



TOWN COUNCIL AGENDA

April 11, 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. RECOGNITION

VII. INTRODUCTION OF NEW EMPLOYEES:

1. Tyler Coker, Electric Lineman 3rd Class, Electric Department

VIII. PRESENTATIONS

IX. 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 in 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. Valerie Tyson – Community Unity Day

X. CONSENT AGENDA:

The following items are considered routine in nature and will not be discussed by the Town Council unless a citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may

XI. ITEMS REMOVED FROM THE CONSENT AGENDA

XII. OLD BUSINESS

XIII. NEW BUSINESS:

1. Approval of the Resolution for the Asset Management DEQ Grant
2. LED Street Light Pilot Study
3. Appointment/Reappointment of Mark Smith to Contentnea Metropolitan Sewerage District (CMSD) Board
4. Schedule a Special Called Meeting to Conduct Town Manager Performance Review
5. Schedule a Council Workshop to Discuss Allowed Uses in Agricultural/Residential Zoning District

XIV. OTHER AGENDA ITEMS

XV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

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

XVII. REPORTS FROM THE MAYOR AND TOWN COUNCIL

XVIII. ANNOUNCEMENTS:

1. Public Information Open House – Nobel Canal Drainage Basin Study – 4-14-2016 – 4:30 pm – 6:30 pm – Winterville Assembly Room
2. Volunteer Appreciation Dinner: Meet & Greet – 4/14/2016 - 6:30 pm, Dinner – 7:00 pm – Winterville Assembly Room
3. Winterville Chamber of Commerce Awards Banquet – 4-19-2016 – 6:30 pm - Wimpies
4. Winterville Planning and Zoning Meeting – 4/21/2016 – 7:00 pm – Winterville Assembly Room
5. Budget Progress Meeting – 5:30 pm – Town Hall Executive Conference Room

XIX. ADJOURN

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



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Valerie Tyson _____

Date: 04/ _____

Address: 3545 Old River Road, Greenville, NC 27834 _____

Phone: (_____)

Town Council Meeting Date Requesting to Provide Comment: 4-11-2016 _____

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

Community Unity Day

Name(s) of Speaker(s):

(1) Valerie Tyson _____

(2) _____

(3) _____

My signature below acknowledges that I have read the Town of Winterville Public Comment Application and I understand the process.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: April 11, 2016

Presenter: N/A

Item to be Considered

Subject: Proclamation Designating May 1st through May 7th as Municipal Clerk's Week

Action Requested: Approval of Proclamation

Attachments: Copy of Proclamation

Prepared By: Terri L. Parker, Town Manager

Date: 4/6/2

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 4-6-2016

Final

Supporting Documentation

The International Institute of Municipal Clerks (IIMC), a professional non-profit association with members comprised of City, Town, Township, Village, Borough, Deputy and County Clerks throughout the United States, Canada and 15 other countries, announces its 47th Annual Municipal Clerks Week—May 1 through May 7, 2016.

IIMC has sponsored Municipal Clerks Week since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first week of May and recognizing the essential role Municipal Clerks play in local government.

Proclamation

Municipal Clerks Week

May 1 - May 7, 2016

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at all levels, and

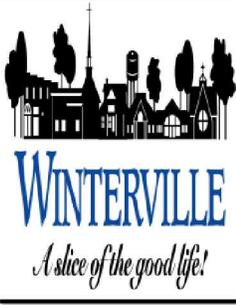
Whereas, Municipal Clerks have pledged to be ever mindful of their duty and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on all matters of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in continuing education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Douglas A. Jackson, Mayor of Winterville, do recognize the week of May 1 through May 7, 2016 as Municipal Clerks Week, and further express my appreciation to our Municipal Clerk, Jasman J. Smith and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: April 11, 2016

Presenter: N/A

Item to be Considered

Subject: Proclamation Designating the Month of April as Civitan Awareness Month

Action Requested: Approval of Proclamation

Attachments: Copy of Proclamation

Prepared By: Terri L. Parker, Town Manager

Date: 4/6/2

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp - 4-6-2016

Final

Supporting Documentation

Noreen Furness, President-Elect of the Winterville Civitan Club states/requests that:

April is Civitan Awareness Month, and the Winterville Civitan Club is working hard for the benefit of the citizens of Winterville and Pitt County. In the past months we have participated in the Water Festival; participated in Belk's Charity Days; adopted a Winterville family for Christmas; fed at the Community Shelter; collected paper products for the Family Violence Center; helped with the restoration of a Winterville home damaged by fire; collected socks and warm clothing for veterans; and collected and donated items for use at the Boys and Girls Home in Whiteville. Events for April include clean up of our section of adopted highway in Winterville on April 2, the District Meeting on April 14; and volunteering at the Pitt County Special Olympics on April 15. Plans include a Wine/Beer Tasting Event the proceeds of which will go to benefit the AG C fund.

All that being said, we were hopeful that the Winterville Mayor could issue a proclamation designating Civitan Awareness month for the Town.

Proclamation

In Recognition of Civitan Awareness Month



- Whereas,** Civitan International was founded in 1917 in Birmingham, Alabama; and
- Whereas,** the over 40,000 members in over 1,300 clubs worldwide work together to make their communities better places; and
- Whereas,** Civitan has contributed millions of dollars and volunteer hours to help people with developmental disabilities; and
- Whereas,** Club projects provide citizens with meaningful involvement in their communities; and
- Whereas,** Civitan promotes good citizenship and emphasizes its responsibilities; and
- Whereas,** Civitan is recognized for its support of research and treatment of developmental disabilities through its funding of the Civitan International Research Center; and
- Whereas,** here in Winterville, NC, the Winterville Civitan Club embodies the ideals of Civitan in our own community;

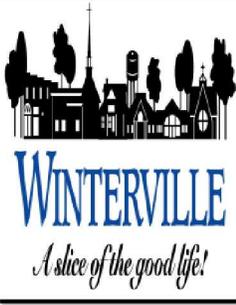
Now therefore, I, Douglas A. Jackson, Mayor of Winterville, North Carolina do hereby designate the month of April as

Civitan Awareness Month

And encourage the residents of Winterville to actively support and take pride in the worthwhile efforts of this international service organization and in the work of Civitans in our community.

Signed and sealed this 11th day of April, 2016

Douglas A. Jackson, Mayor



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: April 11, 2016

Presenter: N/A

Item to be Considered

Subject: Proclamation Designating the Month of May as Mental Health Month

Action Requested: Approval of Proclamation

Attachments: Copy of Proclamation

Prepared By: Terri L. Parker, Town Manager

Date: 4/6/2

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 4-6-2016

Final

Supporting Documentation

Ryan Crossgrove, Intern with the Pitt Collaboration on Mental Health and Substance Abuse re following:

My name is Ryan Crossgrove and I am an intern with the Pitt Collaborative on Mental Health and Substance Abuse. The Collaborative is currently working to recognize May as Mental Health Month. I would love for you to present the following at the next town hall meeting.



PROCLAMATION

Mental Health Month 2016

WHEREAS, mental health is essential to everyone's overall health and well-being;

WHEREAS, all Americans experience times of difficulty and stress in their lives;

WHEREAS, prevention is an effective way to reduce the burden of mental illness and

WHEREAS, there is a strong body of research that supports specific tools that Americans can use to better handle challenges, and protect their health and well-being and

WHEREAS, mental illnesses are real and prevalent in our nation; and

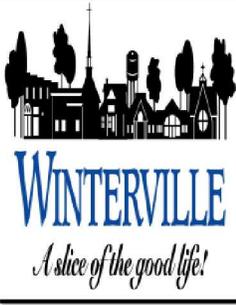
WHEREAS, with early and effective treatment, those individuals with mental illness can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental illnesses and has a responsibility to promote mental wellness and support prevention efforts.

THEREFORE, I, Douglas A. Jackson, do hereby proclaim May 2016 as Mental Health Month in Winterville. As the Mayor, I also call upon the citizens, government agencies, public and private institutions, businesses and schools in Winterville to recommend to the community to increasing awareness and understanding of mental health, the steps citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illnesses at all stages, and especially before stage 4.

Douglas A. Jackson, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the great seal of the Town of Winterville, North Carolina, this the 14th day of March, 2016.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: April 11, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2015-2016-05

Action Requested: Approve the budget amendment

Attachments: Budget Amendment 15-16-05

Prepared By: Anthony Bowers, Finance Director

Date: 3/29

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 4-6-2016

Final

Supporting Documentation

This is the fifth budget amendment for the 2015-2016 Fiscal Year.

The first item addresses the funds needed to pay for the new railroad crossings and Boyd St. authorized by the Town Council in July 2013. The work is not invoiced until it is complete. We invoice and we have 60 days to pay. This amendment is \$52,000.

The second item corrects an adjustment that was made to the original budget. In an effort to b revenues from tournaments versus concessions we attempted to separate the revenue stream process the adjustment was made to concessions, however it was not made to the tournament. This adjustment amends to budget to what was the intended recommendation from the Depart true up was \$26,600

BUDGET ORDINANCE AMENDMENT 15-16-05

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, 2016:

SECTION 1. Revenues are to be changed as follows:

| LINE ITEM DESCRIPTION | | | Fund | Increase |
|--------------------------------|----|--|----------------------|----------|
| General Fund Fund Balance | 10 | | 3831 General Fund | \$ 78 |
| Contribution from General Fund | 15 | | 3625 Recreation Fund | \$ 26 |
| Tournament Revenue | 15 | | 3632 Recreation Fund | |
| Total | | | | \$ 105 |

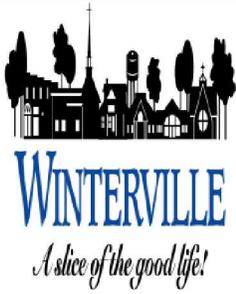
SECTION 2. Appropriations are to be changed as follows:

| LINE ITEM DESCRIPTION | | Department | Fund | Increase |
|----------------------------|------------|-----------------------|---------|----------|
| CSX RailRoad Maint | 1041950000 | 5126 Non Departmental | General | \$ 52,00 |
| Contribution to Recreation | 1041950000 | 9110 Non Departmental | General | \$ 26,60 |
| Total | | | | \$ 78 |

Adopted the 11th day of April, 2016.

Mayor

Town Clerk



Town of Winterville Town Council Agenda Abstract

Item Section: Ne

Meeting Date: April 11, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: Sanitary Sewer Asset Inventory and Assessment Grant Application

Action Requested: Adoption of Authorizing Resolution

Attachments: Resolution Authorizing Filing of Grant Application

Prepared By: Ben Williams, Assistant Town Manager

Date: 3/29

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 4-6-2016

Final

Supporting Documentation

The NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) announced a new funding category and will be accepting applications for water and sewer planning including Asset Inventory and Assessments. The goal of the Asset Inventory & Assessment grant is to inventory the existing water and/or sewer system and document the condition of inventoried infrastructure.

The maximum grant amount is \$150,000 per system type (water and sewer) per applicant.

Staff recommends conducting the Asset Inventory and Assessment for the sewer collection system application for the water distribution system Asset Inventory and Assessment will be recommended for the Fall 2016 funding round.

Staff continues to work on developing the scope of the proposed planning project. Therefore, the cost of the Inventory and Assessment has yet to be finalized. The Town will be responsible for the 17% match (maximum of \$30,000). Staff is currently including the maximum required match amount in 17 budget recommendations.

Applications are due April 29, 2016 with Notice of Funding anticipated to occur in July 2016. If funding is received, and should Council decide to accept the grant offer, staff will prepare a Request for Proposal for distribution to potential consultants.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the loans and grants to aid eligible units of government in financing the wastewater collection system planning project, and

WHEREAS, The Town of Winterville has need for and intends to conduct a sanitary collection system planning project described as Sanitary Sewer System Inventory and Assessment, and

WHEREAS, The Town of Winterville intends to request state grant assistance for the

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE:

That Town of Winterville, the **Applicant**, will arrange financing for all costs of the planning project, if approved for a State grant award.

That Doug Jackson, Mayor and Terri L. Parker, Town Manager, the **Authorized Official(s)**, and successors so titled, are hereby authorized to execute the application on behalf of the **Applicant** with the State of North Carolina to aid in the project described above.

That the **Authorized Official(s)**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to provide the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11th day of April, 2016 at Winterville, North Carolina.

(Signature of Chief Executive Officer)

Mayor

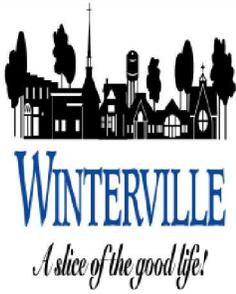
(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Winterville does certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Winterville duly held on the 11th day of April, 2016; and, further, that such resolution has been fully recorded in the journal, proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand and seal this 11th day of April, 2016.

(Signature of Recording Officer)

(Title of Recording Officer)



Town of Winterville Town Council Agenda Abstract

Item Section: Ne

Meeting Date: April 11, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: LED Streetlight Pilot Study

Action Requested: Council Direction

Attachments: Information will be handed out at Meeting.

Prepared By: Ben Williams, Assistant Town Manager

Date: 4/6/2

ABSTRACT ROUTING:

TC _____

FD _____

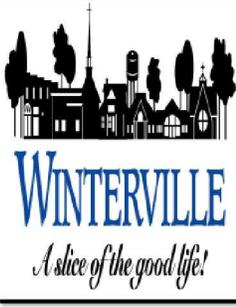
TM tlp – 4-6-2016

Final

Supporting Documentation

The Electric Department has purchased and installed twelve (12) LED streetlights in the neighborhood of Hillcrest Park (Kennedy St and Hillcrest St) and along Church Street Extension near the Opera House. The purpose of the pilot study is to evaluate the appearance of the lights and effectiveness of lighting. Residents in the Hillcrest Park area have been provided with a survey and asked to complete it by the end of the month. The Town.

There are approximately 700 street lights within Town on the TOW electric system. Of those, approximately 500 are the incandescent cobra-head style light. The typical life-expectancy of the LED lights is 10 years. The estimated simple payback for changing out the existing lights with LED is estimated to be between 2-3 years. Staff will discuss the financial impact analysis of a town-wide street light change out program.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: April 11, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Appointment/Reappointment of Mark Smith to Contentnea Metropolitan Sewerage District Board

Action Requested: Reappoint Mayor Pro-Tem Smith to CMSD Board

Attachments: List of Current Board of Directors with said Terms

Prepared By: Terri L. Parker, Town Manager

Date: 4/6/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 4-6-2016

Final

Supporting Documentation

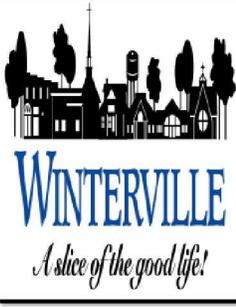
The 4 year term for the CMSD Board position held by Mayor Pro-Tem Mark Smith ends on April 3, 2020. He requests reappointment of Mayor Pro-Tem Smith to the CMSD Board for another four (4) year term starting on April 3, 2020.

CMSD is comprised of the three (3) member entities (Winterville, Ayden and Grifton).

CMSD BOARD MEMBERS & EXPIRATION DATES

| <u>NAME</u> | <u>INSTALL DATE</u> | <u>TERM</u> | <u>EXP. DATE</u> | <u>TOWN</u> |
|-----------------------|-------------------------|-------------|----------------------|-------------|
| Mark Smith | 4/03/12 | 4yr. | 4/03/16 | Wintery |
| Billy Ray Jackson | 5/08/12 | 4yr. | 5/08/16 | Grifton |
| Steve Tripp | 1/22/14 | 4yr. | 1/22/18 | Ayden |
| Joe Albright | 3/11/14 | 4yr. | 3/11/18 | Grifton |
| Terri Parker | 12/14/15 | 4yr. | 12/14/19 | Wintery |
| Mary-Alice Davenport | 2/01/16 | 4yr. | 2/01/20 | Ayden |
| Tony Moore (At-Large) | 4/24/13 | 3yr. | 4/24/16 | Wintery |

- Officers for 2015
 - Mary-Alice Davenport, Chairman
 - Mark Smith, Vice-Chairman



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: April 11, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Schedule a Special Called Meeting to Conduct Town Manager Performance Review

Action Requested: Schedule Special Meeting

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 4/6/2

ABSTRACT ROUTING:

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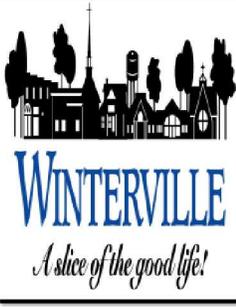
FD _____

TM tlp – 4-6-2016

Final

Supporting Documentation

It is time to schedule a Special Meeting for the purpose of conducting the Town Manager's Annual Performance Review.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: April 11, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Schedule a Council Workshop to Discuss Allowed Uses in Agricultural/Residential Zoning District

Action Requested: Schedule Council Workshop

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 4/6/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp - 4-6-2016

Final

Supporting Documentation

Per previous discussion, Staff requests that Council set a Workshop date to discuss Allowed Uses in Agricultural/Residential (AR) Zoning District.