



WINTERVILLE

A slice of the good life!

MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

TONY

JOHNNY MOYE

VERONICA R

MARK SMITH

ADMINISTRATION

TERRI L. PARKER, TOWN MANAGER

BEN WILLIAMS, ASSISTANT TOWN MANAGER

JASMAN J. SMITH, TOWN CLERK

KEEN LASSITER, TOWN ATTORNEY

ALAN LILLEY, PLANNING DIRECTOR

ANTHONY BOWERS, FINANCE DIRECTOR

DAVID MOORE, FIRE CHIEF

EVAN JOHNSTON, PARKS & RECREATION DIRECTOR

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILLHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER



TOWN COUNCIL AGENDA

February 8, 2016

7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. WELCOME

V. APPROVAL OF AGENDA

VI. PRESENTATIONS:

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

VII. PUBLIC COMMENT:

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

No public comment may be made to the Council during the meeting, except during the Public Comment period of the 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 future consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Council Public Comment Policy are available in the rear of the Assembly Room.

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

VIII. CONSENT AGENDA:

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

IX. ITEMS REMOVED FROM THE CONSENT AGENDA

X. OLD BUSINESS:

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

XI. NEW BUSINESS:

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

XII. OTHER AGENDA ITEMS

XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

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

XV. REPORTS FROM THE MAYOR AND TOWN COUNCIL

XVI. ANNOUNCEMENTS:

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

XVIII. ADJOURN

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



Town of Winterville Town Council Agenda

Item Section: Ne

Meeting Date: February 8, 2016

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: Meeting Minutes Project

Action Requested: N/A

Attachments: N/A

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/25

ABSTRACT ROUTING:

TC 2/2/16-JJS

FD _____

TM tlp – 2/3/2016

Final

Supporting Documentation

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



Town of Winterville Town Council Agenda

Item Section: Pr

Meeting Date: February 8, 2016

Presenter: Jayla Wooten, WYC President

Item to be Considered

Subject: Winterville Youth Council Update

Action Requested: N/A

Attachments: N/A

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/25

ABSTRACT ROUTING:

TC 2/2/16-JJS

FD _____

TM tlp – 2/3/2016

Final

Supporting Documentation

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Pr

Meeting Date: February 8, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Utility Billing and Customer Assistance Policies

Action Requested: N/A

Attachments: N/A

Prepared By: Anthony Bowers, Finance Director

Date: 1/27

ABSTRACT ROUTING:

TC 2/2/2016 jjs

FD _____

TM 2/3/2016

Final

Supporting Documentation

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



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Wendy S. Hazelton

Date: _____

Address: 2410 Chippenham Court, Winterville

Phone: _____

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

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

Formal introduction as candidate for District Court Judge, 2016

Name(s) of Speaker(s):

(1) Wendy S. Hazelton

(2) _____

(3) _____

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

Wendy S. Hazelton



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Major Glenn E. Johnson

Date: 01/28/2016

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

Phone: (252) 228-5909

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

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

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

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

Accompanying Document: 5013C Non-Project Document.

Name(s) of Speaker(s):

(1) Major Glenn E. Johnson

(2) Captain John T. Henderson Jr.

(3) _____

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



ARTICLES OF INCORPORATION

(Non-Profit)

(Instructions on back of application)

2014 DEC 29 PM

SECRETARY OF STATE OF IDAHO

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

Article 1: The name of the corporation shall be:

Resurrected Order of Buffalo Soldiers, Inc.

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

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

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

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

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

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

Eshamilcama Ekunlona " " "

Dr. E.C. Floyd " " "

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

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

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

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

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

Article 8: Upon dissolution the assets shall be distributed:

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

Signatures of all incorporators:

E.C. Floyd

Dr. E.C. Floyd
Typed Name:

Customer Acct #:

(if using pre-paid account)

roll.p65

Secretary of State use only

IDAHO SECRETARY OF STATE

RESURRECTED ORDER OF BUFFALO SOLDIERS

OUR PRESENCE...

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

AT RISK youth and student.

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

RESURRECTED ORDER of BUFFALO SOLDIERS INC.



(ROOBS INC.) FORT RESOLUTION WINTERVILLE, NC

★ FOUNDER GENERAL DR. DADDESE N. EKULONA ★

★ CO-FOUNDER GENERAL A.W. LEE ★

★ EAST COAST COMMANDER LT. GEN. ESHAMICAMA PERRY-BUTLER ★





TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Charlie Pat FARRIS

Date: 2

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

252
Phone: _____

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

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

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

Name(s) of Speaker(s):

(1) Charlie Pat FARRIS

(2) _____

(3) _____

My signature below acknowledges that I have read ^{NOT SEEN} the Town of Winterville Public Comment Application. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Application Rules of the Town of Winterville.

Signature Charlie Pat Farris



Winterville Town Council
January 11, 2016 Regular Meeting Minutes

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

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

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

WELCOME: Mayor Jackson welcomed the public.

NEW EMPLOYEES:

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

PRESENTATIONS:

1. Audit Presentation: Finance Director Anthony Bowers presented the speakers. He said that Lowell Taylor will present the FY 2014-2015 Audit. Mr. Taylor is a partner with Carr, Riggs and Ingram LLC. Carr, Riggs and Ingram have been working with the Town for six (6) years. Questions from the Council were addressed. No Action was taken by the Town Council.

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

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

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

CONSENT AGENDA:

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

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

OLD BUSINESS:

1. Update on Village Drive Sewer Replacement: Public works director Travis Wellborn stated that Bids were received for the replacement of approximately 300 L of sewer at the end of Village Dr. the week before Christmas. The low bid came in at \$125,000 from Tripp Brothers Construction of Ayden. There will also be some minor costs associated with existing fence relocations. Staff hopes to complete easement acquisition within the next few weeks and begin work as soon as a clear weather window is in sight to minimize inconvenience to residents. This project is necessary due to several large pine trees that have grown over the existing sanitary sewer main and caused blockage. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to Award Contract to Tripp Brothers Construction for the Update on Village Drive Sewer Replacement. Motion carried unanimously.**

NEW BUSINESS:

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

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS-

1. Requested by Councilman Moore:
 - a. Consideration of Rezoning Agricultural Residential properties to Residential properties
 - b. Discussion of Sewer Extensions

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

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

ADJOURN

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

Adopted this the 8th day of February, 2016

Douglas A. Jackson, Mayor

ATTEST:

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



**Town of Winterville
Town Council
Agenda**

Item Section: Co

Meeting Date: February 8, 2016

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

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

Action Requested: Adoption of Proclamation.

Attachments: Proclamation.

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/22

ABSTRACT ROUTING:

TC JJS-1/22/2016

FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

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

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

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

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

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

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

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

BLACK HISTORY MONTH

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

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

This 8th day of February 2016.

Douglas A. Jackson, Mayor

Attest:



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: February 8, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Release and Refund of Taxes

Action Requested: Approve the release and refund of the taxes

Attachments: Listing Of Owners Due Release And Refunds

Prepared By: Anthony Bowers, Finance Director

Date: 1/26

ABSTRACT ROUTING:

TC 2/2/2016 jjs

FD _____

TM 2/3/2016

Final

Supporting Documentation

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

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

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

Real Property Tax Refunds

Name	Year	Parcel
NOLAN COMMERCIAL CONTRACTORS	2015	
KASSAPIAN, SHARON	2014	
KASSAPIAN, SHARON	2013	
KASSAPIAN, SHARON	2012	
KASSAPIAN, SHARON	2011	
KASSAPIAN, SHARON	2010	
CAO, BACHMAI T.	2015	
RICKS, MONA	2015	
SINGHAS, CHARLES ALEXANDER	2015	
THROP, JACOB NEVAN	2015	
LUCAS, BRADLEY N	2015	
KOHAN, MATTHEW W	2015	
BRANCH, CHARLES E. JR	2015	
HICKMAN, DAVID A	2015	
WILL KUHN HOMES LLC	2015	
SCHULTZ, ERIC B	2015	
EATON, DAVID P	2015	
NOLAN COMMERCIAL CONSTRATORS INC.	2015	
JONES, JEFFREY J	2015	
REILLY, MICHAEL J	2015	
PETERSON, RYAN	2015	
SAMS, JAMES PATRICK	2015	
SMITH, STEPHEN EARL	2015	
EDMONSON, DON H	2015	
EDMONSON, DON H	2015	
MOORE, HERTFORD	2015	
ISLER, JAMES	2015	
NOLAND COMERCIAL CONTRACTORS	2015	
NOLAND COMERCIAL CONTRACTORS	2015	
CLEMONS, RODNEY DEVARD	2015	
ROY, MARK S	2015	
A SYDES CONSTRUCTION INC	2015	
JOYNER, CANDICE	2015	
SPRUILL, SHEPHARD LEE II	2015	
ROIX, GARY E	2015	

CONKEN, JEREMY M	2015
MILLS, SAMMY R	2015
TAYLOR, MARTHA	2015
SPRUILL, SHEPHARD LEE II	2015
GALLAGHER, KELLY TUCKER	2015
SEWELL, SUSANNE D	2015
LILES, ZACHERY HENRY	2015
BENITEZ, ARTHUR	2015
LUDWIG, CAROLE H.	2015

Personal Property Refunds

Name	Year	Account
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Real Property Releases

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

Personal Property Releases

Name	Year	Account
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COASTAL GENERATOR SERVICE INC.	000000916755	2015
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Total Refunds	45
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Total Releases	10
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The Release (G.S. 105-381 or 382), Corrections (G.S. 105-325), or Refunds (G.S. 105-381 or 382) of tax bills outlined above are approved by The Town of Winterville Council.

wn of Winterville

dfunds and Releases

1/31/2016

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

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

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

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

\$1,710.24

Date Approved



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: February 8, 2016

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

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

Action Requested: Approval of Change Order #1

Attachments: Change Order #1

Prepared By: Travis Welborn, Public Works Director

Date: 2/2/2016

ABSTRACT ROUTING:

TC JJS-2/3/2016

FD _____

TM tlp – 2/3/2016

Final

Supporting Documentation

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

Date of Issuance: February 2, 2016

Effective Date: February 8, 2016

Project: Water Distribution System Improvements	Owner: Town of Winterville	Owner's Contract No.:
Contract: Water Distribution System Improvements		Date of Contract: September
Contractor: Step Construction, Inc.		Engineer's Project No.: 285

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

Description:

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

Attachments (list documents supporting change):

CO#1 spreadsheet

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$1,359,510.00

[~~Increase~~] [~~Decrease~~] from previously approved Change Orders No. _____ to No. _____:

\$0.00

Contract Price prior to this Change Order:

\$1,359,510.00

[Increase] [~~Decrease~~] of this Change Order:

\$104,600.00

Contract Price incorporating this Change Order:

CHANGE IN CONTRACT TIME:

Original Contract Times: Working days

Substantial completion (days or date): March 13, 2016

Ready for final payment (days or date): April 13, 2016

[~~Increase~~] [~~Decrease~~] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): 0 days

Ready for final payment (days): 0 days

Contract Times prior to this Change Order:

Substantial completion (days or date): March 13, 2016

Ready for final payment (days or date): April 13, 2016

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days): 62

Ready for final payment (days): 62

Contract Times with all approved Change Orders:

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

Substantial completion (date): May 13, 2016

A. GENERAL INFORMATION

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

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

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

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

B. COMPLETING THE CHANGE ORDER FORM

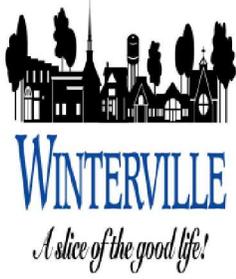
Engineer normally initiates the form, including a description of the changes involved and the impact on Price or Times, based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

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

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

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

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: 01

Meeting Date: February 8, 2016

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Public Works Shop Renovation

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

Attachments: Change Order Proposal

Prepared By: Travis Welborn, Public Works Director

Date: 1/26/16

ABSTRACT ROUTING:

TC JJS-2/2/16

FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

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



2/1/2016

Mr. Travis Welborn

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

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

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

Price Breakdown as Follows:

Design and Engineering:.....	Not Included
Pre-Engineered Metal Building Re-sheeting:.....	Base Bid
Interior Work (New Wood Framing not Included):.....	6,653.00
<ul style="list-style-type: none"> -Demo (2) existing, pre-hung wood doors and frames and replace with new using existing hardware -Provide and install solid plastic toilet partitions in toilets to replace existing, included urinal screen -Provide and install new toilet accessories to include the following: <ul style="list-style-type: none"> -Two (2) grab bar sets -Three (3) toilet paper holders -Two (2) soap & Two (2) paper towel dispensers -Two (2) 18"x36" mirrors -Provide and install new vinyl cove base in one (1) small toilet and large toilet facility 	
Painting (Interior Toilet Floors Only):.....	1,550.00
<ul style="list-style-type: none"> -Clean & sand the existing floors for the two (2) toilets, removal of existing paint not included -Provide and install two (2) coats of Sherwin Williams Shield Crete Floor Finish with color chips -Paint two (2) new pre-hung doors 	
Plumbing:.....	2,800.00
<ul style="list-style-type: none"> -Provide and install three (3) new ADA toilets and one (1) urinal -Provide and install two (2) new drop-in lavatories -Cap off existing floor drain in small toilet 	
Electrical (Replace Vanity Fixture in Small Toilet):.....	250.00
Cabinetry:.....	1,200.00
<ul style="list-style-type: none"> -Handicapped vanity in large toilet, for one (1) lavatory. Plastic Laminate construction -Small base cabinet with plastic laminate top on small toilet (will not meet ADA codes) 	
Porta-Jon:.....	Base Bid
Clean-Up, Dumpster and Landfill Tip Fees:.....	Base Bid
Supervision & Project Management:.....	470.95
Sales Tax on Materials:	228.25



Notes & General Conditions:

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: 01

Meeting Date: February 8, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

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

Action Requested: Approval of Installation

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 1/27/2016

ABSTRACT ROUTING:

TC 1/27/2016 jjs

FD _____

TM tlp - 01/27/2016

Final

Supporting Documentation

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

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



Town of Winterville Town Council Agenda

Item Section: Ne

Meeting Date: February 8, 2016

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: 2016 General Elections

Action Requested: N/A

Attachments: N/A

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/25

ABSTRACT ROUTING:

TC 2/2/16-JJS

FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: February 8, 2016

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: Town Volunteer Advisory Board Appreciation Dinner

Action Requested: Schedule dinner

Attachments: N/A.

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/25

ABSTRACT ROUTING:

TC JJS-2/2/2016

FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

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

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



Town of Winterville Town Council Agenda Abstract

Item Section: Ne

Meeting Date: February 8, 2016

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: Town Hall Day

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

Attachments: Agenda and Registration Costs

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/22

ABSTRACT ROUTING:

TC jjs1/22/2016

FD _____

TM tlp – 1/22/2016

Final

Supporting Documentation

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

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

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

Registration Deadline to be announced.

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: February 8, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

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

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

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

Prepared By: Terri L. Parker, Town Manager

Date: 2/3/2016

ABSTRACT ROUTING:

TC 2/3/2016 jjs

FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

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

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



People Working 2

1385 John Small Avenue Washington, NC

www

Phone: (252) 946-8043 F

January 4, 2016

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

Dear Mayor Jackson:

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

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

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

Thank you very much for your attention on this matter.

Sincerely,

N. Bryant Buck
Executive Director

NBB/th

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

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

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

Mayor

(SEAL)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: February 8, 2016

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: 2016 Street Improvements Project

Action Requested: Award of Contract to Lowest Responsible Bidder

Attachments: Final Bid Tab to be provided at meeting

Prepared By: Travis Welborn, Public Works Director

Date: 1/26

ABSTRACT ROUTING:

TC JJS-2/2/16

FD _____

TM tlp – 2/3/2016

Final

Supporting Documentation

The Bids for our annual Powell Bill street resurfacing project will be received on Thursday February 11, 2016. The project also includes the construction of the remaining portions of Winston and Franklin Drives, Beacon Dr., and adding lane markings on Emily Dr.

This project will include milling the edge of pavement and overlaying the entire width of the street with asphalt for a portion of Emily Dr., a portion of Forbes Ave., Brock Ave., Canal St., a portion of Powell Bill Dr., a portion of Ray Crawford Dr., Tyson St., and Corey St. The project also consists of the removal of a grassy area on Channel Dr. and replacement with asphalt, as well as subgrade repairs and patches where needed. The staff recommends that the contract be awarded to the lowest responsible bidder.

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: February 8, 2016

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: 2016 Storm Drainage Improvements Project

Action Requested: Award of Contract to Rivers & Associates

Attachments: None

Prepared By: Travis Welborn, Public Works Director

Date: 1/26

ABSTRACT ROUTING:

TC JJS-2/2/2016

FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

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

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: February 8, 2016

Presenter: Douglas A. Jackson, Mayor

Item to be Considered

Subject: Town/Kiwanis Club Project Involving Town Clock

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

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 2/3/2016

ABSTRACT ROUTING:

TC 2/3/2016 jjs

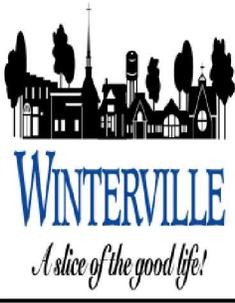
FD _____

TM tlp - 2/3/2016

Final

Supporting Documentation

The Kiwanis Club has approached the Town about money they have available (through a family trust) and would like to work with the Town on a downtown beautification project that includes a Town Clock. Staff has been working behind the scenes on location, type of clock, etc. and requests Council to proceed with such.



Town of Winterville Town Council Agenda

Item Section: CL

Meeting Date: February 8, 2016

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: Closed Session Minutes

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

Attachments: Closed Session Minutes Report

Prepared By: Jasman J. Smith, Town Clerk

Date: 1/25

ABSTRACT ROUTING:

TC 2/2/16-JJS

FD _____

TM tlp – 2/3/2016

Final

Supporting Documentation

Town Clerk Jasman J. Smith will present the Closed Session Meeting Minutes. The purpose of this
Session is to present the Closed Session Meeting Minutes for Approval, minutes to be sealed
to be unsealed; pursuant to General Statute § 143 318.11(a) (1) To prevent the disclosure of
that is privileged or confidential pursuant to the law of this State or of the United States, or
public record within the meaning of Chapter 132 of the General Statutes.

CLOSED SESSION MINUTES REPORT
OCTOBER 20, 2015

MEETING DATE	APPROVED	STATUS	APPROVAL DATE	NC G.S.	NOTES	UNSEALED
9/10/2012	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (1) ,(5)(6)	N/A	NO
11/29/2012	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (6)	N/A	NO
2/11/2013	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3)	N/A	NO
9/9/2013	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (5)	N/A	NO
7/14/2014	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (5)	N/A	NO
3/9/2015	YES	100%	4/13/2015	pursuant to NCGS 143-318.11(a) (5)	N/A	NO
4/13/2015	NO	90%	TBD	A motion was made by Councilman Moore and seconded by Councilwoman Roberson to enter into Closed Session pursuant to NCGS 143-318.11(a) (5) - To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. Motion carried unanimously. (Chapman Street Property) AND A motion was made by Councilman Moore and seconded by Councilwoman Roberson to enter into Closed Session pursuant to NCGS 143-318.11(a) (1)To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. Motion carried unanimously. A motion was made by Councilman Cooper and seconded by Councilman Moore to approve the March 9, 2015 Closed Session Minutes. Motion carried unanimously.	PENDING TOWN MANAGER & TOWN ATTORNEY INFO.	NO
4/27/2015	YES	100%	6/8/2015	pursuant to NCGS 143-318.11(a) (6)	N/A	NO
6/8/2015	NO	0%	TBD	NCGS 143-318.11(a) (1)to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes (Minutes); and (a)(3): to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged (Confidentiality Agreement with Duke Progress Energy)	PENDING TOWN MANAGER INFO.	TBD
6/15/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3) - (Confidentiality Agreement with Duke Progress Energy) .	N/A	TBD
6/17/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3) - (Electric Systems) .	N/A	TBD
6/24/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (3) - (Electric Systems) .	N/A	TBD
11/9/2015	NO	100%	TBD	pursuant to NCGS 143-318.11(a) (5)	N/A	TBD