassiter, Town Attorney
Evan Johnston, Parks and Recreation Director
Alan Lilley, Planning Director
Ryan Willhite, Police Chief
Mike Weldin, Code Enforcement Officer/Building Inspections Officer
Travis Welborn, Public Works Director
Mervin Taylor, Electric Utilities Director
Stephen Penn, Economic Development Planner

APPROVAL OF AGENDA: A motion was made by Councilman Moya and seconded by Councilman Cooper to approve the agenda with the requested changes. Motion carried unanimously.

WELCOME: Mayor Pro-Tem Smith welcomed the public.

PRESENTATIONS:

1. Cemetery Committee- Councilman Cooper and Pitt Community College Student Brittany Tucker presented the item. Councilman Cooper and the Cemetery Committee gave awards to the Pitt Community College students for their hard work on the Cemetery Beautification Project
2. MidEast Commission – Timothy Baynes, Director- Mr. Timothy Baynes presented on the services the MidEast Commission provides to the Town of Winterville and other agencies
3. Winterville Youth Council- Town Clerk Jasman Smith and Winterville Youth Council President Josh Walston presented the item. The Winterville Youth Council partnered with graduate students from East Carolina University's social work program to distribute Thanksgiving baskets to needy Winterville residents. The social workers conducted a community analysis last year, which identified Winterville's most impoverished areas, including Winterville Manor. Members of the youth council and the graduate students sought numerous donations from family, friends and businesses, including Tarboro Community Outreach, filling the baskets with hygiene and dental products, crossword puzzles, snacks, socks and more. The youth council met its goal to

distribute 30 baskets. In addition to the delivery Saturday, the youth council and graduate Students spent time with the residents of Winterville Manor. Youth council members hoped their Thanksgiving basket project made the holidays a bit more special for the residents. Through leadership, teamwork, enthusiasm, motivation, the Thanksgiving project was a huge success. The Youth council members plan to visit the residents at Winterville Manor in the future. Attached is the Newspaper article from the Timesleader edition dated November 26, 2014.

PUBLIC HEARINGS: None.

PUBLIC COMMENT: None.

CONSENT AGENDA: The items under the consent agenda included:

1. Approval of Minutes:
 - a) November 10, 2014 Regular Meeting Minutes. A motion was made by Councilwoman Roberson and seconded by Councilman Cooper to approve the November 10, 2014 Regular Meeting Minutes. Motion carried unanimously.
 - b) November 25, 2014 Special Meeting Minutes. A motion was made by Councilwoman Roberson and seconded by Councilman Cooper to approve the November 25, 2014 Special Meeting Minutes. Motion carried unanimously.
2. Award of Contract to Carr Riggs, and Ingram (CRI), LLC for the Retirement System Audit (ORBIT). A motion was made by Councilwoman Roberson and seconded by Councilman Cooper to Award of Contract to Carr Riggs, and Ingram (CRI), LLC for the Retirement System Audit (ORBIT). Motion carried unanimously.

ITEMS REMOVED FROM THE CONSENT AGENDA: None

OLD BUSINESS:

1. Approval of June 19, 2014 Special Meeting Minutes, June 24, 2014 Special Meeting Minutes, August 4, 2014 Special Meeting Minutes, and September 8, 2014 Regular Meeting Minutes. Town Clerk Jasman Smith presented the item. She stated that at the November 10, 2014 Regular Meeting, the Town Council tabled four (4) sets of minutes. The revised and corrected minutes are attached in the agenda packet for the Town Council's approval. The sets of minutes are for the following meetings: June 19th Special Meeting; June 24th Special Meeting; August 4th Special Meeting; and September 8th Regular Meeting. A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the minutes for June 19th Special Meeting; June 24th Special Meeting; August 4th Special Meeting; and the September 8th Regular Meeting. Members of the council voting in favor of the motion were Moore, Roberson, Smith, and Moyer. Member of the council voting in opposition of the motion was Cooper. Motion carried (3,1).

NEW BUSINESS:

1. Proposed No Parking Zone – Southside of Hammond Street east of Mill St- Public Works Director Travis Welborn presented the item. He stated that Councilman Moyer has requested to pursue a “No Parking Zone” on the south side of Hammond Street east of Mill Street. Staff has evaluated the existing conditions and recommends implementing the “No Parking Zone” to improve emergency vehicle access. A motion was made by Councilman Moyer and seconded by Councilman Cooper to appoint Sean Owens to Enact No Parking Zone on south side of Hammond Street east of Mill St. Motion carried unanimously.
2. Schedule of three (3) Public Hearings for Minimum Housing Cases at the following addresses: (1) 222 Gardners Street; (2) 133 Boyd Street; and (3) 239 Tyson Street (Added 12/8/2014 at 12/8/2014 3:06 PM): A motion was made by Councilman Moore and seconded by Councilman Cooper to schedule the public hearings for January 12, 2015 Regular Meeting. Motion carried unanimously.
3. Discussion of Approval of Inside Water Rate for Judy McLawhorn in Exchange for Grant of Easement (Added 12/8/2014 at 12/8/2014 3:06 PM): A motion was made by Councilman Moore and seconded by Councilman Cooper to approve the Inside Water Rate for Judy McLawhorn in Exchange for Grant of Easement. Motion carried unanimously.

OTHER AGENDA ITEMS:

1. **Cemetery Signage.** Councilwoman Roberson inquired about the quality of signage for both of the cemeteries to be equal. Further discussion was held about the cemetery signage.
2. **Housing Repairs –** Councilman Moyer stated that he has been requesting for 3 years about the applicants for the housing repair program and no decisions have been made yet. Town Manager Terri L. Parker replied that she will have the information available the first of January or shortly afterwards.
3. **Handicapped sidewalk entrance Cox Athletic Field.** Public Works Director Travis Welborn provided an update on the concrete sidewalk and handicap ramp on Blount Street. A motion was made by Councilman Moore and seconded by Councilman Moyer to move forward with the project. Motion carried unanimously.
4. **Boyd Street-** A motion was made by Councilman Moyer and seconded by Councilwoman Roberson to meet with NCDOT and find out where they are on sidewalks for Boyd Street. Motion carried unanimously.
5. **Parades:** A motion was made by Councilman Moyer and seconded by Councilman Moore that the Town provide candy every time the Town Council participates in the parade. Motion carried unanimously.

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

- Town Attorney Lassiter wished everyone a Happy New Year.
- Councilwoman Roberson wished everyone a Happy New Year.
- Councilman Cooper wished everyone a Merry Christmas and announced the Winterville Youth Council Meeting.
- Town Manager Terri L. Parker stated she will bring back the information on the salt water pools in January. She also announced that the new Assistant Town Manager is Ben Williams from Rivers and Associates.
- Mayor Pro-Tem Smith wished everyone a Merry Christmas.

ANNOUNCEMENTS: Town Clerk Jasman Smith read the announcements aloud-

1. Winterville Youth Council Meeting – Thursday, December 11th at 6:30 pm
2. Winterville Christmas Parade – Saturday, December 13, 2014 at 2 pm
3. Town Hall Offices Closed for Christmas – December 24-26, 2014
4. Town Hall Offices Closed for New Years – January 1, 2015

ADJOURN

Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Smith to adjourn at 9:01pm.

Adopted this the 12th day of January, 2015

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC



**Town of Winterville
Town Council
Agenda Abstract**

Meeting Date: January 12, 2015

Presenter: Jasman Smith, Town Clerk

Item Section: Consent Agenda

Item to be Considered

Subject: Adoption of Proclamation Honoring Dr. Martin Luther King, Jr. Day.

Action Requested: Adopt Proclamation

Attachments: Proclamation

Prepared By: Jasman Smith, Town Clerk

Date: 1/7/2014

ABSTRACT ROUTING:

☐ TC JJS-12/19/14

☐ FD _____

☒ TM tlp – 1/7/2015

☒ Final tlp – 1/7/2015

Supporting Documentation

The Dr. Martin Luther King, Jr. Holiday, a state and federal holiday, will be recognized on Monday, January 19, 2015. The adoption of the proclamation acknowledges that the Town of Winterville Town Council recognizes the contributions and sacrifices that were made by Dr. King.

Budgetary Impact: N/A

Recommendation: Town Staff recommends adoption of the proclamation.

**PROCLAMATION OF THE TOWN OF WINTERVILLE
HONORING DR. MARTIN LUTHER KING, JR. DAY**

WHEREAS, Dr. Martin Luther King, Jr. was a great moral leader who espoused peace and the brotherhood of man; and

WHEREAS, Dr. King advanced the cause of the attainment of social changes for all people and the establishment of “The Beloved Community” worldwide; and

WHEREAS, Dr. Martin Luther King, Jr. admonished us to have faith, wisdom and conviction that racial harmony can be achieved and left us a blueprint for harmonious relationships, let us, therefore, embrace his principles of love, peace and non-violence as well as freedom and justice for all; and

WHEREAS, the Congress and the President of the United States have established by law a national holiday to observe the anniversary of Dr. King’s birth; and

WHEREAS, the State of North Carolina has established the third Monday in January as a legal holiday in honor of his birth;

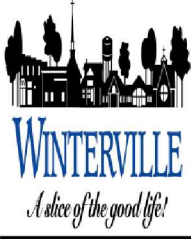
NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim January 19, 2015, as “DR. MARTIN LUTHER KING, JR. DAY” throughout the Town of Winterville. I urge all citizens to avail themselves of the splendid opportunity to remember and celebrate the life of Dr. King, whose struggle for civil rights and noble pursuit of equality for all Americans deserve our heartfelt appreciation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the Town of Winterville this 12th day of January in the year of our Lord two thousand and fifteen.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC



Town of Winterville Town Council Agenda Abstract

Meeting Date: January 12, 2015

Presenter: Travis Welborn, Public Works Director

Item Section: Consent Agenda

Item to be Considered

Subject: Chapman St. Lift Station Generator Addition Project

Action Requested: Approval of Contract w/ Wilson Rhodes for Construction of Chapman St. Generator

Attachments: Final Bid Tab

Prepared By: Travis Welborn, Public Works Director

Date: 12/19/2014

ABSTRACT ROUTING:

☐ TC JJS-1/5/15

☐ FD _____

☐ TM tlp – 1/7/15

☐ Final tlp – 1/7/15

Supporting Documentation

None of the Town's twenty seven lift stations currently has a permanent pad mounted standby generator. Since the Town only has 2 trailer mounted generators staff is proposing to begin installing permanently mounted generators at the larger lift stations. Due to budget constraints and cost of each generator, staff is proposing to install one generator each year that funds are available. The Chapman Street lift station is the Town's oldest, and also the largest lift station based on amount of flow. During the past year there have been several power outages at this lift station, one of which resulted in a sanitary sewer overflow. Although the Town has 2 portable generators, there is no receptacle at Chapman Street to hook up to for temporary power. This means the only way to keep this station in operation during a power outage is a bypass pump; however the Town's bypass pump will not pump as much waste as the lift station pumps, and can quickly be overcome by the tremendous amount of flow at this station. Staff received four bids for this project. Wilson Rhodes was the lowest bidder with a base bid of \$59,495.00. Completion of this project would allow Town staff to concentrate on other lift stations during extended outages. Staff recommends awarding the contract for the base bid amount and scope of work.

Budgetary Impact: Approximately \$55,000 was budgeted for this generator in the sanitary sewer capital projects fund for this fiscal year. The remaining \$5,000 will be transferred from the sanitary sewer operational budget for this fiscal year.

Recommendation: Approve contract for base bid with Wilson Rhodes

TOWN OF WINTERVILLE
WINTERVILLE, NORTH CAROLINA
BID PROPOSALS FOR CHAPMAN PUMP STATION GENERATOR
BID TABULATION

DESCRIPTION	Wilson Rhodes Electrical Contractor 1501 Hooker Rd. Greenville, NC 27834	Pitt Electric Incorporated 1028 Brompton Lane Greenville, NC 27834	Coastline Electrical Construction, Inc. PO Box 7105 Greenville, NC 27835	William Goetz Electric LLC 5299 Old Wilson Rd. Rocky Mount, NC 27801
BASE BID	\$59,495.00	\$64,200.00	\$68,295.00	\$76,363.00
ALTERNATE NO. 1	\$7,500.00	\$5,244.00	\$6,290.00	\$6,621.00

TOTAL BID:	\$66,995.00	\$69,444.00	\$74,585.00	\$82,984.00
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**Town of Winterville
Town Council
Agenda Abstract**

Meeting Date: January 12, 2015

Presenter: Anthony Bowers, Finance Director

Item Section: Consent Agenda

Item to be Considered

Subject: Budget Amendment 14-15-02

Action Requested: Adopt the budget amendment

Attachments: Budget Amendment 14-15-02

Prepared By: Anthony Bowers, Finance Director

Date: 12/30/2014

ABSTRACT ROUTING:

☐ TC JJS-1/5/15

☐ FD _____

☒ TM tlp – 1/7/2015

☒ Final tlp – 1/7/2015

Supporting Documentation

This budget amendment is to allocate funds available in the Administration Department's salaries and wages line item to Powell Bill for sidewalks at A.G. Cox School.

At the Town Council's November meeting the council voted to move funds to cover the project at AG Cox.

The amount approved was \$5,000.

Budgetary Impact: The Powell Bill budget will increase in the amount of \$5,000. The General Fund will remain the same.

Recommendation: Adopt Budget Amendment

BUDGET ORDINANCE AMENDMENT 14-15-02

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
Contribution From General Fund	16	3384	Powell Bill	\$ 5,000	
Total				\$ 5,000	\$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION			Department	Fund	Increase	Decrease
Salaries and Wages	1041412000	4221	Administration	General		\$ 5,000.00
Contribution to Powell Bill	1041950000	9115	Non - Departmental	General	\$ 5,000.00	
Sidewalk Contruction	1645451000	4320	Administration	Powell Bill	\$ 5,000.00	
Total					\$ 10,000	\$ 5,000

Adopted the 12th day of January 2015.

Mayor

Town Clerk



Town of Winterville Town Council Agenda Abstract

Item Section: Consent Agenda

Meeting Date: January 12, 2015

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Receive Petition requesting annexation of Ange Plaza Lots 4 & 5 and adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition.

Action Requested: Receive Petition and adopt Resolution

Attachments: Map showing subject property; Resolution

Prepared By: Alan Lilley, Planning Director

Date: 1/6/2015

ABSTRACT ROUTING:

☒ TC JJS-1/5/15

☒ FD _____

☒ TM tlp – 1/7/2015

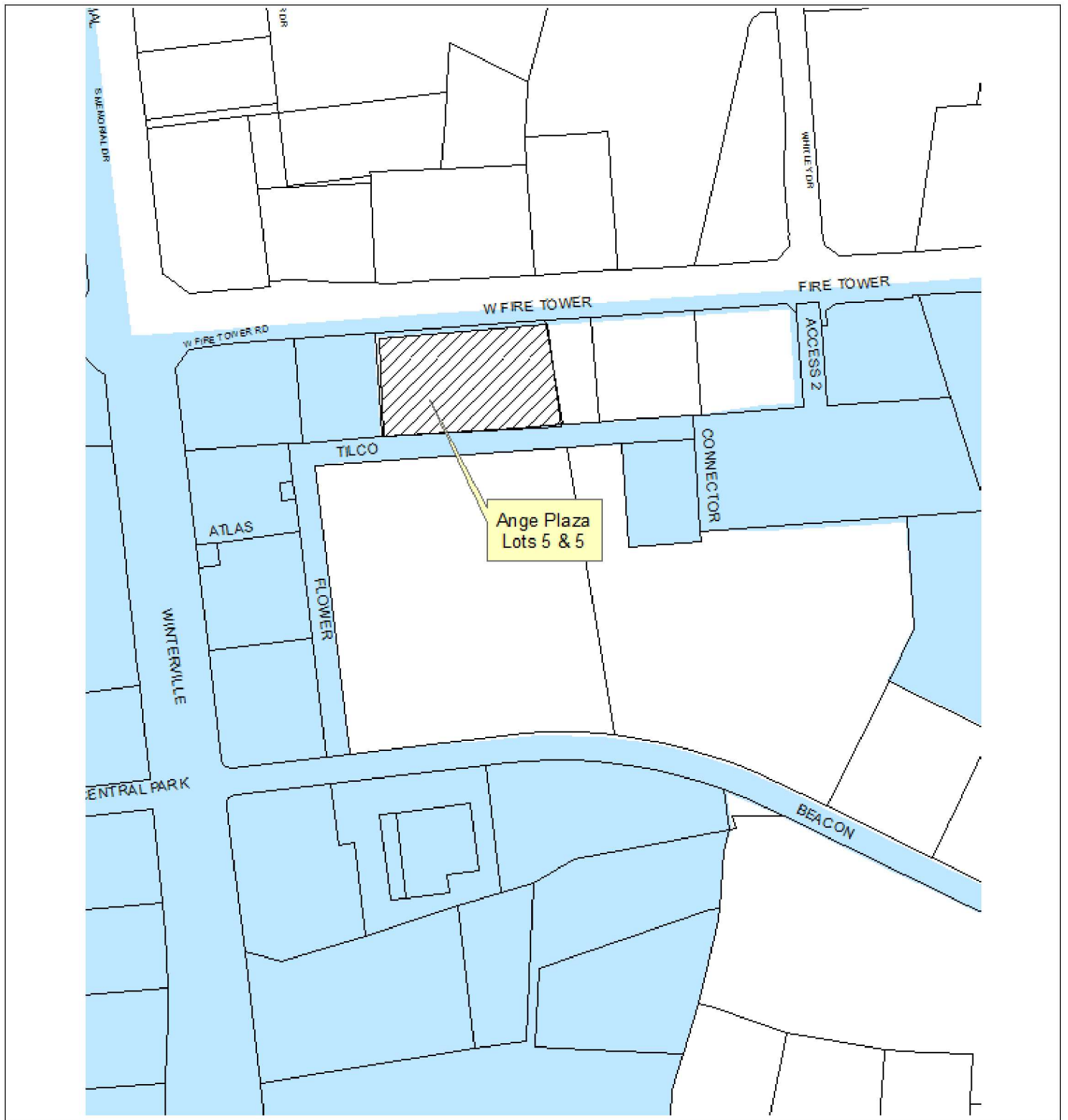
☒ Final tlp – 1/7/2015

Supporting Documentation

The Town has received a petition requesting annexation of Lot 4 & Lot 5, Ange Plaza. The subject property is located on the south side of Fire Tower Road in the Ange Plaza commercial subdivision (see attached map). The first required step in the annexation process is for the Town Council to adopt a resolution directing the Town Clerk to investigate the sufficiency of the petition.

Budgetary Impact: Annexation will increase Tax Base

Recommendation: Adopt Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition



**Proposed Annexation
Ange Plaza
Lot 4 & Lot 5**

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-31**

(Ange Plaza, Lot 4 & Lot 5)

WHEREAS, a petition requesting annexation of an area described in said petition was received on January 12, 2015 by the Winterville Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Winterville deem it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Winterville that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation.

Adopted this 12th day of January, 2015.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, Town Clerk



Town of Winterville Town Council Agenda Abstract

Item Section: Consent Agenda

Meeting Date: January 12, 2015

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Receive Petition requesting annexation of the Linda McLawhorn Property and Adopt a Resolution Directing the Town Clerk to investigate the Sufficiency of the Petition.

Action Requested: Receive Petition and adopt Resolution

Attachments: Map showing subject property; Resolution

Prepared By: Alan Lilley, Planning Director

Date: 1/6/2015

ABSTRACT ROUTING:

☒ TC JJS-1/5/15

☒ FD _____

☒ TM tlp – 1/7/2015

☒ Final tlp – 1/7/2015

Supporting Documentation

The Town has received a petition requesting annexation of the Linda McLawhorn Property. The subject property is located on the west side of Old Tar Road south of Brookfield Subdivision (see attached map). The first required step in the annexation process is for the Town Council to adopt a resolution directing the Town Clerk to investigate the sufficiency of the petition.

Budgetary Impact: Annexation will increase Tax Base

Recommendation: Adopt Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-31**

(Linda McLawhorn Property)

WHEREAS, a petition requesting annexation of an area described in said petition was received on January 12, 2015 by the Winterville Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Winterville deem it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Winterville that:

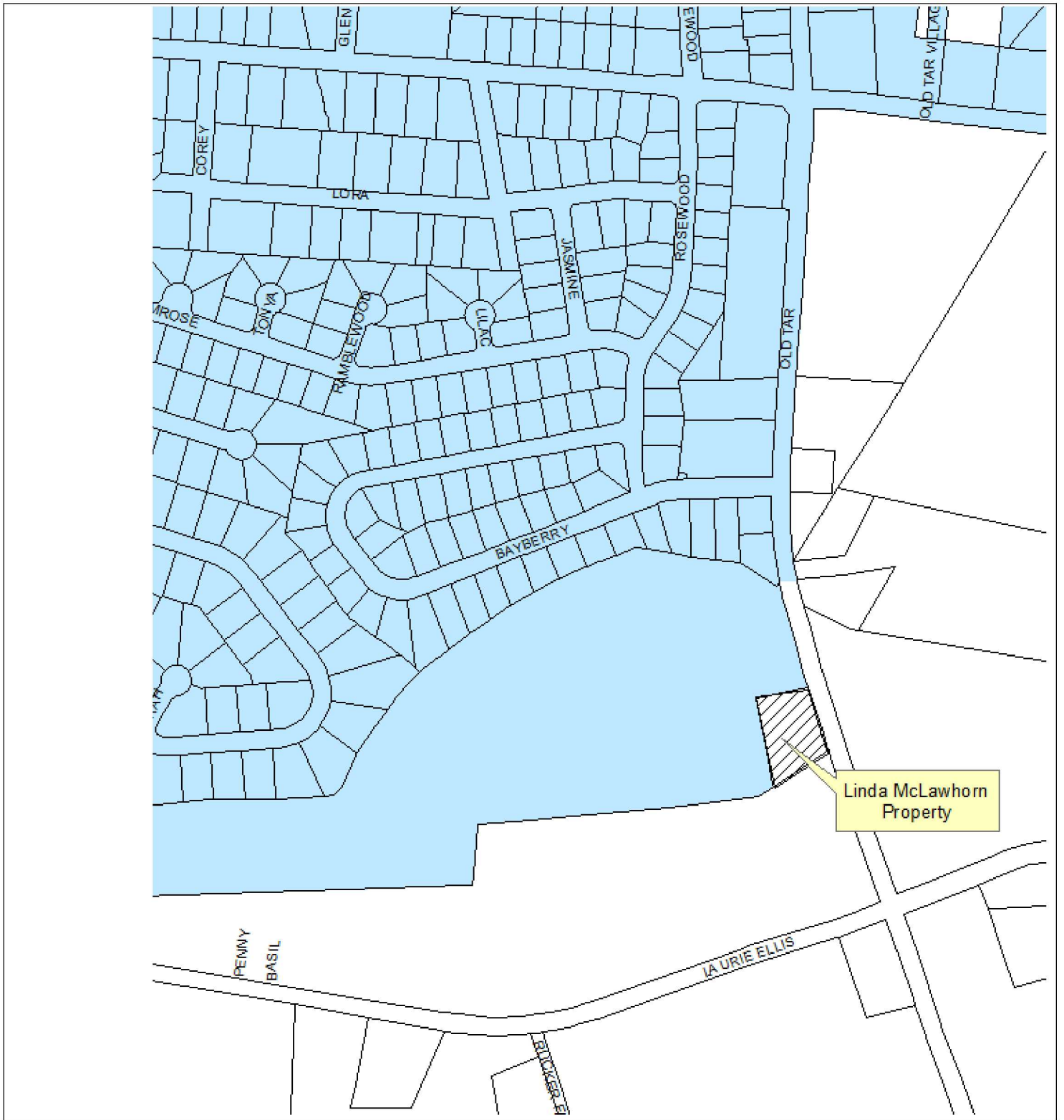
The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation.

Adopted this 12th day of January, 2015.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, Town Clerk



**Linda McLawhorn Property
Annexation Map**



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: January 12, 2015

Presenter: Terri L. Parker, Town Manager/
Councilman Ron Cooper

Item to be Considered

Subject: Cemetery Signage – Winterville Cemetery – Reedy Branch Road

Action Requested: Council Decision

Attachments: Design Information Presented by PCC on December 8, 2014

Prepared By: Terri L. Parker, Town Manager

Date: 1/6/2015

ABSTRACT ROUTING:

☐ TC 1/6/2015 jjs

☐ FD _____

☒ TM tlp – 01/06/2015

☒ Final tlp – 01/06/2015

Supporting Documentation

At the December 8, 2014 Regular Meeting, Student with Pitt Community College Department of Architectural Technology presented the “Winterville Cemetery Beautification Project” which they had been working on in conjunction with the Town. The presentation included artistic renderings for signs to be constructed and placed at both the Winterville Cemetery on Reedy Branch Road and the North Winterville Cemetery located on Firetower Road.

There appeared to be a consensus regarding the signage design for the Winterville Cemetery located on Reedy Branch and Staff requests permission to move forward with this portion of the Beautification Project. Discussions are on-going regarding signage for the North Winterville Cemetery and Staff will be back requesting permission to move forward once a design is finalized.

Budgetary Impact: TBD – moneys are included in FY 2014-2015 to begin said project.

Recommendation: Council Decision.



**Town of Winterville
Town Council
Agenda Abstract**

Meeting Date: January 13, 2015

Presenter: Jasman Smith, CMC, NCCMC

Item Section: New Business

Item to be Considered

Subject: 2015 Regular Meetings Calendar

Action Requested: Provide Direction to Staff and Approve the Calendar

Attachments: 2015 Regular Meetings Calendar

Prepared By: Jasman Smith, CMC, NCCMC

Date: 1/5/2015

ABSTRACT ROUTING:

☐ TC JJS-1/5/15

☐ FD _____

☒ TM tlp – 1/7/2015

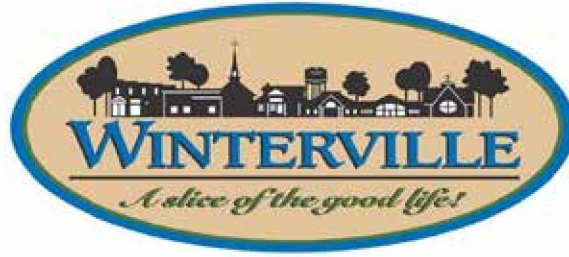
☒ Final tlp – 1/7/2015

Supporting Documentation

The 2015 Town Council Regular Meetings draft calendar is attached. In prior years, the Town Council canceled the August Meeting. Also, the October 12th Regular Meeting occurs during the Annual NCLM Conference, which takes place on October 11-13, 2015 in Winston-Salem, NC.

Budgetary Impact: N/A

Recommendation: Staff recommends that the Council provide direction to staff concerning either canceling the July or August Regular Meeting; and To reschedule the October 12th Regular Meeting for October 19th due to the NCLM Annual Conference.



**THE WINTERVILLE TOWN COUNCIL
2015
REGULAR MEETINGS CALENDAR**

The Winterville Town Council will hold their Regular Meetings on the 2nd Monday at 7:00 p.m. in the Town Hall Assembly Room, 2571 Railroad Street in Winterville, NC.

January 12, 2015

February 9, 2015

March 9, 2015

April 13, 2015

May 11, 2015

June 8, 2015

July 13, 2015

August 10, 2015

September 14, 2015

October 12, 2015

November 9, 2015

December 14, 2015

Adopted this the 12th day of January 2015.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC



**Town of Winterville
Town Council
Agenda Abstract**

Meeting Date: January 12, 2015

Presenter: Terri L. Parker, Town Manager

Item Section: New Business

Item to be Considered

Subject: Planning/Vision Setting Meeting for the Town of Winterville

Action Requested: Discussion and Set Date for Meeting

Attachments: N/A.

Prepared By: Terri L. Parker, Town Manager

Date: 1/6/2015

ABSTRACT ROUTING:

☐ TC 1/6/2015 jjs

☐ FD _____

☒ TM tlp – 01/06/2015

☒ Final tlp – 01/06/2015

Supporting Documentation

Staff is hereby requesting that the Council set a date for a Vision Setting meeting. A great deal of transition is occurring within the organization and Staff greatly desires the Council to set goals, objectives, and direction for the upcoming 12-24 month window.

The structure of this meeting can be whatever the Council desires, but I would suggest that we use the format from last year which was a 1-2 night meeting of not more than 2-3 hours each as needed. I believe that the more prepared all parties are coming into the meeting, the shorter the meeting will be. Unless you instruct otherwise, I plan to bring in an outside facilitator to conduct the meeting.

Budgetary Impact: TBD.

Recommendation: Council Direction.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: January 12, 2015

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Abandonment of Existing Easement in Exchange for New Easement

Action Requested: Approval of Easement Abandonment

Attachments: Easement Abandonment Document, Shamrock Terrace Final Plat, Proposed Easement Map

Prepared By: Travis Welborn, Public Works Director

Date: 12/22/2014

ABSTRACT ROUTING:

☐ TC JJS-1/5/15

☐ FD _____

☒ TM tlp – 1/7/2015

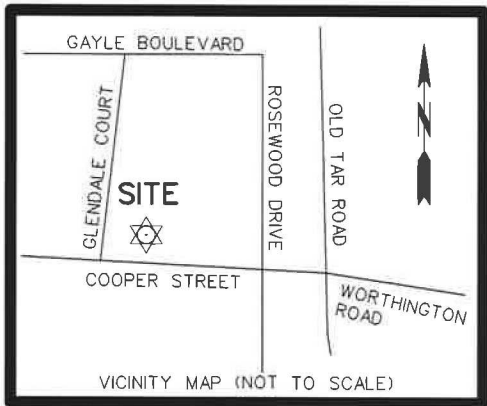
☒ Final tlp – 1/7/2015

Supporting Documentation

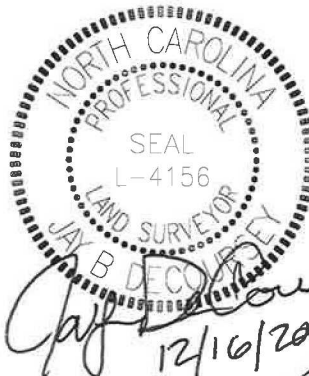
An existing 24" concrete storm drain located along the eastern property line of the Winterville Free Will Baptist Church at 489 Cooper Street is failing and causing sink holes to develop. This pipe drains a large portion of the Shamrock Terrace Subdivision including Main St., Gayle Blvd., and Lynn Loop. This pipe is very similar to the pipe that was replaced last year in the Lynn Loop area, however it is actually older. The pipe was not installed within the easements in the Shamrock Terrace Subdivision and Town staff is currently working towards procuring the necessary easements from the Church and the adjacent property owners, Mr. and Mrs. James Wilson, so that pipe removal and replacement can begin. In exchange for the Wilson's granting a new easement where the replacement pipe will be installed, they have requested that the Town abandon an existing easement on the other side of their property. The Town does not currently have any infrastructure within this easement.

Budgetary Impact: No impact. Owner has agreed to grant new easement in exchange for abandoning existing easement.

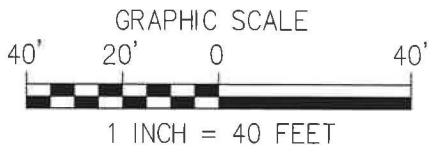
Recommendation: Approve easement abandonment in exchange for new easement.



N.C. GRID NORTH (NAD83/2011)



THIS MAP IS NOT A CERTIFIED SURVEY
AND HAS NOT BEEN REVIEWED BY A
LOCAL GOVERNMENT AGENCY FOR
COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT ORDINANCES.



NOW OR FORMERLY
STANLEY E COVILLE
DEED BOOK: 695 PAGE: 142
GIS ACREAGE=0.73 ACRE
PIN: 4675904234
2522 LYNN LOOP

NOW OR FORMERLY
KELLY W MOORE
DEED BOOK: 2550 PAGE: 367
GIS ACREAGE=0.71 ACRE
PIN: 4675905134
2526 LYNN LOOP

NOW OR FORMERLY
WINTERVILLE ORG
FWB CHURCH
DEED BOOK: W41 PAGE: 467
GIS ACREAGE=3.50 ACRES
PIN: 4675901199
489 COOPER STREET

PERMANENT DRAINAGE EASEMENT
AREA=1,499.20 SQUARE FEET
(0.034 ACRE)

1" PINCHED PIPE

1-STORY
BRICK HOUSE

NOW OR FORMERLY
JAMES W WILSON
DEED BOOK: 577 PAGE: 201
GIS ACREAGE=0.42 ACRE
PIN: 4675905134
509 COOPER STREET

NOW OR FORMERLY
ROBERT A HOGGARD
DEED BOOK: G50 PAGE: 842
GIS ACREAGE=0.27 ACRE
PIN: 4674994996
519 COOPER STREET

COOPER STREET
60 FOOT PUBLIC RIGHT OF WAY

LINE	BEARING	DISTANCE
L1	S86° 10' 22" E	10.00'
L2	S03° 49' 38" W	149.92'
L3	N86° 10' 22" W	10.00'

—NOTES—

1. THE PURPOSE OF THIS MAP IS TO DEDICATE EASEMENTS AS SHOWN HEREON. ALL EXISTING BOUNDARY AND EASEMENT LINES WERE TAKEN FROM REFERENCES SHOWN, AS RECORDED WITH THE PITT COUNTY, NC REGISTER OF DEEDS. THIS MAP DOES NOT CONSTITUTE A BOUNDARY SURVEY BY THIS OFFICE.
2. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND MEASUREMENTS. ALL DIMENSIONS ARE IN FEET.
3. AREAS ARE BY COORDINATE COMPUTATION.
4. THIS EXHIBIT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO ANY MATTERS THAT A FULL TITLE SEARCH WOULD DISCLOSE.
5. THIS SURVEYOR DOES NOT CERTIFY TO THE EXISTENCE OR NON-EXISTENCE OF ANY UNDERGROUND UTILITIES THAT MAY OR MAY NOT BE ON THIS SITE. PRIOR TO ANY EXCAVATION, UNDERGROUND UTILITY LOCATION SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (811 OR 1-800-632-4949.)
6. THE PROPERTY SHOWN HEREON DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA AS REFERENCED BY FEMA FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 3720467500K, EFFECTIVE DATE JULY 7, 2004.



THE WOOTEN COMPANY
ENGINEERING • PLANNING • ARCHITECTURE
120 North Boylan Avenue Raleigh NC 27603-1423
919.828.0531 fax 919.834.3589
License Number: F-0115

DRAINAGE EASEMENT FOR
TOWN OF WINTERVILLE
ON THE LANDS OF
JAMES W WILSON

WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA

SURVEYOR: JBD
DRAWN BY: JBD
CHECKED BY: CAM
PROJECT NO.: 2853-?
DATE: DECEMBER 2014
DGN NAME: B 27611

SHEET NO.

1 OF 1

NORTH CAROLINA

AGREEMENT ABANDONING EASEMENT

PITT COUNTY

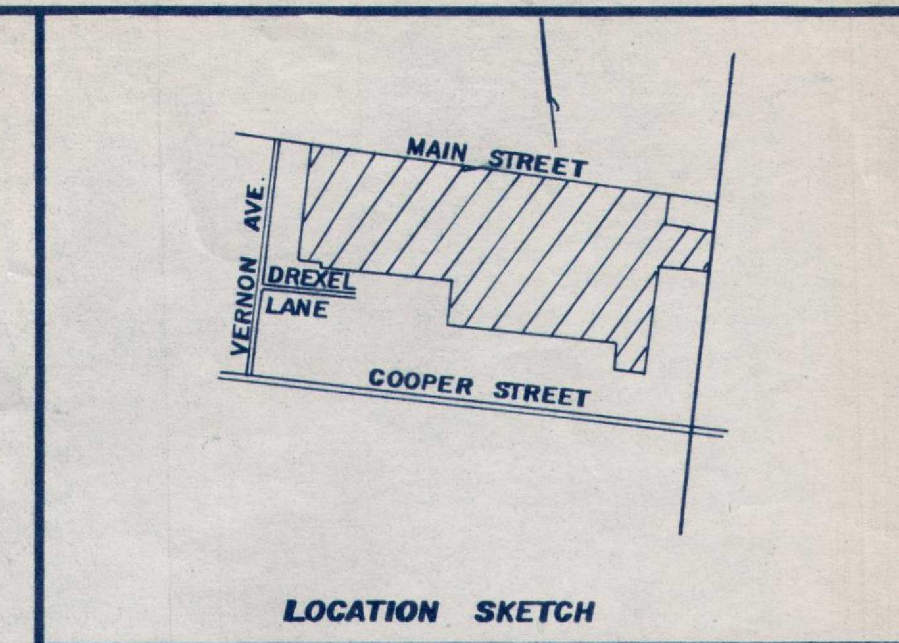
THIS AGREEMENT, made this ____ day of _____, 2014, by and between the TOWN OF WINTERVILLE, a North Carolina Municipal Corporation, party of the first part; and JAMES W. WILSON and wife, ELIZABETH M. WILSON, of Pitt County, North Carolina, parties of the second part;

WITNESSETH:

That whereas, the party of the first part has an easement ten (10) feet in width (the “EASEMENT”), as reflected on Lot 2 as shown on that map “Shamrock Terrace, Section No. 2” dated November 29, 1973 and recorded in Map Book 22, Page 170 of the Pitt County Registry; and

Whereas, the parties of the second part own Lot 2 of Shamrock Terrance, Section No. 2 pursuant to that Deed recorded in Book 577, Page 201 of the Pitt County Registry; and

Whereas, due to parties of the second part granting the party of the first part an easement along the western property line of said Lot 2, it has been requested of the party of the first party that it abandon said EASEMENT along the eastern property line of the said Lot 2, and the party of the first part has agreed;



- NOTES: 1. ALL CURB DATA IS FOR CENTERLINE OF STREET.
2. DISTANCES ON CURVES ARE CHORD DISTANCES.
3. 2" CAPPED IRON

NORTH CAROLINA - PITT COUNTY
The foregoing certificate of
is certified to be correct
ELVIRA T. ALLRED
Register of Deeds

SHAMROCK TERRACE
SECTION NO. 3 WINTERVILLE, N.C.

McDAVID ASSOCIATES, INC. ENGINEERS-PLANNERS-LAND SURVEYORS FARMVILLE, N.C.	
SURVEYED: SIMON COX	APPROVED: JACK McDAVID, JR.
DRAWN: GAYLE OAKES	DATE: 1-31-75
CHECKED: JACK McDAVID, JR.	SCALE: 1"=100'

CERTIFICATE
I CERTIFY THAT THIS MAP WAS PREPARED FROM AN ACTUAL FIELD LAND SURVEY MADE BY SIMON COX, THAT THE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE, THAT THE MAP IS IN ACCORDANCE WITH GS 47-30 AS AMENDED. WITNESS MY HAND AND SEAL THIS THE 31st DAY OF JANUARY, 1975.

[Signature]
N.C. REG. NO. 1778

WATER & SEWAGE APPROVAL
I HEREBY CERTIFY THAT THE WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS INSTALLED, OR PROPOSED FOR INSTALLATION IN SHAMROCK TERRACE SUBDIVISION FULLY MEETS THE REQUIREMENTS OF THE N.C. STATE BOARD OF HEALTH AND ARE HEREBY APPROVED AS SHOWN.

DATE _____ COUNTY HEALTH OFFICE _____

OWNERS STATEMENT
I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT. ESTABLISH MINIMUM BUILDING SET-BACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED FURTHERMORE, I DEDICATE ALL SEWER AND WATER LINES TO THE TOWN OF WINTERVILLE.

DATE 2-4-75 OWNER S. McDavid, Jr.

DESIGN APPROVAL
I HEREBY CERTIFY THAT ALL STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO TOWN SPECIFICATIONS AND STANDARDS IN THE SHAMROCK TERRACE SUBDIVISION.

DATE 2-21-75 MAYOR [Signature]

Therefore, in consideration of Ten Dollars and other valuable consideration, the receipt of which is acknowledged, the party of the first part does hereby abandon and release unto the parties of the second part all easements and rights of the party of the first part in the ten (10) foot EASEMENT located on Lot 2 as reflected on that map "Shamrock Terrace, Section No. 2" dated November 29, 1973 and recorded in Map Book 22, Page 170 of the Pitt County Registry;

IN TESTIMONY WHEREOF, the party of the first part has caused this document to be executed by its duly appointed officers, this the day and year first above written.

TOWN OF WINTERVILLE

BY: _____ (SEAL)
Douglas A. Jackson, MAYOR

ATTEST: _____
Jasman J. Smith, TOWN CLERK

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the aforesaid County and State, certify that Jasman J. Smith personally came before me this day and acknowledged that she is Town Clerk of the Town of Winterville, North Carolina and that by authority duly given and as the act of the Town of Winterville, North Carolina the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by her as its Town Clerk. Witness my hand and notarial seal, this the _____ day of December, 2014.

NOTARY PUBLIC

My Commission Expires: _____



Town of Winterville Town Council Agenda Abstract

Item Section: New Business

Meeting Date: January 12, 2015

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Proposed Amendment to Code of Ordinances Chapter 96: Noise

Action Requested: Adoption of Amendment

Attachments: Proposed Amendment

Prepared By: Alan Lilley, Planning Director

Date: 1/5/2015

ABSTRACT ROUTING:

☒ TC JJS-1/5/15

☒ FD _____

☒ TM tlp – 1/7/2015

☒ Final tlp – 1/7/2015

Supporting Documentation

The Noise Ordinance within the Code of Ordinances currently contains some sections that contain potentially conflicting regulations concerning noise produced by construction activities. The ordinance uses the term “week end” without providing a definition for “week end” and, at other places, the ordinance differentiates between Saturday and Sunday in regulating the time periods within which construction activities may occur.

Staff recommends that the attached amendment be adopted to remove the apparent conflict and better clarify the regulations put forth under this section (*see attached draft proposed amendment*).

Budgetary Impact: N/A

Recommendation: Adoption of proposed amendment.

**AN ORDINANCE AMENDING
THE CODE OF ORDINANCES
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA
CHAPTER 96, Section 96.03, (A), (17)**

WHEREAS, the Town Staff has formally recommended to the Town Council the adoption of the foregoing amendment to the Town of Winterville Code of Ordinances; and

WHEREAS, the Town Council deems it advisable to proceed in response to such recommendation in the interest of clarifying and improving certain sections of the Winterville Code of Ordinances;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Winterville, NC that:

Section 1. Winterville Code of Ordinances, Chapter 96, Section 96.03, (A), (17), is hereby amended as follows:

(17) Construction operations from 7:00 a.m. until 9:00 p.m. on weekdays, ~~8:00 a.m. until 9:00 p.m. on Saturday, and 12:00 p.m. (noon) until 9:00 p.m. on Sunday~~ **8:00 a.m. until 9:00 p.m. on Saturdays and Sundays**, for which building permits have been issued or construction operations not requiring permits; providing all equipment is operated in accordance with the manufacturer's specifications and will all standard equipment manufacturer's mufflers and noise-reducing equipment in use and in proper operating condition.

Section 2. This amendment shall become effective upon adoption.

Adopted this 12th day of **January, 2015**.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, Town