



**TOWN COUNCIL AGENDA**  
**August 19, 2019 - 7:00 PM**  
**WINTERVILLE TOWN HALL ASSEMBLY ROOM**

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **PUBLIC HEARINGS:**
  1. Zoning Ordinance Text Amendment – Tattooing as a Permitted Use in General Business.
  2. Request for Taxicab Franchise from Linangaly Transportation Services.
- VII. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
  1. Dr. Glenn E. Johnson, DCRC.
- VIII. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
  1. Council Meeting Minutes:
    - ✓ May 28, 2019 Budget Work Session meeting;
    - ✓ May 29, 2019 Budget Work Session meeting;
    - ✓ June 3, 2019 Budget Public Hearing meeting;
    - ✓ June 10, 2019 Regular Council meeting; and
    - ✓ June 24, 2019 Special Council meeting.
  2. Holly Grove Section 1 Annexation: Schedule a Public Hearing for the Annexation.
  3. Ange Plaza Lot 22 Annexation: Schedule a Public Hearing for the Annexation.
  4. Budget Amendment 2019-2020-01.
  5. Tax Settlement 2019-2020.
  6. Charge the tax collector with collection of the 2019-2020 tax levy.
  7. Winterville Watermelon Festival Committee Items:
    - ✓ Parade Permit Application and Fee Exemption;
    - ✓ Recreation Park Parking Lot Use and Traffic Pattern Changes;
    - ✓ Suspend Winterville Recreation Park Hours Limitation;
    - ✓ Placement of Signs and Banners; and
    - ✓ Usage of the Parks and Recreation Bathroom Facilities.
  8. Parking Schedule on West Railroad Street Ordinance Amendment 19-O-081.
  9. Stop Signs and Speed Limits on Town Streets Ordinance Amendment 19-O-082.

**IX. OLD BUSINESS:**

1. Beacon Drive Speed Limit Ordinance 19-O-083.
2. Water/Sewer Updated Capital Improvement Plan.
3. 2019 SRF Authorizing Resolution 19-R-081.
4. 2018 Sidewalk Improvements Project Change Order #1

**X. NEW BUSINESS:**

1. 2018 Sidewalk Improvements Project – Dixie Queen Parking Lot.
2. Eli’s Ridge Subdivision Lift Station Cost Participation.
3. School Resource Officer Contract FY 2019-2020.
4. Villa Grande, Phase One, Section B – Final Plat.
5. Happy Trails – Minor Subdivision Final Plat.
6. Planning and Zoning Board Appointment - Alternate Member.

**XI. OTHER AGENDA ITEMS:**

**XII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:**

**XIII. REPORTS FROM DEPARTMENT HEADS:** Update on Projects Currently Underway:

- ❖ Minimum Housing/Code Enforcement (TLP)
- ❖ Tar Road Widening Project – Electric Engineering/Relocation (RS)
- ❖ New Electric Territory Engineering/Installation (RS)
- ❖ Fork Swamp Greenway Project (EJ)
- ❖ Multi-Purpose Building Site Plan (EJ)
- ❖ Winterville Market/Town Common Plan (BW)
- ❖ Winterville Land Use Plan (BJ)
- ❖ Chapman Street Culvert - Nobel Canal Drainage Basin Study (TW)
- ❖ 2018 Sewer Rehab (TW)
- ❖ Church Street Pump Station Rehabilitation (TW)

**XIV. REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.**

**XV. CLOSED SESSION: NCGS § 143-318.11. (a)(5)** 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. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. (Acquisition of Real Property.)

**XVI. ANNOUNCEMENTS:**

1. Board of Adjustment Meeting: Tuesday, August 20, 2019 at 7 pm in Town Hall Assembly Room.
2. 2019 Winterville Watermelon Festival: August 22 – 25, 2019.
3. Town Office closed on Monday, September 2, 2019 for Labor Day Holiday.
4. Town Council Meeting: Monday, September 9, 2019 at 7 pm in Town Hall Assembly Room.
5. Special General Election: Tuesday, September 10, 2019.
6. Planning and Zoning Board Meeting: Monday, September 16, 2019 at 7 pm in Town Hall Assembly Room.
7. Board of Adjustment Meeting: Tuesday, September 17, 2019 at 7 pm in Town Hall Assembly Room.

**XVII. ADJOURN.**

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** August 19, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Zoning Ordinance Text Amendment – Tattooing as a Permitted Use in General Business.

**Action Requested:** Hold Public Hearing, Approval of Text Amendment.

**Attachments:** Application and Advertisement.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

TC 8/8/19

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

**Zoning Ordinance Text Amendment:**

The applicant (Marlowe Bynum) is requesting the Winterville Zoning Ordinance be amended to allow Tattooing as a permitted use in the General Business District. Currently the Zoning Ordinance allows Tattooing as a permitted use in the Industrial District with the following Special Requirement:

**SR 45. Tattooing**

Establishments offering tattooing services must be located a minimum of one-half (1/2) mile from any other establishment offering tattooing services. (10-0-230, adopted 06/14/2010).

Process:

- Planning and Zoning unanimously recommended approval to Town Council (6/17/2019)
- Town Council to hold a Public Hearing and make a decision on amending the Ordinance (8/19/2019)

**Budgetary Impact:** TBD.

**Recommendation:** Recommend Approval.



**ZONING ORDINACE  
TEXT AMENDMENT APPLICATION  
TOWN OF WINTERVILLE**

2571 Railroad Steet  
P O Box 1459  
Winterville, NC 28590  
Phone: (252) 756-2221

**Staff Use Only**  
Appl. # \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: MARLOW BYNUM

Address: 113 West Firetower Rd

Winterville N.C. 27834

Phone #: 912-675-0705

**TEXT AMENDMENT INFORMATION:**

Zoning Ordinance Section Number and Name: Table of Permitted Uses. Special Requirement 45.

Text Amendment Requested: TO ALLOWED TATTOOING AS A PERMITTED USE

WITHIN THE GENERAL BUSINESS ZONING DISTRICT

Reason For Text Amendment: CURRENTLY NOT ALLOWED IN COMMERCIAL PROPERTY

Applicant Signature: Marlow Bynum

Date: May 20/2019

**Staff Use Only**

Appl. #: \_\_\_\_\_ Fee Amount 350.<sup>00</sup> Date Paid 5/20/19

Planning Board Recommendation: APPROVED Meeting Date: \_\_\_\_\_  
DENIED

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Council Decision : APPROVED Meeting Date: \_\_\_\_\_  
DENIED

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_

*"Dapone478@gmail.com"*

**NOTICE OF PUBLIC HEARING  
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, August 19, 2019 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following proposal:

A proposal to amend the Town of Winterville Zoning Ordinance to allow Tattooing as a permitted use in the General Business District. Currently the Zoning Ordinance allows Tattooing as a permitted use in the Industrial District with the following Special Requirement:

**SR 45. Tattooing:** Establishments offering tattooing services must be located a minimum of one-half (1/2) mile from any other establishment offering tattooing services.

Persons having an interest in this matter and desiring to speak either for or against the annexation are invited to be present and will be given the opportunity to be heard at the Town Council Public Hearing. For further information, contact the Winterville Planning Department at (252) 215-2358.

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**Notes to Publisher:**

Tom Little  
[tlittle@ncweeklies.com](mailto:tlittle@ncweeklies.com)  
(252) 329-9537

Subject: Winterville Pubic Hearing – Zoning Ordinance Text Amendment, Tattooing

Please place the above block advertisement in the Daily Reflector on Wednesday, August 7, 2019 and Wednesday, August 14, 2019. Should you have any questions please contact me.

**Please forward the invoice and Affidavit of Publication to me to assist with payment.**

Thanks,

Donald Harvey, Town Clerk  
Town of Winterville  
2571 Railroad Street/PO Box 1459  
Winterville, NC 28590  
(252) 215-2344 – Phone  
[don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com)



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** August 19, 2019

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Request for Taxicab Franchise from Linangaly Transportation Services.

**Action Requested:** Approval of Certificate of Convenience and Necessity.

**Attachment:** Application for Taxicab Franchise, Public Hearing Advertisement, Draft Certificate of Convenience and Necessity, and Taxicab Regulations-Ordinance Chapter 113.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 8/7/2019

**ABSTRACT ROUTING:**

**TC:** 8/8/2019

**FD:**

**TM:** 8/8/2019

**Final:** tlp - 8/8/2019

**Supporting Documentation**

Ms. Angela Grimes, owner of Linangaly Transportation Services requests to operate a Taxicab Franchise in the Town of Winterville. The applicant has submitted her application for approval of the certificate of convenience and necessity, paid all fees associated with the application and advertising. The Public hearing was advertised in the Daily Reflector on August 7, 2019 and August 14, 2019.

**Budgetary Impact:** N/A.

**Recommendation:** Approval of the Taxicab Franchise and Certificate of Convenience for the Linangaly Transportation Services; and Issuance of the Permit to Operate a Taxicab for Applicant, Ms. Angela Grimes (owner of Linangaly Transportation Services) contingent upon the Police's Department's investigation of the truth of facts of the Application.

**APPLICATION FOR TAXICAB FRANCHISE**

To: The Mayor and Town Council of the Town of Winterville

The undersigned makes application for a taxicab franchise under the provisions of Chapter 113, Section 113.02 of the Code of Ordinances of the Town of Winterville, and presents the following information:

1. That the applicant is familiar with the ordinance of the Town of Winterville relating to liability insurance, drivers regulations, regulation of rates and other matters pertaining to the operation of taxicabs.

2. That the individual, corporate or trade names and business address of the applicant is:

Linangaly Transportation Services  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. That the applicant is:

An individual and sole owner of the taxicab business to be operated under the above name.

B. A Corporation charter under the laws of the State of North Carolina in the year \_\_\_\_\_, and the officers of the corporation are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. That applicant operates in the following cities: Winterville, NC  
\_\_\_\_\_

5. That applicant is requesting franchise to operate 2 taxicab(s).

6. That in support of this application, there is attached hereto and made a part hereof the following Exhibits:



**Exhibit "A"**: A full statement of facts which is supported by substantial testimony at the hearing, will support a finding of public convenience and necessity for this operation.

**Exhibit "B"**: A complete list of applicant's motor equipment showing year, make, model and carrying capacity of each unit.

**Exhibit "C"**: Financial statement showing assets, liabilities and net worth of applicant.

**Exhibit "D"**: Statement showing applicant has made complete arrangements for off street parking of all motor vehicles.

**Exhibit "E"**: Statement of proposed fares for transporting of persons and property.

**Exhibit "F"**: Statement of experience of applicant conducting taxicab business.

252 347-3174  
linangaly2@icloud.com

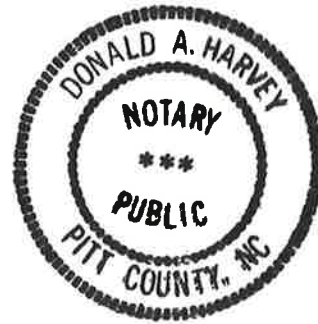
Angela Armes  
Applicant Signature

138 Lismore Drive  
Winterville NC  
Applicant Address

Sworn to and Subscribed before me this 11TH day of JULY, 2019.

Donald A. Harvey  
Notary Public

My Commission Expires JUNE 8, 2020



DAH 7-11-19  
 RECEIVED

## Exhibit A

Linangaly Transportation Services would like to become one of many successful businesses in Winterville, North Carolina. LTS will provide a variety of optimum transportation services within the next 5 years as planned. Services will include providing nonemergency transportation to and from medical appointments and other necessary treatment services 7 days a week., grocery store visits, and even trips to the many outside activities that Winterville has to offer to seniors. LTS will become one of the best transportation companies in the Town of Winterville.

Winterville, NC is rapidly growing with a population of approximately of 9,845 residents and close to 3,900 seniors. Therefore, this creates a growing need for this service. People are living much longer than they used to. When social security began in 1935 the average life expectancy in the United States was about 61years. Today it is closer to 79 years so the need for this type of transportation is vital especially in Winterville, NC because about 13% of Winterville households do not have access to a vehicle. This is where LTS would step in and close the gap.

LTS will team up with National Med Trans Network along with other agencies to meet this growing need by providing reliable transportation to clinics and doctor's appointments which will be scheduled in a timely manner in collaboration with insurance companies. The appointments will be scheduled within a 2-week time frame and the vendor, Linangaly's Transportation, will have a 48-hour window to accept or decline transportation so that it may be filled quickly.

## **Exhibit B**

Vehicles available for transportation services:

- 2010 Mercedes with carrying capacity of 5
- 2011 Honda Odyssey with a carrying capacity of 8

# Exhibit C

## Financial Statement:

**Assets:** 3,400 sq. ft. brick home: \$475,000

2010 s550 Mercedes: \$17,000

2015 Infinity QX80 Limited: \$35,000

2011 Honda Odyssey Van: \$12,000

**Liabilities:** Unsecured Debt: \$8,500

Mortgage: \$388,000

Net Worth : \$116,000

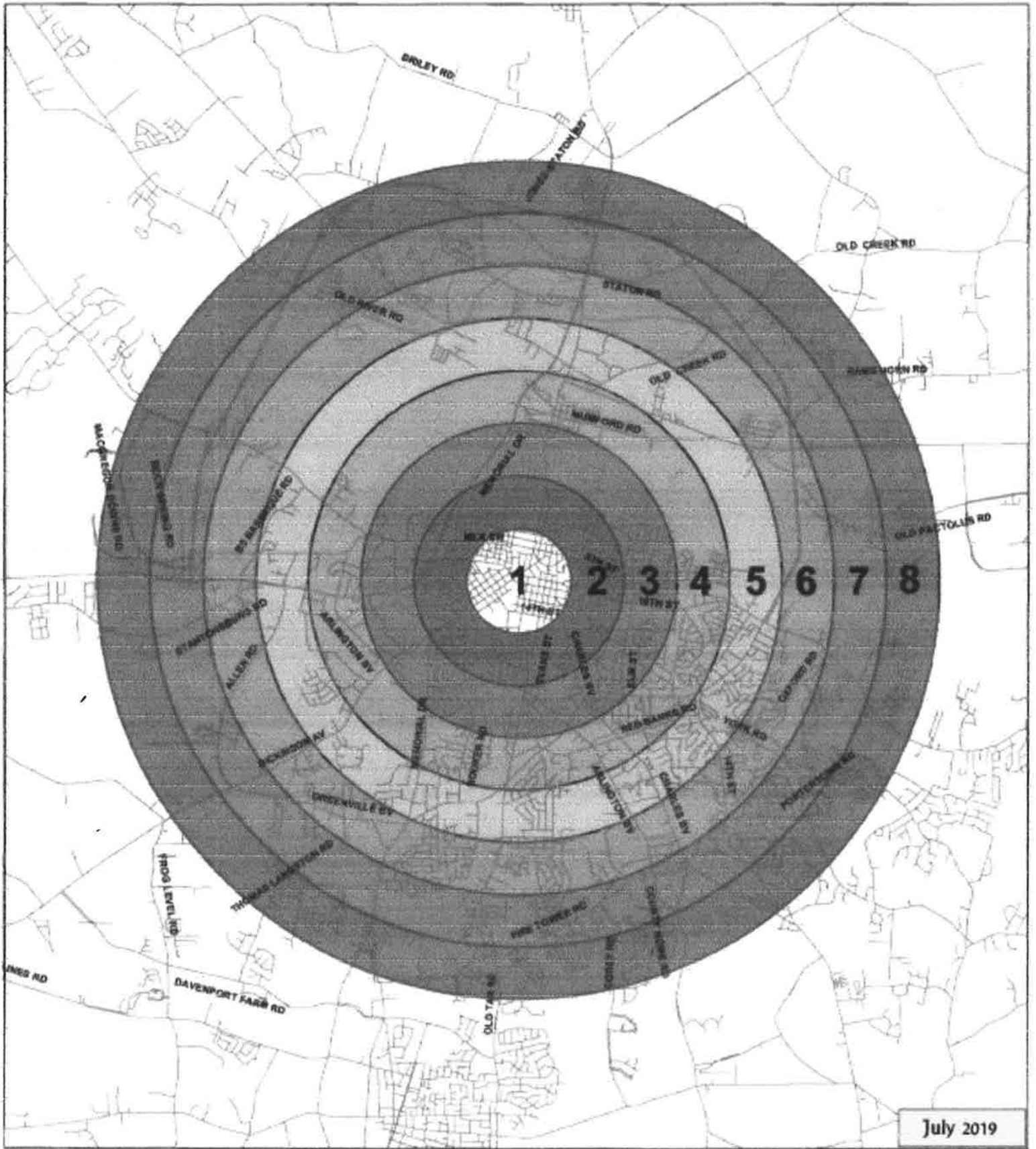
## Exhibit D

Off Street parking will be provided for 1 vehicle in my drive way at 138 Lismore Drive, Winterville, NC.

## **Exhibit E**

Proposed fares will be comparable to current market fares and fees for local, in-state and out-of-state transport (attached is the fare sheet and map for Greenville, NC).

# Taxi Fare Service Zones Greenville



## Map Legend

Taxi Zone 1	Taxi Zone 3	Taxi Zone 5	Taxi Zone 7	Roads
Taxi Zone 2	Taxi Zone 4	Taxi Zone 6	Taxi Zone 8	



## LINANGALY TRANSPORTION SERVICES TAXICAB FARES

The following rates shall be applicable for each standard zone fare:

ZONES	1	2	3	4	5	6	7	8
1	4.00	4.35	4.70	5.05	5.40	5.75	6.10	6.50
2	4.35	4.35	4.70	5.05	5.40	5.75	6.10	6.50
3	4.70	4.70	4.70	5.05	5.40	5.75	6.10	6.50
4	5.05	5.05	5.05	5.05	5.40	5.75	6.10	6.50
5	5.40	5.40	5.40	5.40	5.40	5.75	6.10	6.50
6	5.75	5.75	5.75	5.75	5.75	5.75	6.10	6.50
7	6.10	6.10	6.10	6.10	6.10	6.10	6.10	6.50
8	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50

The fare charged shall be the amount of the highest zone which is traveled through.

Only one fare shall be charged for one or two persons traveling from the same point of origin to the same point of destination

The following rates are for fares across town:

ZONES	1	2	3	4	5	6	7	8
1	4.00	4.60	5.20	5.80	6.40	7.00	7.60	8.20
2	4.60	5.20	5.80	6.40	7.00	7.60	8.20	8.80
3	5.20	5.80	6.40	7.00	7.60	8.20	8.80	9.40
4	5.80	6.40	7.00	7.60	8.20	8.80	9.40	10.00
5	6.40	7.00	7.60	8.20	8.80	9.40	10.00	10.60
6	7.00	7.60	8.20	8.80	9.40	10.00	10.60	11.20
7	7.60	8.20	8.80	9.40	10.00	10.60	11.20	11.80
8	8.20	8.80	9.40	10.00	10.60	11.20	11.80	12.50

Ironwood/Bradford Creek	Standard Fare	6.50
	Across Town	12.50
Over two persons (per person extra)		1.50
Stops en route to destination		1.50
Waiting time (per hour)		16.50
Trunks or footlockers (each)		2.00
Baggage (each)		1.25
Rates outside zones unless previously specified (per mile)		2.00



## **Exhibit F**

Linangaly Transportation's owner has over 25 years of experience in patient care and is also board certified in EEG along with CPR, and First Aide training. These certifications and training are an added bonus to meet the needs of clients while being transported if a need of such should arise while being transported.

**NOTICE OF PUBLIC HEARING  
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, August 19, 2019 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following application:

The Town of Winterville has received an application from Linangaly Transportation Services for a certificate of convenience and necessity for a taxicab franchise.

Persons having an interest in this matter and desiring to speak either for or against the application for taxicab franchise are invited to be present and will be given the opportunity to be heard at the Town Council Public Hearing. For further information, contact Donald Harvey, Town Clerk at (252) 215-2344.

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**Notes to Publisher:**

Tom Little  
[tlittle@ncweeklies.com](mailto:tlittle@ncweeklies.com)  
(252) 329-9537

Subject: Winterville Pubic Hearing – Taxicab Application, Linangaly Transportation Services

Please place the above block advertisement in the Daily Reflector on Wednesday, August 7, 2019 and Wednesday, August 14, 2019. Should you have any questions please contact me.

**Please forward the invoice and Affidavit of Publication to me to assist with payment.**

Thanks,

Donald Harvey, Town Clerk  
Town of Winterville  
2571 Railroad Street/PO Box 1459  
Winterville, NC 28590  
(252) 215-2344 – Phone  
[don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com)

# CERTIFICATE OF CONVENIENCE AND NECESSITY

Under Chapter 113 of the Code of Ordinances of the Town of Winterville, North Carolina

**WHEREAS**, application for a certificate of convenience and necessity has been filed by Garrison Transportation Company under the provisions of Chapter 113 of the Code of Ordinances of the Town of Winterville; and

**WHEREAS**, a public hearing on the question of this application was held at the Winterville Town Hall at 7:00 pm on August 19, 2019; and

**WHEREAS**, the Town Council of the Town of Winterville, having made favorable findings, in the regular monthly meeting held at 7:00 pm on August 19, 2019, has ordered the issuance of a certificate of convenience and necessity to the Linangaly Transportation Company; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE WINTERVILLE TOWN COUNCIL** does hereby issue this certificate of convenience and necessity to:

Linangaly Transportation Company  
138 Lismore Drive  
Winterville, North Carolina 28590

*This certificate shall constitute a franchise from the Town of Winterville for the operation of taxicabs within the town, subject to the provisions of Chapter 113 of the Code of Ordinances of the Town of Winterville.*

*The duration of the certificate shall be a period of three (3) years. Application for renewal shall be filed at the expiration of this three (3) year franchise and hearings upon the question of renewal shall be conducted as provided under Section 113.02(G) of the Code of Ordinances.*

*The Town Council of the Town of Winterville may, at any time after a public hearing conducted in the same manner as provided in Section 113.02(G), revoke this certificate of convenience and necessity for any one or more of the causes listed under Section 113.04 of the Code of Ordinances.*

**ISSUED THIS THE 19<sup>th</sup> DAY OF AUGUST, 2014**

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Douglas A. Jackson, Mayor

ATTEST:

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Donald Harvey, Town Clerk

**CHAPTER 113: TAXICABS**

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Section

***Taxicab Regulations***

- 113.01 Definitions
- 113.02 Certificate of convenience and necessity
- 113.03 Transfer of certificate
- 113.04 Revocation of certificate
- 113.05 Schedule of rates charged by taxicabs; display to passengers
- 113.06 Liability insurance
- 113.07 Transfer of certificate, liability insurance to another vehicle

***Taxicab Drivers***

- 113.20 Permit required
- 113.21 Fee; term; renewal
- 113.22 Permit revocation
- 113.23 Suspension of permit
- 113.24 Display of permit to passengers

***Statutory reference:***

*Regulation of taxicabs, see G.S. §§ 20-37.10 et seq., 160A-304*

**TAXICAB REGULATIONS**

**§ 113.01 DEFINITIONS.**

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

**TAXICAB.** Any motor vehicle seating fewer than ten passengers and operated upon any street or highway on call or on demand, accepting or soliciting passengers indiscriminately for hire between the points along the streets or highways as may be directed by the passengers being transported. **TAXICAB** shall not include motor vehicles or common carrier by motor vehicle as defined in G.S. §§ 62-3(7) and (18).

(1992 Code, § 113.01) (Ord. O-50-05119798, passed 5-11-1998)

**§ 113.02 CERTIFICATE OF CONVENIENCE AND NECESSITY.**

(A) *Unlawful to operate without certification.* It shall be unlawful for any person to operate a taxicab over and upon the streets of the town without first having applied for and secured from the Board of Alderpersons a certificate of convenience and necessity as hereinafter set forth.

(B) *Application.* Every person desiring to operate a taxicab within the town shall file, on forms supplied by the Town Clerk, an application for a certificate of convenience and necessity. A fee according to a regularly adopted fee schedule of the town shall be paid to the town for each application to defray some of the advertising and other administrative expenses involved.

(C) *Board of Alderpersons to issue certificates.* The Board of Alderpersons shall have the power to, and it shall be its duty to order the issuance or the refusal to issue certain certificates of convenience and necessity for the operation of taxicabs. The Board may attach to the exercise of the privileges granted by the certificates the terms and conditions as in its judgement the public convenience and necessity may require.

(D) *Nature and duration of certificate.* A certificate shall constitute a franchise from the town for the operation of taxicabs within the town, subject to the provisions of this chapter. Certificates shall be for three calendar years, unless a shorter period of time is specified in the certificate. Applications for renewal shall be filed at the expiration of the previous three-year franchise and hearings upon the question of renewal shall be conducted as provided in division (F) below.

(E) *Factors considered in issuing permit.* In determining whether the public convenience and necessity require the franchising of the taxicab or taxicabs, the Board of Alderpersons shall, among other things take into consideration the following factors:

- (1) Whether the public convenience and necessity requires the proposed or additional taxicabs within the town;
- (2) The financial responsibility of the applicant and the likelihood of the proposed service being permanent, responsible and satisfactory;
- (3) The number and condition of equipment;
- (4) The schedule of proposed rates to be charged;
- (5) The number of taxicabs now operated within the town and the demand for increased service, if any;
- (6) Whether safe use of the streets by the public, both pedestrian and vehicular, will be preserved, and whether adequate provision has been made for off-street parking of the taxicabs;
- (7) The experience of the applicant in the taxicab business; and
- (8) The other relative facts as may be deemed necessary or advisable to consider.

(F) *Investigation.* Before making any decision with respect to the issuance of any certificate of convenience and necessity, the Board of Alderpersons or a committee thereof, shall make a full and complete investigation of all pertinent facts, and may, if it so desires, subpoena witnesses and utilize the services of the Chief of Police or any other officer or employee of the town.

(G) *Hearing; notice.* Each application for a certificate shall be scheduled for a hearing not later than 45 days after the same is filed, and the applicant shall be notified by the Town Clerk by mail at the business address set forth in the application of the day, time and place of the hearing. The notice shall be sent at least ten days prior to the hearing. The Town Clerk shall also, within the same time, notify all persons who at that time hold certificates of convenience and necessity for the operation of taxicabs within the municipality of the day, time and place of the hearing, and of the name of the applicant. In addition, the Town Clerk shall cause to be published, within the same time, at least once in a newspaper of general circulation, or posted for ten days in three public places within the town, a notice setting forth the name of the applicant and the purpose, day, time and place of the hearing. The cost of the notice will be paid in advance by the applicant.

(H) *Burden of proof.* The burden of proof shall be upon the applicant to establish the fact that the public convenience and necessity requires the operation of the taxicabs specified in his or her application, as well as other facts requisite to the granting of a certificate.

(I) *Failure to begin operations.* If a certificate is granted to an applicant, and the applicant fails to begin operation in accordance with the provisions of the certificate within 60 days after the date of the certificate, then the certificate shall become null and void.

(1992 Code, § 113.02) (Ord. O-50-05119798, passed 5-11-1998) Penalty, see § 10.99

### **§ 113.03 TRANSFER OF CERTIFICATE.**

A certificate of convenience and necessity is not transferable without the consent of the Board of Alderpersons. Application for transfer of a certificate shall be made by the proposed transferee and shall be filed in the same manner as an application<sup>21</sup> for an original certificate. The proceedings upon the application for transfer of a certificate shall be the same as those herein provided for the

issuance of a certificate, except the question of public convenience and necessity need not be proved.

(1992 Code, § 113.03) (Ord. O-50-05119798, passed 5-11-1998)

#### **§ 113.04 REVOCATION OF CERTIFICATE.**

(A) The Board of Alderpersons may, at any time after a public hearing conducted in the same manner as provided in § 113.02(G), revoke any certificate of convenience and necessity issued pursuant to this chapter for any one or more of the following causes:

- (1) Failure to operate the taxicabs specified in the certificate in such a manner as to serve the public adequately and efficiently;
- (2) Failure to maintain motor vehicle equipment in good repair;
- (3) Failure to carry liability insurance or bond as required by this chapter;
- (4) Failure to pay to the town taxes or license fees imposed on the taxicabs;
- (5) Repeated and persistent violations by the taxicab drivers of traffic and safety ordinances, or state laws relating to alcoholic beverages or prostitution;
- (6) Failure to report accidents; and
- (7) Willful failure to comply with any provision of this chapter or other ordinances or state laws relating to the operation of taxicabs.

(B) No certificate shall be revoked until the holder thereof has had five-days' notice by personal service or certified mail of the charges against him or her, and of the time and place of the hearing giving him or her an opportunity to be heard. If after the hearing, the Board of Alderpersons finds that the holder is guilty of one or more of the offenses listed in division (A) above, the Board shall have the power to revoke the certificate, or to condition a revocation upon compliance with its order within any time fixed by the Board.

(1992 Code, § 113.04) (Ord. O-50-05119798, passed 5-11-1998)

#### **§ 113.05 SCHEDULE OF RATES CHARGED BY TAXICABS; DISPLAY TO PASSENGERS.**

(A) The Board of Alderpersons may from time to time establish a schedule of rates to be charged by taxicabs for transporting passengers. The schedule so established shall remain in effect until changed by the Board. The schedule shall at all times be prominently displayed in each and every taxicab, so as to be visible to passengers therein. The current schedule of rates is on file in the office of the Town Clerk.

(B) Every taxicab operated within the geographical jurisdiction of this chapter shall at all times have prominently displayed therein, in a place readily visible to all passengers, a schedule of the rates, fares, and charges for the use of the taxicab.

(1992 Code, § 113.05) (Ord. O-50-05119798, passed 5-11-1998)

#### **§ 113.06 LIABILITY INSURANCE.**

All owners and operators of taxicabs operated within the town shall procure and maintain upon each taxicab owned and operated by him or her within the town, liability insurance with some insurance company licensed to do business in the state in a minimum amount of \$100,000 for one person and \$300,000 for more than one person for the protection of all passengers transported against personal injuries and \$50,000 property damage, against liability for damages to the person and property of others.

(1992 Code, § 113.06) (Ord. O-50-05119798, passed 5-11-1998) Penalty, see § 10.99

#### **§ 113.07 TRANSFER OF CERTIFICATE, LIABILITY INSURANCE TO ANOTHER VEHICLE.**

The person to whom a certificate of convenience and necessity has been issued may, by appropriate endorsement thereon by the

Town Clerk, substitute another vehicle or vehicles for the vehicle or vehicles for which the certificate was granted. In such instance, the liability insurance or bonds shall also be transferred to the substitute vehicle or vehicles.

(1992 Code, § 113.07) (Ord. O-50-05119798, passed 5-11-1998)

## TAXICAB DRIVERS

### § 113.20 PERMIT REQUIRED.

(A) *Permit required.* No person shall operate any taxicab for hire, carrying passengers from place to place within the corporate limits, or carrying passengers between the town to points within a radius of five miles of the corporate limits, unless that person has first applied for and secured from the Board of Alderpersons a permit to operate a taxicab.

(B) *Application.* Application for a permit to operate a taxicab shall be made upon forms provided by the Town Clerk and shall, among other things, state the name, address, physical condition, physical description, employment history, court record, and state chauffeur license number. The application shall be signed and sworn to by the applicant. The applicant shall further appear at the office of the Police Department and have his or her fingerprints taken, and shall also furnish a recent photograph of himself or herself, both of which shall constitute a necessary part of his or her application.

(C) *Investigate.* The Chief of Police is hereby charged with the duty of investigating the truth of the facts stated in the application and shall report his or her findings and recommendations to the Board of Alderpersons.

(D) *Standards for granting permit.* If the Board of Alderpersons finds that the applicant has not been convicted of a felony; a violation of any federal or state statute relating to the use, possession, or sale of narcotic drugs and that the applicant is a citizen of the United States and is not a habitual violator of traffic laws, then the Board shall issue to the applicant a permit to drive a taxicab.

(1992 Code, § 113.15) (Ord. O-50-05119798, passed 5-11-1998) Penalty, see § 10.99

### § 113.21 FEE; TERM; RENEWAL.

Upon issuance of a taxicab driver's permit, subject to the provisions of this article, the person to whom the permit is issued shall pay therefore a fee according to a regularly adopted fee schedule of the town. The permit shall be renewed annually. Upon the application for renewal the applicant for renewal shall be subject to the same investigation as required for initial issuance and shall pay a renewal fee according to a regularly adopted fee schedule of the town.

(1992 Code, § 113.16) (Ord. O-50-05119798, passed 5-11-1998)

### § 113.22 PERMIT REVOCATION.

At any time after the issuance of a permit to any person to operate a taxicab, the Board of Alderpersons may revoke the permit if the person holding the permit is convicted of a felony; a violation of any federal or state statute relating to the use, possession or sale of intoxicating liquors; a violation of any federal or state statute relating to the use, possession, or sale of narcotic drugs; a violation of any federal or state statute relating to prostitution; repeated violations of traffic laws; or if the person becomes a habitual user of intoxicating liquor or narcotic drugs.

(1992 Code, § 113.17) (Ord. O-50-05119798, passed 5-11-1998)

### § 113.23 SUSPENSION OF PERMIT.

(A) The Board of Alderpersons may suspend a taxicab driver's permit for the time as it may deem proper on any ground sufficient for a revocation thereof; if the driver is found to have made a false statement in his or her application for a permit; if he or she shall be found to have in his or her possession or custody any quantity of intoxicating liquor within his or her cab or upon his or her person while on duty as a taxicab driver; or if he or she has violated any provision of this chapter.

(B) Before any suspension of permit is ordered by the Board of Alderpersons, the holder of the permit shall be given five-days'

written notice by the Town Clerk of the time and place of a hearing before the Board of Alderpersons, at which the holder of the permit shall have an opportunity to show cause why his or her permit should not be suspended.

(1992 Code, § 113.18) (Ord. O-50-05119798, passed 5-11-1998)

**§ 113.24 DISPLAY OF PERMIT TO PASSENGERS.**

The driver of every taxicab shall at all times while operating the taxicab prominently display therein, in a place readily visible to all passengers, his or her permit to drive a taxicab.

(1992 Code, § 113.19) (Ord. O-50-05119798, passed 5-11-1998)





# TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Dr. Glenn E. Johnson, DCRC

Date: 07/22/2019

Address: 459 Williamston Dr. Winterville, NC 28590

Phone: (252) 909-9222

Town Council Meeting Date Requesting to Provide Comment: 8-19-19

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

Residency in Winterville, Advocate for Better living in Eastern NC, Status as Doctor of Clinical Religious Counseling.

**Name(s) of Speaker(s):**

(1) \_\_\_\_\_

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

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

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

*Dr. Glenn E. Johnson, D.C.R.C.*

**Signature**

**Print**

**Save**

**Submit**



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Council Meeting Minutes.

**Action Requested:** Approval of Minutes.

**Attachment:** Draft Minutes of the Council Meetings listed below.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 8/7/2019

**ABSTRACT ROUTING:**

**TC:** 8/8/2019

**FD:**

**TM:** 8/14/2019

**Final:** tjp - 8/14/2019

**Supporting Documentation**

Approval of the following sets of Council Meeting Minutes:

- May 28, 2019 Budget Work Session meeting;
- May 29, 2019 Budget Work Session meeting;
- June 3, 2019 Budget Public Hearing meeting;
- June 10, 2019 Regular Council meeting, and
- June 24, 2019 Special Council meeting.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Minutes.



**Winterville Town Council  
May 28, 2019 – 6:00 PM  
Budget Work Session Minutes**

The Winterville Town Council met in a Budget Work Session on the above date at 6:00 PM in the Winterville Train Depot, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor  
Mark Smith, Mayor Pro-Tem  
Ricky Hines, Councilman  
Tony Moore, Councilman  
Johnny Moye, Councilman  
Veronica Roberson Councilwoman  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Ryan Willhite, Police Chief  
David Moore, Fire Chief  
Travis Welborn, Public Works Director  
Robert Sutton, Electric Director  
Anthony Bowers, Finance Director  
Evan Johnston, Parks and Recreation Director  
Bryan Jones, Planning Director  
Amy P. Barrow, Executive Staff Assistant/Human Resource Assistant  
Donald Harvey, Town Clerk

**CALL TO ORDER:** Mayor Jackson called the meeting to order.

**INVOCATION:** Mayor Jackson gave the Invocation.

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

**APPROVAL OF AGENDA:**

**Motion made by Councilman Moye and seconded by Councilman Hines to approve the agenda. The motion carried unanimously, 5-0.**

**DINNER:** The group took a break to eat dinner.

**ITEMS FOR DISCUSSION:** Fiscal Year 2019-2020 Recommended Budget.

Town Manager Parker presented the following budget information:

**UNBALANCED DRAFT BUDGET VERSION #1 – FY 2019-2020**

May 25, 2019

Mr. Douglas A, Jackson, Mayor  
Mr. Mark Smith, Mayor Pro-Tem  
Mr. Ricky Hines, Councilman  
Mr. Tony Moore, Councilman  
Mr. Johnny Moye, Councilman  
Ms. Veronica Roberson, Councilwoman

**RE: Unbalanced Draft Annual Budget (Version #1) for the 2019-2020 Fiscal Year**

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the Version #1 of Draft Budget for Fiscal Year 2019-2020, beginning July 1, 2019 and ending June 30, 2020. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

As agreed to in the Council Vision Setting Meeting in January 28, 2019, this Budget has been drafted in mind with Council's direction to "***Stay the Course.***" Please further keep in mind this Version #1 of the Draft Budget is **unbalanced**.

The Unbalanced Draft Budget:

- *includes no tax adjustments;*
- *includes no rate adjustments;*
- *includes no new positions;*
- *includes a few capital outlay requests;*
- *includes level funding for Non-Town Agency requests – ***discussion item***;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 1.5% Market Adjustment (COLA for all employees beginning July 1, 2019;*
- *includes a "pot" of merit money equivalent to 1.5%;*
- *Health Insurance costs increased 5% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums did not increase;*
- *\$300,000 in debt proceeds are included in Finance for Phase 1 for the new ERP software;*
- *\$25,000 is included to begin to build an OPEB (Other Post-Employment Benefits) reserve;*
- *Moneys for increased security in the IT budget is included as well as upgrades to various equipment; and*
- *A \$236,600 transfer to the Fire Grant Fund is included to cover the Town's portion of costs of new personnel and benefits.*

Below is a brief budgetary summary of point of interests:

### **General Fund:**

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option sales tax. The inspections line references a full year's worth of anticipated revenue.

This fund is **unbalanced** by **(\$566,888)**. There is no General Fund balance appropriation included current, but there is a transfer from the Electric Fund to the General Fund in an amount of \$375,578 for the time being. This transfer amount is the same as FY 2018-2019.

General Fund departments include the Town Council, Administration, Human Resources, Inspections/GIS, Finance, Information Technology, Planning, Non-Departmental, Public Buildings, Ground and Lawn Maintenance, Police, Fire, EMS, Animal Control, Mosquito Control, Public Works, and Sanitation budgets. Expenses have again been forecasted in a conservative manner, but approached in such a way that service to the citizens remains constant.

Some highlights (In addition to departmental requests) in the General Fund Departmental budgets include:

- Continued funding for the Summer Worker Program.
- Non-Town agency allocations are budget the same as FY 2018-2019 - \$91,485. Requests for FY 2019-2020 total - \$126,180. The cash allocation requests for Non-Town Agency funding are as follows:
  - *Winterville Watermelon Festival - \$50,000;*
  - *Boys and Girls Club - \$10,000;*
  - *Winterville Chamber of Commerce - \$25,000;*
  - *Pitt County Council on Aging (Meals on Wheels) - \$4,680;*
  - *Rebuilding Together, Pitt County, NC - \$10,000;*
  - *Winterville Senior Citizens Club - \$5,000;*
  - *Senior Adult Fellowship - \$3,500 and;*
  - *Pitt County Girls Softball - \$18,000.*
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$11,750.
- The in-kind amount for the Winterville Chamber - \$1,000.
- Sheppard Memorial Library has requested a total of \$165,300 (*no change in funding request for FY 2019-2020*).

### **Recreation Fund:**

Recreation revenues and expenditures have been estimated in a manner similar to the General Fund budget. This fund is **unbalanced** by **(\$109,690)**. The replacement lights for the AG Cox softball field is included at a cost of \$135,000.

A transfer from General Fund to Recreation in the amount of \$873,724 has been included for budgetary purposes at this time. This transfer is currently the same as FY 2018-2019.

**Enterprise Funds Summary:**

***Electric Fund*** - There is a transfer from Electric Fund to General Fund in the amount of \$375,578 as is done annually to assist in covering the costs of operations. This amount is currently the same as FY 2018-2019. Discussion is planned on whether increasing this amount is appropriate.

The Electric Fund does not include any request for new positions however, due to the rapid expansion of our Town, there is a substantial amount of capital needs requested in order to address territorial areas recently approved in agreements with Greenville Utilities Commission (GUC). In order to cover the associated costs, \$2,250,000 from Electric Fund Balance has been appropriated.

***Water Fund*** – no requests for additional personnel have been made in this Fund, however there are capital requests.

\$442,000 is included for water purchases for resale (which is the same as FY 2018-2019). This amount covers the water currently purchased from Greenville Utilities. As you may recall, the Town is subject to the Capacity Use rules, which require cities and towns in the Capacity Use area to reduce their reliance on ground water and find other means of water supply. For Winterville, that has entailed purchasing water from Greenville Utilities. The Town is required to reduce their reliance on ground water by 75%. The initial 25% reduction has taken place, the second reduction took place in August 2013, and the last 25% reduction took place in August 2018.

***Sewer Fund*** – No requests for additional personnel have been made in this Fund, however there are capital requests.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share based on a formula, which contains several components. The Town's appropriation to CMSD increased to \$975,035 that reflects the continued implementation of the system for charging member entities based entirely on flow.

***Storm Water Fund*** – No requests for additional personnel have been made in this Fund, however, \$127,722 in capital outlay requests have been included in order to continue the Town's Stormwater program.

**Conclusion:**

It is with pleasure that Staff presents the Version #1 FY 2019-2020 Unbalanced Draft Budget. Staff is pleased with the Town's progress economically and we hope and plan for that to continue. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while planning.

Staff looks forward to answering any questions you may have and a Balanced Draft Budget will be submitted to you as soon as possible.

Thank you.

Terri L. Parker  
Town Manager

Anthony Bowers  
Finance Director

**NON-TOWN AGENCY FUNDING REQUESTS:**

# 2019-2020 NON-TOWN AGENCY FUNDING REQUESTS



Amy Barrow

There were (10) Non-Town Agency Applications and (1) other application submitted for Fiscal Year 2019-2020. The non-town agency requests totaled at \$126,180 and the Sheppard Memorial Library Request totaled at \$165,300. Attached is a summary of the funds requested, applications, and comprehensive reports.

TOWN OF WINTERVILLE  
2571 RAILROAD STREET  
5/7/2019

## FY 2019-2020 NON-TOWN AGENCY FUNDING REQUESTS

Agency	Amt .of Request	Other Amt.	Status
Boys & Girls Club	\$10,000.00		PENDING
Pitt County Council on Aging	\$4,680.00		PENDING
Senior Adult Fellowship	\$3,500.00		PENDING
Winterville Chamber of Commerce	\$25,000.00 \$1,000+**		PENDING
Winterville Historical & Arts Society: DEPOT	\$6500.00**	In-Kind	PENDING
Winterville Historical & Arts Society: MUSEUM	\$5250.00**	In-Kind	PENDING
Winterville Senior Citizens Club	\$5,000.00		PENDING
Winterville Watermelon Festival	\$50,000.00		PENDING
Rebuilding Together Pitt County, NC	\$10,000.00		PENDING
Pitt County Girls Softball	\$18,000.00		PENDING
<b>TOTAL</b>	<b>\$126,180.00</b>		
Sheppard Memorial Library Request	\$165,300		PENDING
**not cash request/services only			

### **NOTES**

1. At the January 14, 2019 Regular Meeting Winterville Watermelon Festival spoke under the Public Comment Section about their funding request and Sheppard Memorial Library, Greg Needham spoke at the May 7, 2019 Regular Meeting. The funding requests and comprehensive reports are attached.
2. The following agencies will not speak about their funding requests for the 2019-2020 Fiscal Year: Boys & Girls Club, Senior Adult Fellowship, Pitt County Council on Aging, Winterville Historical & Arts Society-Museum, and the Winterville Historical & Arts Society-Depot, Winterville Senior Citizens Club, Rebuilding Together, and Pitt County Girls Softball. Attached are the requests submitted by the agencies.
3. **"Pending" status** means that it will be further discussed and no decision has been made yet.

**Motion made by Mayor Pro Tem Smith and seconded by Councilman Hines to approve \$50,000 for the Winterville Watermelon Festival. The motion carried 3-2, Councilman Moore and Councilman Moye opposed.**



**Motion made by Councilman Hines and seconded by Councilman Moyer to approve \$5,000 for the Boys & Girls Club. The motion carried 3-2, Councilman Moore and Mayor Pro Tem Smith opposed.**

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve \$20,000 for the Winterville Chamber of Commerce. The motion carried 4-1, Councilman Hines opposed.**

**Motion made by Councilman Hines and seconded by Councilwoman Roberson to approve \$4,680 for Pitt County Council on Aging (Meals on Wheels). The motion carried unanimously, 5-0.**

**Motion made by Councilwoman Roberson and seconded by Councilman Moyer to approve \$10,000 for Rebuilding Together Pitt County, NC. The motion carried 3-2, Mayor Pro Tem Smith and Councilman Moore opposed.**

**Motion made by Councilman Hines and seconded by Councilwoman Roberson to approve \$3,500 each to the Winterville Senior Citizens Club and the Senior Adult Fellowship. The motion carried 4-1, Mayor Pro Tem Smith opposed.**

**Motion made by Councilman Hines to approve \$3,000 for Pitt County Girls Softball. Motion failed to receive a second.**

**Motion made by Mayor Pro Tem Smith and seconded by Councilman Moore to approve \$5,000 for Pitt County Girls Softball. The motion carried 3-2, Councilwoman Roberson and Councilman Hines opposed.**

**There was a five (5) minute break in the meeting.**

Discussion followed concerning the A.G. Cox Field lights.

**Motion made by Councilman Hines and seconded by Councilman Moore to remove the A.G. Cox Field lights from the budget. The motion carried 4-1, Mayor Pro Tem Smith opposed.**

**RECESS TO TOMORROW (May 29, 2019) AT 6:00 PM – TRAIN DEPOT:**

**Motion made by Councilman Hines and seconded by Councilman Moyer to recess the meeting until Wednesday, May 29, 2019 at 6:00 pm at the Train Depot. Motion carried unanimously, 5-0. Meeting adjourned at 8:20 pm.**

Adopted this the 19<sup>th</sup> day of August, 2019.

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Douglas A. Jackson, Mayor

ATTEST:

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Donald Harvey, Town Clerk



**Winterville Town Council  
May 29, 2019 – 6:00 PM  
Budget Work Session Minutes**

The Winterville Town Council met in a Budget Work Session on the above date at 6:00 PM in the Winterville Train Depot, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor  
Mark Smith, Mayor Pro-Tem  
Ricky Hines, Councilman  
Tony Moore, Councilman  
Johnny Moye, Councilman  
Veronica Roberson Councilwoman  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Ryan Willhite, Police Chief  
David Moore, Fire Chief  
Travis Welborn, Public Works Director  
Robert Sutton, Electric Director  
Anthony Bowers, Finance Director  
Evan Johnston, Parks and Recreation Director  
Bryan Jones, Planning Director  
Amy P. Barrow, Executive Staff Assistant/Human Resource Assistant  
Tony Klontz, Deputy Fire Chief – Fire Recruitment & Retention Officer  
Donald Harvey, Town Clerk

**CALL TO ORDER:** Mayor Jackson called the meeting to order.

**INVOCATION:** Mayor Pro Tem Smith gave the Invocation.

**WELCOME:** Mayor Jackson welcomed everyone.

**APPROVAL OF AGENDA:**

**Motion made by Councilman Hines and seconded by Mayor Pro Tem Smith to approve the agenda. The motion carried unanimously, 5-0.**

**DINNER:** The group took a break to eat dinner.

**ITEMS FOR DISCUSSION:** Fiscal Year 2019-2020 Recommended Budget.

Town Manager Parker presented the updated from the previous night following budget information:

**DRAFT BUDGET – FY 2019-2020**

May 29, 2019

Mr. Douglas A, Jackson, Mayor  
Mr. Mark Smith, Mayor Pro-Tem  
Mr. Ricky Hines, Councilman  
Mr. Tony Moore, Councilman  
Mr. Johnny Moye, Councilman  
Ms. Veronica Roberson, Councilwoman

**RE: Draft Annual Budget for the 2019-2020 Fiscal Year**

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the updated Draft Budget for Fiscal Year 2019-2020, beginning July 1, 2019 and ending June 30, 2020. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

As agreed to in the Council Vision Setting Meeting in January 28, 2019, this Budget has been drafted in mind with Council's direction to ***"Stay the Course."*** This version of the DRAFT Budget is **balanced**.

The Draft Budget:

- *includes no tax adjustments;*
- *includes no rate adjustments;*
- *includes no new positions;*
- *includes a few capital outlay requests;*
- *includes Council approved funding for Non-Town Agencies;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 1.5% Market Adjustment (COLA for all employees beginning July 1, 2019;*
- *includes a "pot" of merit money equivalent to 1.5%;*
- *Health Insurance costs increased 5% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums did not increase;*
- *\$300,000 in debt proceeds are included in Finance for Phase 1 for the new ERP software;*
- *\$25,000 is included to begin to build an OPEB (Other Post-Employment Benefits) reserve;*
- *Moneys for increased security in the IT budget is included as well as upgrades to various equipment; and*
- *A \$236,600 transfer to the Fire Grant Fund is included to cover the Town's portion of costs of new personnel and benefits.*

Below is a brief budgetary summary of point of interests:

**General Fund:**

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option sales tax.

This fund is **balanced (\$10,533,610)**. There is a \$399,003 General Fund balance appropriation included and a transfer from the Electric Fund to the General Fund in an amount of \$500,000.

General Fund departments include the Town Council, Administration, Human Resources, Inspections/GIS, Finance, Information Technology, Planning, Non-Departmental, Public Buildings, Ground and Lawn Maintenance, Police, Fire, EMS, Animal Control, Mosquito Control, Public Works, and Sanitation budgets. Expenses have again been forecasted in a conservative manner, but approached in such a way that service to the citizens remains constant.

Some highlights (In addition to departmental requests) in the General Fund Departmental budgets include:

- Continued funding for the Summer Worker Program.
- Non-Town agency allocations requests for FY 2019-2020 total - \$126,180. The cash allocation **approved** for Non-Town Agency funding are as follows:
  - *Winterville Watermelon Festival - \$50,000;*
  - *Boys and Girls Club - \$5,000;*
  - *Winterville Chamber of Commerce - \$20,000;*
  - *Pitt County Council on Aging (Meals on Wheels) - \$4,680;*
  - *Rebuilding Together, Pitt County, NC - \$10,000;*
  - *Winterville Senior Citizens Club - \$3,500;*
  - *Senior Adult Fellowship - \$3,500 and;*
  - *Pitt County Girls Softball - \$5,000.*

**TOTAL - \$101,680**

- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$11,750.
- The in-kind amount for the Winterville Chamber - \$1,000.
- Sheppard Memorial Library has requested a total of \$165,300 (*no change in funding request for FY 2019-2020*).

**Recreation Fund:**

Recreation revenues and expenditures have been estimated in a manner similar to the General Fund budget. This fund is **balanced (\$1,033,294)**.

A transfer from General Fund to Recreation in the amount of \$848,414 has been included for budgetary purposes.

**Enterprise Funds Summary:**

**Electric Fund** - There is a transfer from Electric Fund to General Fund in the amount of \$500,000 as is done annually to assist in covering the costs of operations.

The Electric Fund does not include any request for new positions however, due to the rapid expansion of our Town, there is a substantial amount of capital needs requested in order to address territorial areas recently approved in agreements with Greenville Utilities Commission (GUC). In order to cover the associated costs, **\$2,203,503 from Electric Fund Balance** has been appropriated.

**Water Fund** – no requests for additional personnel have been made in this Fund, however there are capital requests.

\$442,000 is included for water purchases for resale (which is the same as FY 2018-2019). This amount covers the water currently purchased from Greenville Utilities. As you may recall, the Town is subject to the Capacity Use rules, which require cities and towns in the Capacity Use area to reduce their reliance on ground water and find other means of water supply. For Winterville, that has entailed purchasing water from Greenville Utilities. The Town is required to reduce their reliance on ground water by 75%. The initial 25% reduction has taken place, the second reduction took place in August 2013, and the last 25% reduction took place in August 2018.

**Sewer Fund** – No requests for additional personnel have been made in this Fund, however there are capital requests.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town's appropriation to CMSD decreased to **\$914,325** that reflects the system for charging member entities based entirely on flow.

**Storm Water Fund** – No requests for additional personnel have been made in this Fund, however, \$127,722 in capital outlay requests have been included in order to continue the Town's Stormwater program.

**Conclusion:**

It is with pleasure that Staff presents **FY 2019-2020 Draft Budget**. Staff is pleased with the Town's progress economically and we hope and plan for that to continue. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while planning.

Staff looks forward to answering any questions you may have.

Thank you.

Terri L. Parker  
Town Manager

Anthony Bowers  
Finance Director

NON-TOWN AGENCY FUNDING REQUESTS: Table with approvals from the previous night.

# 2019-2020 NON-TOWN AGENCY FUNDING REQUESTS



Amy Barrow

There were (10) Non-Town Agency Applications and (1) other application submitted for Fiscal Year 2019-2020. The non-town agency requests approved by Council totaled at \$101,680 and the Sheppard Memorial Library Request totaled at \$165,300. Attached is a summary of the funds approved, applications, and comprehensive reports.

TOWN OF WINTERVILLE  
2571 RAILROAD STREET  
5/29/2019

## FY 2019-2020 NON-TOWN AGENCY FUNDING REQUESTS

Agency	Amount Approved	Other Amt.	Status
Boys & Girls Club	\$5,000.00		APPROVED
Pitt County Council on Aging	\$4,680.00		APPROVED
Senior Adult Fellowship	\$3,500.00		APPROVED
Winterville Chamber of Commerce	\$20,000.00 \$1,000+**	<i>In-Kind</i>	APPROVED
Winterville Historical & Arts Society: DEPOT	\$6500.00**	<i>In-Kind</i>	APPROVED
Winterville Historical & Arts Society: MUSEUM	\$5250.00**	<i>In-Kind</i>	APPROVED
Winterville Senior Citizens Club	\$3,500.00		APPROVED
Winterville Watermelon Festival	\$50,000.00		APPROVED
Rebuilding Together Pitt County, NC	\$10,000.00		APPROVED
Pitt County Girls Softball	\$5,000.00		APPROVED
<b>TOTAL</b>	<b>\$101,680.00</b>		
Sheppard Memorial Library Request	\$165,300		APPROVED
**not cash request/services only			

### NOTES

1. At the May 28, 2019 Budget Workshop, Town Council voted to approve the Non-Town Agency Funding amounts listed.

Councilman Moye asked for an increase from \$500-\$750 for Council members and from \$750-\$1,000 for the Mayor.

**Motion made by Councilman Moye and seconded by Councilwoman Roberson to increase pay from \$500-\$750 per month for Council Members and from \$750-\$1,000 per month for the Mayor, effective July 1, 2019. Motion carried 4-1, Councilman Moore opposed.**

### ADJOURN:

**Motion made by Councilman Hines and seconded by Mayor Pro Tem Smith to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:04 pm.**

Adopted this the 19<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk





**Winterville Town Council  
May 29, 2019 – 7:00 PM  
Budget Public Hearing Minutes**

The Winterville Town Council met for a Budget Public Hearing on the above date at 7:00 PM in the Winterville Town Hall Assembly Room with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor  
Mark Smith, Mayor Pro-Tem (absent)  
Ricky Hines, Councilman  
Tony Moore, Councilman  
Johnny Moye, Councilman  
Veronica Roberson Councilwoman  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Ryan Willhite, Police Chief  
David Moore, Fire Chief  
Robert Sutton, Electric Director  
Anthony Bowers, Finance Director  
Evan Johnston, Parks and Recreation Director  
Bryan Jones, Planning Director  
Donald Harvey, Town Clerk

**CALL TO ORDER:** Mayor Jackson called the meeting to order.

**INVOCATION:** Councilwoman Roberson gave the Invocation.

**WELCOME:** Mayor Jackson welcomed everyone.

**APPROVAL OF AGENDA:**

**Motion made by Councilman Hines and seconded by Councilwoman Roberson to approve the agenda. The motion carried unanimously, 4-0.**

**PUBLIC HEARING:** Fiscal Year 2019-2020 Recommended Budget.

Mayor Jackson declared the public hearing open. Mayor Jackson asked if anyone would like to speak in favor of the Fiscal Year 2019-2020 Recommended Budget. No one spoke.

Mayor Jackson asked if anyone would like to speak in opposition of the Fiscal Year 2019-2020 Recommended Budget. No one spoke.

Mayor Jackson declared the public hearing closed.

The budget is scheduled for adoption at the Monday, June 10, 2019 Regular Meeting of the Town Council at 7:00 pm in the Winterville Town Hall Assembly Room.

**ADJOURN:**

**Motion made by Councilman Moore and seconded by Councilman Hines to adjourn the meeting. Motion carried unanimously, 4-0. Meeting adjourned at 7:04 pm.**

Adopted this the 19<sup>th</sup> day of August, 2019.

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Douglas A. Jackson, Mayor

ATTEST:

---

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL  
JUNE 10, 2019 - 7:00 PM  
REGULAR MEETING MINUTES**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor  
Mark Smith, Mayor Pro-Tem  
Ricky Hines, Councilman  
Tony Moore, Councilman  
Johnny Moye, Councilman  
Veronica Roberson Councilwoman  
Keen Lassiter, Town Attorney  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Ryan Willhite, Police Chief  
David Moore, Fire Chief  
Travis Welborn, Public Works Director  
Robert Sutton, Electric Director  
Evan Johnston, Parks and Recreation Director  
Bryan Jones, Planning Director  
Josh Walston, Intern  
Donald Harvey, Town Clerk

**CALL TO ORDER:** Mayor Jackson called the meeting to order.

**INVOCATION:** Councilman Moye gave the Invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Jackson led everyone in the Pledge of Allegiance.

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

**APPROVAL OF AGENDA:**

Manager Parker noted updated items at their desk.

**Motion made by Councilman Hines and seconded by Councilwoman Roberson to approve the agenda including updated items at their desk. The motion carried unanimously, 5-0.**

**PRESENTATIONS:**

1. Public Protection Classification Rating Presentation, Fire Chief Moore. Fire Chief Moore gave the following presentation:



ISO-3

# PUBLIC PROTECTION CLASSIFICATION

TOWN OF WINTERVILLE,  
FIRE-RESCUE-EMS.

DAVID MOORE MS, EFO

ISO-3

# PUBLIC PROTECTION CLASSIFICATION

TOWN OF WINTERVILLE,  
FIRE-RESCUE-EMS.



## Historical Context

### Public Protection Classification

- Commonly referred to as ISO rating.
- Indicates a fire department's ability to combat the fire problem.
- Effects are realized by residential and non-residential properties.
- Applies to properties with a fire flow of 3,500 gpm or less.

Previously inspected in 1985 & 2006

- Historically, the inspections yielded ratings of 6 & 6/9s
- Current inspection conducted January 22, 2019
- Notification received April 26, 2019
- Effective date of August 1, 2019

WFREMS

ISO-3

3

## Public Protection Classification

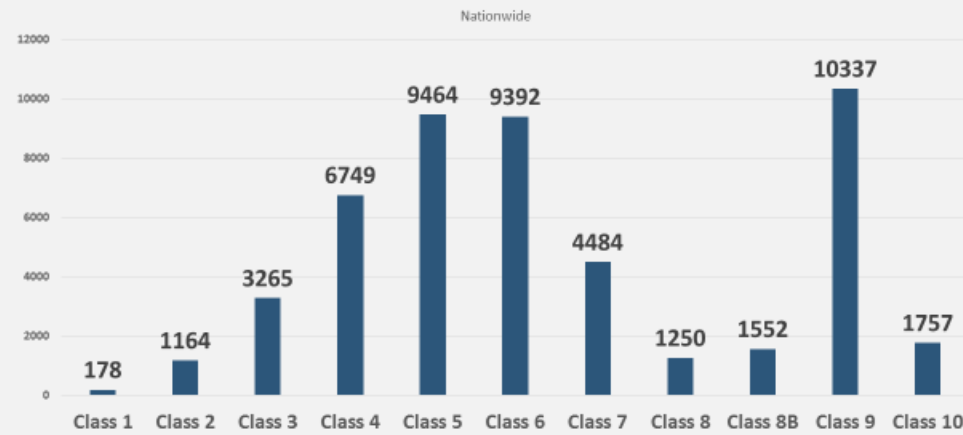
- NC OSFM collects and evaluates information from communities.
- Based upon information collected, NC OSFM assigns the PPC of 1-10.
- 1 is exemplary, 10 is a failure to meet minimum standards.

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

WFREMS

ISO-3

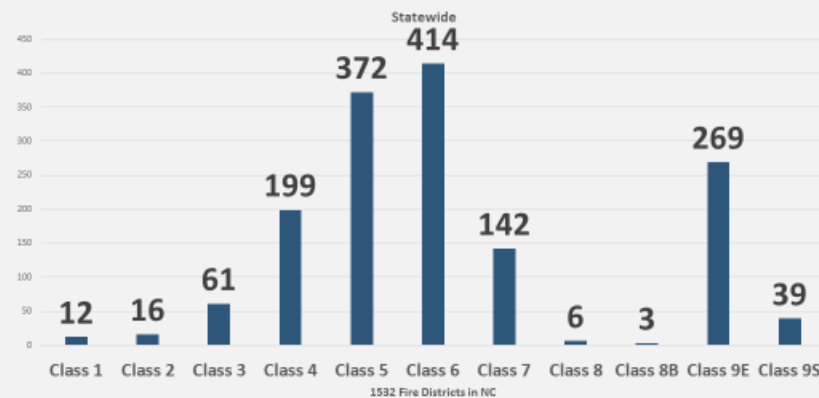
## Nationwide Distribution by PPC Grade



WFREMS

ISO-3

## North Carolina Fire District Distribution by PPC Grade



WFREMS

ISO-3

## Classifications Types

- "3" - applies to properties within 5 road miles and within 1,000 feet of a hydrant.
- 9 "S" - applies to properties within 5 road miles of a station but more than 1,000 feet of a hydrant.
- 9 "E" - properties are between 5-6 road miles from a station.
- Class 10 - properties are beyond a 5-6 road miles from a station (Unprotected).

WFRIMS

ISO-3 7

## Components of Public Protection Classification



### Needed Fire Flows

-which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.



### Emergency Communications

-including emergency reporting, Tele communicators, and dispatching systems..



### Fire Department

-including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction..



### Water Supply

-including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.



### Community Risk Reduction

-community efforts to reduce the risk of fire, including fire prevention codes and enforcement, public fire safety education, and fire investigation programs.

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ISO-3 8



## Benefits of the Public Protection Classification

- Demonstrates an increased level of fire protection
- Higher ratings can also significantly lower insurance premiums for homeowners and businesses in the fire district.

ISO-3 9



**Emergency Communications**  
7.99/10.00

	Available Credit	Earned Credit
<b>Credit for Reporting</b>	<b>3.00</b>	<b>3.00</b>
<b>Credit for Tele Communicators</b>	<b>4.00</b>	<b>3.20</b>
<b>Credit for Dispatch Circuits</b>	<b>3.00</b>	<b>1.79</b>

WFREMS ISO-3 11

**Emergency Communications**  
7.99/10.00

10% of a Community's overall score is based on how well the communications center receives and dispatches fire alarms. OSFM's field representative evaluated:

- \* Communications facilities provided for the general public to report structure fires
- \* Enhanced 9-1-1 Telephone Service including wireless
- \* Computer-aided dispatch (CAD) facilities
- \* Alarm receipt and processing at the communication center
- \* Training and certification of Tele-communicators
- \* Facilities used to dispatch fire department companies to reported structure fires.

WFREMS ISO-3 12



## Fire Department

32.51/50.00

	Available Credit	Earned Credit
Engine Companies	6.00	6.00
Reserve Pumpers	0.50	0.00
Pump Capacity	3.00	3.00
Ladder Service	4.00	1.93
Reserve Ladder/Service Trucks	0.50	0.00
Deployment Analysis	10.00	6.13
Company Personnel	15.00	7.06
Training	9.00	6.39
Operational Considerations	2.00	2.00

WFREMS

ISO-3 14

## Fire Department

32.51/50

50% of a community's overall score is based upon the fire department's structure fire suppression system. OSFM's field representative evaluated:

- \* Engine and ladder/service vehicles including reserve apparatus
- \* Equipment carried
- \* Response to reported structure fires
- \* Deployment analysis of companies
  - a) **1 engine companies** to provide fire suppression services to areas to meet NFPA1720 criteria or w/in 1 ½ miles
  - b) **3 engine companies** to support a Basic Fire Flow of 3500gpm.
  - c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.
- \* Available and/or responding firefighters
- \* Training

WFREMS

ISO-3 15



## Training

6.39/9.0

	Available Credit	Earned Credit
Facilities and Use	35	21.35
Company Training	25	16.94
Classes for Officers	12	7.17
New Driver Training	5.0	5.0
Existing Driver Training	5.0	5.0
Hazmat Training	1	.51
Recruit Training	5	3.67
Pre-Fire Planning Inspections	12	11.40
<b>Total</b>	<b>9.0</b>	<b>6.39</b>

WFREMS

ISO-3 16

## Operational Considerations

2.0/2.0

	Available Credit	Earned Credit
Standard Operating Procedures	50	50
Incident Management Systems	50	50
<b>Total</b>	<b>100</b>	<b>100</b>

WFREMS

ISO-3 17

## WATER SUPPLY

40% OF OVERALL RATING

WFREMS

ISO-3 18

## Water Supply

26.98/40

	Available Credit	Earned Credit
Supply System	30.00	17.72
Hydrants	3.00	2.26
Hydrant Inspection and Flow Testing	7.00	7.00

WFRMS

ISO-3 19

### Credit For Supply System

17.72/30.00

- Rate of flow for two-hours (2,500 gpm or less) or three-hours (2,500 gpm+) at each needed fire flow test location.
- Each system that serves the jurisdiction is evaluated
- Hydrant distribution

WFRMS

ISO-3 20

### Credit for Hydrants

2.26/3.0

This item reviews the number of fire hydrants of each type compared to the total number of hydrants.

WFRMS

ISO-3 21

## Fire Hydrant Inspection and Testing

7.0/7.0

	Available Credit	Earned Credit
Testing	4	4
Inspection	3	3
Hydrant Inspection and Flow Testing	7.00	7.00

WFREMS

ISO-3 22

## Water Supply

26.98/40

40% of a community's overall score is based on the adequacy of the water supply system. OSFM's field representative evaluated:

- \* The capability of the water distribution system to meet the needed Fire Flows at selected locations up to 3500 gpm.
  - For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire flows of 2500 gpm or less should be available for 2 hours; and needed Fire Flows of 3000 and 3500 gpm should be obtainable for 3 hours. **We received 17.72 points out of an available 30 for this criteria.**
- \* Size, type and installation of fire hydrants
  - The Town of Winterville has a total of 458 hydrants in our graded area. This item reviews the number of fire hydrants of each type compared with the total number of hydrants. For this criteria **we received a 2.26 out of 3.**
- \* Inspection and flow testing of fire hydrants
  - This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*. **We received full credit for this criteria. Inspections= 4pts and Fire Flow Testing= 3pts for a max of 7/7.**

WFREMS

ISO-3 23

## COMMUNITY RISK REDUCTION

5.5% OF EXTRA CREDIT



WFREMS

24

## Community Risk Reduction

4.39/5.5

	Available Credit	Earned Credit
<b>Divergence</b>	--	-0.49
<b>Community Risk Reduction</b>	<b>5.50</b>	<b>4.39</b>

WFRIMS

ISO-3 25

## Community Risk Reduction

4.39/5.5

The Community Risk Reduction overall score is based on:

\* Fire Prevention Code Adoption and Enforcement (1.55/2.2 Available Points)

- Evaluation of fire prevention code regulations in effect.
- Evaluation of staffing for fire prevention activities.
- Evaluation of the certification and training of the fire prevention code enforcement personnel.

- Evaluation of fire prevention programs

\* Public Fire Safety Education (1.87/2.2 Available Points)

- Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.
- Evaluation of programs for public fire safety education

\* Fire Investigation Programs (.97/1.1 Available Points)

- Evaluation of organization and staffing for fire investigations.
- Evaluation of fire investigator certification and training.
- Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.

WFRIMS

ISO-3 26

## Credit for Fire Prevention Code Adoption and Enforcement

1.55/2.2

	Available Credit	Earned Credit
<b>Fire prevention codes in effect</b>	<b>10</b>	<b>10</b>
<b>Fire prevention staffing</b>	<b>8</b>	<b>0</b>
<b>Fire prevention certification and training</b>	<b>6</b>	<b>3.75</b>
<b>Fire prevention programs</b>	<b>16</b>	<b>14.40</b>
<b>Total</b>	<b>40</b>	<b>28.15</b>

WFRIMS

ISO-3 27

## Credit for Public Fire Safety Education

1.87/2.2

	Available Credit	Earned Credit
<b>Public fire safety educators qualifications and training</b>	<b>10</b>	<b>5</b>
<b>Public fire safety education programs</b>	<b>30</b>	<b>29.0</b>
<b>Total</b>	<b>40</b>	<b>34.00</b>

WFRMS

ISO-3 28

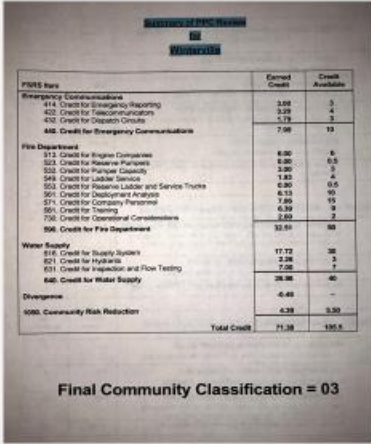
## Credit for Fire Prevention Code Adoption and Enforcement

.97/1.1


	Available Credit	Earned Credit
<b>Fire investigation organization and staffing</b>	<b>8</b>	<b>8</b>
<b>Fire investigator certification and training</b>	<b>6</b>	<b>3.60</b>
<b>Use of NFIRS</b>	<b>6</b>	<b>6</b>
<b>Total</b>	<b>20</b>	<b>17.60</b>

WFRMS

ISO-3 29



**Final Community Classification = 03**

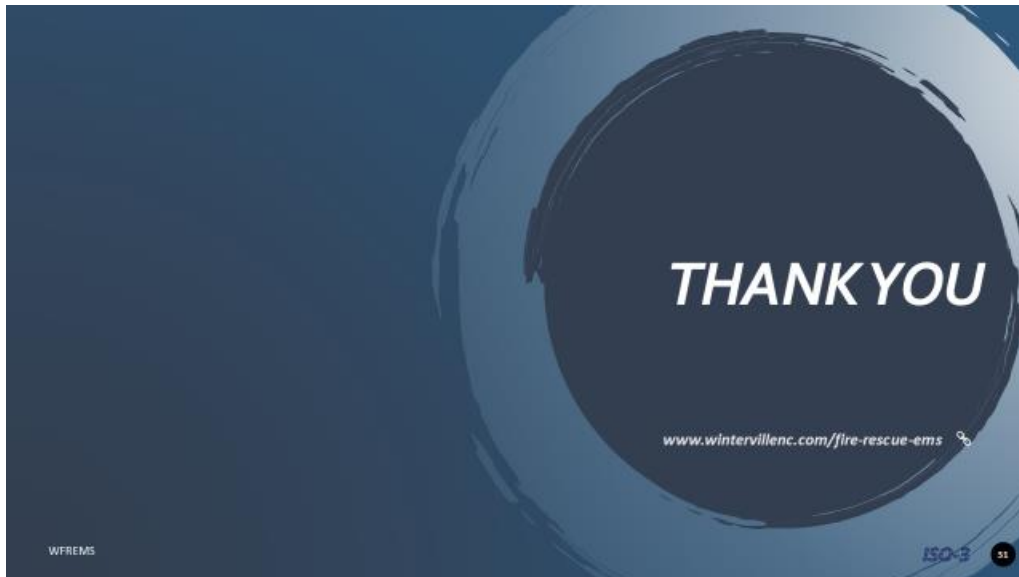


# Summary

# ISO-3

WFRMS

ISO-3 30



Town Manager Parker noted how proud the Town is of everyone for this effort, fire and other departments involved. Council expressed their thanks also.

**PUBLIC COMMENT:** Mayor Jackson read the Public Comment Policy. The following spoke:

1. Patricia Roseman – Market on the Square.
2. Calvin Henderson – Concerns of the Community.
3. Ted Karr – Electric Utility issues.
4. Ivan Harris – Information pertaining to noise ordinance and Moose Lodge.

**CONSENT AGENDA:** Items included in the Consent Agenda:

1. Approval of the following sets of Council Meeting Minutes:
  - April 29, 2019 Special Called / Budget Progress Update Meeting; and
  - May 13, 2019 Regular Council Meeting.
2. Holly Grove, Section 1 – Annexation.
3. Final Budget Amendment 2018-2019-06
4. Closeout Capital Project Funds.
  - Worthington Road Interconnect Project.
  - Elevated Water Tank Rehabilitation Project.
  - Church Street Pump Station Rehabilitation and Flood Mitigation Project.

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the consent agenda. The motion carried unanimously, 5-0.**

**OLD BUSINESS:**

1. Parking Ordinance: 19-O-061. Town Clerk Harvey and Public Works Director Welborn gave a brief description of the following ordinance:

ORDINANCE NO. 19-O-061

ORDINANCE AMENDING CHAPTER 75 OF THE CODE OF ORDINANCES  
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title VII Chapter 75 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 75: PARKING SCHEDULES.**

**SCHEDULE II: HANDICAPPED PARKING.**

Parking on the following streets is strictly limited to disabled persons to whom special registration plates, or a municipal vehicle device or decal have been issued, and to qualified operators acting under their express direction while present:

<i>Street</i>	<i>Side</i>	<i>Location</i>	<i>Ord. or Res. No.</i>	<i>Date Passed</i>
Railroad Street	West	Two spaces between Depot Street and Main Street, directly in front of 2582 Railroad Street per installed signage.	19-O-061	6-10-2019
Railroad Street	East	One space directly in front of the Police Department per installed sign.	19-O-061	6-10-2019

(1992 Code, Chapter 75, Sch. II) Penalty, see § 72.99.

**SCHEDULE III: SHORT-TERM PARKING.**

Parking on the following streets is limited to 5 minutes.

<i>Street</i>	<i>Side</i>	<i>Location</i>	<i>Ord. or Res. No.</i>	<i>Date Passed</i>
Railroad Street	West	Two spaces in front of 2592 Railroad Street per installed signage.	19-O-061	6-10-2019

(1992 Code, Chapter 75, Sch. III) Penalty, see § 72.99.

This Ordinance shall be effective upon adoption.

Adopted this the 10<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the Parking Ordinance: 19-O-061. The motion carried unanimously, 5-0.**

2. Noise Ordinance: 19-O-062. Chief Willhite gave a description of the following ordinance:

**ORDINANCE NO. 19-O-062**

**ORDINANCE AMENDING CHAPTER 96 OF THE CODE OF ORDINANCES  
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title IX Chapter 96 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 96: NOISE**

- 96.01 PURPOSE**
- 96.02 UNLAWFUL NOISES IN GENERAL**
- 96.03 MOTOR VEHICLE NOISE**
- 96.04 EXCEPTIONS**
- 96.05 DETERMINATIONS**
- 96.06 PERMITS**
- 96.07 ENFORCEMENT AND PENALTIES**
- 96.08 APPEALS PROCEDURE**
- 96.09 EFFECTIVE DATE**

**§ 96.01 PURPOSE**

The Town of Winterville recognizes that excessive and unnecessary noise endangers the physical and emotional health and welfare of the people, interferes with legitimate business and recreational activity, depresses property values, offends the senses, creates public nuisances, and in other respects reduces the quality of life.

**§ 96.02 UNLAWFUL NOISE IN GENERAL**

***Loud and disturbing.*** It shall be unlawful for any person, firm or corporation to create or assist in creating any unreasonably ***LOUD AND DISTURBING NOISE***, which term shall mean any sound which, because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the town. The term ***LOUD AND DISTURBING NOISE*** shall be limited to loud and disturbing noise heard upon the public streets, in any public park, in any school or public building or upon the grounds thereof while in use, in any church or hospital or upon the grounds thereof while in use, upon any parking lot open to members of the public as invitees or licensees, or in any occupied residential unit which is not the source of the noise or upon the grounds thereof.

(A) The playing by any person, firm, or corporation, use, operate, or permit to be played, used or operated any television, radio, audio system in a motor vehicle, record, tape or compact disc player, drum, musical instrument, loudspeaker, communication system, amplification system, or any other sound production or reproduction system or device in such a manner that it is plainly audible (i) across property boundaries or inside the confines of the dwelling unit, house or apartment of another person, between the hours of 11:00 pm and 8:00 am, or (ii) at a distance of one hundred (100) feet or more in any direction from the device.

For purposes of this section, "plainly audible" means any sound that can be detected by a person using his or her unaided hearing faculties. Specific words or phrases need not be discernible. **The detection of bass reverberations is sufficient to constitute a plainly audible sound.**

(B) The keeping of any animal or bird which makes frequent or long continued sounds, that a reasonably prudent person would recognize as likely to unreasonably disturb persons in the vicinity;



(C) The use of any automobile, motorcycle or vehicle so out of repair, so loaded, or in the manner as to create unreasonably loud, disturbing sounds;

(D) The operating of any garage or service station in any residential area so as to cause unreasonably loud, disturbing sounds to be emitted between the hours of 9:00 pm and 7:00 am on any day;

(E) The creation of unreasonably loud, disturbing noise adjacent to any school, educational facility, church or court during normal operating hours, or within 150 feet of any hospital, which a reasonably prudent person would recognize as likely to unreasonably interfere with the working of the institutions, provided conspicuous signs are displayed indicating that the area is a school, educational facility, church, court or hospital area;

(F) The erection (including excavation), demolition, alteration or repair of any building in a residential or business district is strictly prohibited on Sunday, except in the case of urgent necessity in the interest of public safety, and then only with a permit given by an appropriate town official, which permit may be renewed for a period of three days or less while the emergency exists;

(G) The use of any loud, boisterous or raucous language or shouting that a reasonably prudent person would recognize as likely to unreasonably disturb persons in the vicinity;

(H) The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching apparently out of control, or if in motion only as a danger signal; the creation by means of any such signal device of any unreasonably loud or harsh sound; and the sounding of the device for an unreasonable period of time that a reasonably prudent person would recognize as likely to unreasonably disturb persons in the vicinity.

#### **§ 96.03 MOTOR VEHICLE NOISE**

It shall be unlawful for any person to drive, operate, move, or permit to be driven, operated, or moved, a motor vehicle or combination of vehicles at any time in such a manner that the sound level of the vehicle, or amplified sound from the vehicle, exceeds the levels set forth in this chapter.

It shall be unlawful to play any radio, tape player, compact disc player or other sound making device or instrument from within the motor vehicle so that the sound is plainly audible 50 feet away from the vehicle.

**Mufflers.** It shall be unlawful for any person to operate or cause the operation of a motor vehicle unless the exhaust system is free from defects, which affect sound reduction.

- No person shall remove or render inoperative, or cause to be removed or rendered inoperative, other than for purposes of maintenance, repair or replacement, any muffler or sound dissipative device on a motor vehicle.
- It shall be unlawful for any person to modify the exhaust system of a motor vehicle by the installation of a muffler cut-out or bypass, and no person shall operate a motor vehicle which has been so modified.

#### **§ 96.04 EXCEPTIONS**

The following are exempt from the provisions of set forth in this chapter.

- (1) Activities permitted by law for which a specific license or permit has been granted by the city, state or federal government; including, but not limited to, noise generated by and

necessary for the conduct of public festivals, parades, special events, and celebrations of recognized federal, state and local holidays;

- (2) Sound emanating from scheduled outdoor athletic events;
- (3) Any bell or chime from any building clock, school, or church;
- (4) Any siren, whistle, or bell lawfully used by emergency vehicles or any other alarm systems used in an emergency situation, provided that burglar alarms not terminating within 30 minutes after the responsible person has been notified shall be unlawful;
- (5) Noise created as a result of or relating to an emergency;
- (6) Warning devices required by OSHA or any local, county, state, or federal safety regulations;
- (7) Noise created by any aircraft flight operations which are specifically preempted by the Federal Aviation Administration;
- (8) Noise resulting from the provision of sanitation services;
- (9) The erection (including excavation), demolition, alteration, or repair of any building in a residential or business district Monday through Saturday;
- (10) All noises coming from motor vehicles properly equipped with the manufacturer's standard mufflers and noise reducing equipment;
- (11) Noise from lawful fireworks and noise-makers on holidays;
- (12) Lawn mowers and agricultural equipment used between the daylight hours of 7:00 am and 8:00 pm when operated with all the manufacturer's standard mufflers and noise-reducing equipment in use and operating properly;
- (13) Sound amplification equipment used in conjunction with a telecommunications system on business properties to notify employees of that business of incoming phone calls, providing that this system be used only between the hours of 7:00 am and 8:00 pm and that any speakers attached to the system be oriented toward the interior of the property;
- (14) Sound emanating from regularly scheduled, outdoor athletic events held by the recreation department;
- (15) Any other noise resulting from activities of a temporary duration permitted by law and for which a license or permit has been granted by the town in accordance with this chapter;
- (16) Warning devices used by trains traveling through the town for safety precautions;
- (17) Noises resulting from the provision of government services;
- (18) Construction operations from 7:00 am to 9:00 pm on weekdays and 8:00 am to 9:00 pm on weekends for which building permits have been issued or construction operations not requiring permits; providing all equipment is operated in accord with the manufacturer's specifications and with all standard equipment manufacturer's mufflers and noise-reducing equipment in use and in proper operating condition; and Construction operations from 7:00 am until 9:00 pm on weekdays, 8:00 am until 9:00 pm 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 with all standard equipment manufacturer's mufflers and noise-reducing equipment in use and in proper operating condition;
- (19) Construction operations from 7:00 am until 9:00 pm on weekdays, 8:00 am until 9:00 pm 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 with all standard equipment manufacturer's mufflers and noise-reducing equipment in use and in proper operating condition;
- (20) Emergency work made necessary to restore property to a safe condition; emergency work required to protect persons or property from danger or potential danger; or work by private or public utilities when restoring utility service;
- (21) Any street construction activity performed by, or on behalf of, a government agency on streets, provided that all equipment is operated in accordance with the manufacturer's specifications and is equipped with all legally required noise-reducing devices in proper operating condition. Blasting and pile driving on street projects are exempted under this exception only to the extent that they are carried on between the hours of 7:00 am and 9:00 pm, Monday through Saturday;

- (22) Unamplified and amplified sound at festivals, street fairs, or events conducted, sponsored or sanctioned by the Town of Winterville;
- (23) Unamplified and amplified sound at community concerts, movies or other activities conducted, sponsored or sanctioned by the Town of Winterville; and
- (24) Practice sessions or performances by marching bands.

**§ 96.05 DETERMINATIONS**

- In determining whether a noise is unreasonably loud, disturbing and unnecessary, the following factors incident to such noise are to be considered.
- The time of day.
- The proximity to residential structures, whether the noise is recurrent, intermittent or constant.
- The volume and intensity.
- Whether the noise has been enhanced in volume or range by any type of electronic or mechanical means.
- The character and zoning of the area.
- Whether the noise is related to the normal operation of a business or other labor activity.
- Whether the noise is subject to being controlled without unreasonable effort or expense to the creator thereof.

**§ 96.06 PERMITS**

- Who may apply? A person or group of persons may produce or cause to be produced sound in excess of the limits set in 96.02 only if a "permit to exceed" has been obtained. With a permit granted pursuant to this section, a person or group may exceed the maximum sound levels as long as the hours and scope of the permit are followed, and the noise is not un-reasonable shall as set out in § 96.03.
- Application for permit. Any person or group of persons desiring an "outdoor amplified sound permit" or a "permit to exceed" shall apply as provided in this section, and shall provide all information required. All applications for a "permit to exceed" shall be submitted to the chief of police or his designee at least seventy-two (72) hours prior to the scheduled event; failure to comply with this requirement shall be grounds for denying the permit.
- Action by chief of police. The chief of police or designee shall act upon all requests for permits. In considering and acting on all requests for permits pursuant to this chapter, the chief of police or designee shall consider, but shall not be limited to, the following in issuing or denying such permit: The timeliness of the application; the nature of the requested activity; previous experience with the applicant; the time of the event; other activities in the vicinity of the location proposed; the frequency of the application; the cultural or social benefits of the proposed activity; the effect of the activity on any residential area of the city and, previous violations, if any, of the applicant. In assessing "other activities in the vicinity" and the frequency of applications in the vicinity, the chief of police or designee shall not issue more than two (2) permits per month within a one thousand-foot radius of each other, or issue permits for events on consecutive weekends (Friday and Saturday) within a one-thousand-foot radius of each other. In considering or acting upon a request for a "permit to exceed" requested by a group, the chief of police or designee shall limit permits granted at any specific location to no more than four (4) "permits to exceed" per year.
- Fee for permit. Every application for a permit or permits shall require a \$20.00 administrative fee. The permit shall not be unreasonably withheld and may contain appropriate conditions, including maximum decibel levels, designed to minimize the disruptive impact. Permits for the activities significantly for religious or political purposes shall be granted, subject only to reasonable time, place and manner restrictions. Permits issued under this section may specify that the permission granted will continue for a stated

period or until revoked after actual notice. Persons shall not be held in violation of this chapter when acting in conformity with permit conditions, but any permit may be revoked if it is determined that the authorized activity has exceeded the scope of the permit or resulted in generation of unreasonably loud, disturbing sound levels.

- In the event an application is denied, a permit is approved with conditions unacceptable to the applicant, or a permit is revoked, the applicant or permit holder shall be entitled to a prompt, informal hearing with the Town Manager or his or her designee, upon submission of a written request. Any person aggrieved by a matter regulated by this ordinance may submit to the governing body written comments, including requests for appropriate relief.
- That no permitted event may last more than four (4) hours in duration.
- That no event may extend beyond 11:00 pm.

#### **§ 96.07 ENFORCEMENT AND PENALTIES**

Where there is a violation of any provision of this chapter, the town, at its discretion, may take one or more of the following enforcement actions.

(A) A police officer may issue a citation subjecting the violator to a \$50 civil penalty, which may provide for a \$15 delinquency charge if the penalty is not paid within 20 days of issuance, and which penalty and delinquency charge may be recovered by the town in a civil action. Further, each day's continuing violation shall be a separate and distinct offense.

(B) A misdemeanor warrant may be issued in accordance with G.S. § 160A-175 either immediately or upon the issuance of a citation and the violator's failure to pay the civil penalty.

(C) A civil action seeking a penalty of \$100 per day of violation plus injunctive relief and order of abatement may be directed toward any person creating or allowing the creation of any unlawful noise, including the owner or person otherwise having legal or actual control of the premises from which it emanates.

(1992 Code, § 96.05) (Ord. 01-O-22, passed 10-8-2001)

#### **§ 96.08 APPEALS PROCEDURE**

An appeal from the issuance of a citation pursuant to §96.99 (A) may be taken by a person aggrieved thereby. The appeal must be taken within ten days from the date of issuance of the citation on the party in interest. An aggrieved party must give notice of appeal by mailing or hand-delivering a written statement to the Town Manager which states some grounds for appeal. Upon receipt of the notice of appeal, the Town Manager shall fix a reasonable time for the hearing of the appeal, shall give due notice to all parties in interest, and shall render a decision within a reasonable time. Any party may appear in person or by agent or attorney and present evidence. The Town Manager may reverse, affirm, or modify the issuance of the citation. The Town Manager will render a written decision within five days of the hearing, and the written decision will be promptly served on the aggrieved party by mailing or hand-delivery of same. All decisions of the Town Manager are final. Any decision of the Town Manager may be appealed to the appropriate court of general jurisdiction after all appeals have been taken pursuant to this section within 15 days of the service of the decision of the Town Manager on the aggrieved party.

#### **§ 96.09 EFFECTIVE DATE**

This chapter is effective upon adoption.

Adopted this the 10<sup>th</sup> day of June, 2019.

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Douglas A. Jackson, Mayor

ATTEST:

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Donald Harvey, Town Clerk

**Motion made by Mayor Pro Tem Smith and seconded by Councilman Moore to approve Noise Ordinance: 19-O-062. The motion carried unanimously, 5-0.**

**NEW BUSINESS:**

1. 2019-2020 Fiscal Year Budget Ordinance. Town Manager Parker explained and presented the following:

**TOWN OF WINTERVILLE  
BUDGET ORDINANCE  
FISCAL YEAR 2019-2020**

**BE IT ORDAINED** by the Governing Board of the Town of Winterville, North Carolina:

**SECTION 1:** It is estimated that the following revenues will be available in the **General Fund** for the Fiscal year beginning July 1, 2019 and ending June 30, 2020:

Ad Valorem Taxes	\$3,866,130
Other Taxes and Licenses	\$2,640,955
Permits and Fees	\$37,300
Sanitation Fees	\$545,268
Investment Income	\$131,017
Inspections	\$164,700
Miscellaneous Income	\$183,854
Inter-Fund Transfer Services	\$1,098,597
Electric Fund Contribution	\$500,000
EMS Contribution	\$122,850
Fund Balance Appropriation	\$418,406
Debt Proceeds	\$300,000
<b>Total</b>	<b>\$10,009,077</b>

**SECTION 2:** The following amounts are hereby **appropriated** in the **General Fund** for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Governing Board	\$105,823
Administration	\$628,448
Finance	1,057,685
Inspections	305,251
Human Resources	117,690
Information Technology	433,630
Planning Department	\$146,286
Public Buildings	\$646,304
Grounds and Maintenance	31,500
Police Department	\$2,173,267
Fire Department	\$1,025,020
EMS Department	\$120,911
Animal Control	\$13,100
Mosquito Control	\$8,600
Public Works	\$767,683
Sanitation	\$532,000
Non-Departmental	\$1,895,879
<b>Total</b>	<b>\$10,009,077</b>

**SECTION 3:** The following revenues will be available in the **Recreation Fund** for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Program Fees	\$132,880
Concession Income	\$52,000
General Fund Transfer	\$848,414
	<u>\$1,033,294</u>

**SECTION 4:** The following amount is hereby appropriated in the **Recreation Fund** for operation of the Winterville Recreation Programs during the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Recreation Department	\$1,033,294
	<u>\$1,033,294</u>

**SECTION 5:** It is estimated that the following revenues will be available in the **Powell Bill Fund** for the Fiscal year beginning July 1, 2019 and ending June 30, 2020:

Grant Funding	\$251,494
Interest Income	\$10,125
	<u>\$261,619</u>

**SECTION 6:** The following amount is hereby appropriated in the **Powell Bill Fund** for the operation of the Powell Bill Program for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Powell Bill	\$261,619
	<u>\$261,619</u>

**SECTION 7:** It is estimated that the following revenues will be available in the **Vehicle Replacement Fund** for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

General Fund Debt Service Contribution	\$28,348
	<u>\$28,348</u>

**SECTION 8:** The following amount is hereby appropriated in the **Vehicle Replacement Fund** for the debt service payment of vehicles during the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Debt Service Expense	\$27,900
Interest Expense	\$448
	<u>\$28,348</u>

**SECTION 9:** It is estimated that the following revenues will be available in the **Home Housing Program Fund** for the Fiscal year July 1, 2019 and ending June 30, 2020:

General Fund Contribution	\$20,000
	<u>\$20,000</u>

**SECTION 10:** The following amount is hereby appropriated in the Home Housing Program Fund for the operation of the Urgent Repair and Housing Program for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Contracted Services	\$20,000
	<u>\$20,000</u>

**SECTION 11:** It is estimated that the following revenues will be available in the Fire Grant Fund for the Fiscal year July 1, 2019 and ending June 30, 2020:

Grant Funding	\$770,069
Contracted Service	\$236,600
	<u>\$1,006,669</u>

**SECTION 12:** It is estimated that the following appropriations will be available in the Fire Grant Fund for the Fiscal year July 1, 2019 and ending June 30, 2020:

Fire Grand Fund	\$1,006,669
	<u>\$1,006,669</u>

**SECTION 13:** It is estimated that the following revenues will be available in the Electric Enterprise Fund for the Fiscal year July 1, 2019 and ending June 30, 2020:

Sales and Service	\$7,209,331
Retained Earnings	\$2,250,000
	<u>\$9,459,331</u>

**SECTION 14:** The following amount is hereby appropriated in the Electric Enterprise Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Electric Department	\$9,459,331
	<u>\$9,459,331</u>

**SECTION 15:** It is estimated that the following revenues will be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Sales and Service	\$1,505,072
	<u>\$1,505,072</u>

**SECTION 16:** The following amount is hereby appropriated in the Water Enterprise Fund for the operation of the water utility for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Water Department	\$1,505,072
	<u>\$1,505,072</u>

**SECTION 17:** It is estimated that the following revenues will be available in the Sewer Enterprise Fund for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Sales and Service	\$2,253,850
	<u>\$2,253,850</u>

**SECTION 18:** The following amount is hereby appropriated in the **Sewer Enterprise Fund** for the operation of the sewer utility for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Sewer Department	\$2,253,850
	<b>\$2,253,850</b>

**SECTION 19:** It is estimated that the following revenues will be available in the **Stormwater Fund** for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Sales and Service	\$499,116
	<b>\$499,116</b>

**SECTION 20:** The following amount is hereby appropriated in the **Stormwater Fund** for the operation of the Storm Water utility for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Storm Water Department	\$499,116
	<b>\$499,116</b>

**SECTION 21:** There is hereby levied a tax at the rate of forty-seven and one-half cents (\$.475) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2019 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$724,258,681 and an estimated rate of collection of 98% for real and personal property, 100% for vehicles.

**SECTION 22:** The Town Manager (Budget Officer) is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. May amend line item appropriations within any Fund as long as the total appropriation of that Fund is not changed. A record of any such amendments shall be maintained by the Finance Director for public inspection.
- b. May not transfer any amounts between funds, unless approved by the Governing Board through an amendment to the Budget Ordinance.

**SECTION 23:** The attached Fee and Utility Rate Schedules are hereby adopted for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

**SECTION 24:** The attached Pay and Classification Plan is hereby adopted for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

**SECTION 25:** The Vehicle Replacement Fund does not include a listing of vehicles scheduled to be purchased because purchases are being suspended for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.



**SECTION 26:** Copies of the Budget Ordinance shall be furnished to the Town Clerk to the Governing Board and to the Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 10th day of June 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk

**Motion made by Mayor Pro Tem Smith and seconded by Councilman Hines to approve the 2019-2020 Fiscal Year Budget Ordinance. The motion carried 4-1, Councilman Moore opposed**

2. 2020 Census: Resolution 19-R-061. Planning Director Jones discussed the following Resolution for consideration:

Resolution No. 19-R-064

**RESOLUTION**

**WINTERVILLE TOWN COUNCIL TO SUPPORT THE 2020 UNITED STATES DECENNIAL CENSUS**

**WHEREAS**, the Town of Winterville and its residents have a strong interest in historic preservation, including significant contributions to our local economy and our tax base; and

**WHEREAS**, Article I, Section 2 of the U.S. Constitution mandates a headcount every 10 years of all residents of the United States in the form of the decennial census; and

**WHEREAS**, the population totals derived from the decennial census are used to determine the number of seats allocated to each state in the U.S. House of Representatives as well as to determine other state and local legislative, school, and voting districts; and

**WHEREAS**, the data collected by the decennial census is used to determine a variety of community needs and the distribution of billions of dollars in federal funding annually; and

**WHEREAS**, all responses to the U.S. Census Bureau remain confidential and are protected under Title 13 of the U.S. Code; and

**WHEREAS**, the goal of the 2020 U.S. Decennial Census is to count everyone once, only once, and in the right place; and

**WHEREAS**, an accurate census count is vital to the well-being and success of our residents and community;

**BE IT FURTHER RESOLVED** by the Winterville Town Council will partner with the U.S. Census Bureau by establishing and supporting the Pitt County Complete Count Committee to utilize the knowledge, influence, and resources of trusted local voices in government, education, business, healthcare, community-based organizations, faith-based groups, the media, and others to implement a census awareness campaign designed to maximize participation in and responses to the 2020 United States Decennial Census.

Approved this the 10<sup>th</sup> day of June, 2019.

By: \_\_\_\_\_  
Douglas A. Jackson, Mayor

By: \_\_\_\_\_  
Donald Harvey, Town Clerk

SEAL

**Motion made by Councilman Hines and seconded by Councilwoman Roberson to approve 2020 Census: Resolution 19-R-061. The motion carried unanimously, 5-0.**

3. Board of Adjustment Member Reassignment. Planning Director Jones presented the following: The current Alternate ETJ Member, Brian Miller, lives in Mellon Downs, which was recent annexed into the Town Limits. Therefore, Mr. Miller now meets the requirements to fill the vacant Alternate Member Position. This will leave the Alternate ETJ Member Position vacant and there currently are no applications on file to fill that position.

**Motion made by Councilman Hines and seconded by Councilman Moore to appoint Brian Miller to the Alternate Member Position on the Board of Adjustment. The motion carried unanimously, 5-0.**

4. Planning and Zoning Board Appointments. Planning Director Jones presented the following: The Planning and Zoning Board consists of ten (10) regular members and two (2) alternate members. Members serve three (3) year terms and these terms will expire 6/30/2022.

The following members have requested reappointment to the Board; their terms expire on 6/30/19:

- Peggy Cliborne, Douglas Killian, Gregory Monroe, Rondy Fleming, and Darlene Gardner.
- Robert Briley (ETJ Member – Pitt County Commissioners voted to reappoint Mr. Briley on 5/20/19).

In addition, Dawn Poaletti has resigned from the Planning and Zoning Board as a regular City Limits Member. Ms. Poaletti's term would have ended on 6/30/19.

The Town Clerk currently has four (4) applications prioritizing appointments to the Planning and Zoning Board. The applicants are as follows (listed in order of receipt):

- Garrett Killian (Received 4/30/19) / (P & Z is 2<sup>nd</sup> priority), Michael Weldin (Received 5/1/19) / (P & Z is 1<sup>st</sup> priority), Joseph Pierce (Received 5/17/19) (P & Z is 1<sup>st</sup> priority), and Tucker Moore (Received 5/20/19) / (P & Z is 1<sup>st</sup> priority).

After discussion of the applicants, the following motions made:

**Motion made by Councilman Moore and seconded by Councilman Hines to reappoint Peggy Cliborne, Douglas Killian, Gregory Monroe, Rondy Fleming, and Darlene Gardner to the Planning and Zoning Board. The motion carried unanimously, 5-0.**

**Councilman Moore nominated Tucker Moore to the Planning and Zoning Board. Councilman Hines nominated Mike Weldin to the Planning and Zoning Board. Mayor Jackson asked for a show of hands for Tucker Moore; Councilman Moore and Mayor Pro Tem Smith voted for Tucker Moore. Mayor asked for a show of hands for Mike Weldin; Councilman Hines, Councilman Moye, and Councilwoman Roberson voted for Mike Weldin. Mike Weldin appointed to the Planning and Zoning Board.**

5. Recreation Advisory Board Appointment.

Parks and Recreation Director Johnston presented the following: The Recreation Advisory Board (RAB) consists of six (6) resident members, three (3) non-resident (ETJ) members, and one (1) alternate resident or non-resident member. The RAB has one (1) alternate position and two (2) non-resident positions that are currently vacant. Presently there are two (2) applications on file with first priority interest for RAB, Paul Hafen and Carolyn Wanczyk. Both applicants are Winterville residents and are eligible for the one (1) vacant alternate position. The applicants are as follows (listed in order of receipt):

- Paul Hafen (Received 4/24/19) / (RAB is 1<sup>st</sup> priority), and Carolyn Wanczyk (Received 5/31/19) / RAB is 1<sup>st</sup> priority). Staff believes that either applicant would be a great addition to the RAB.

**Motion made by Councilman Hines and seconded by Councilwoman Roberson to appoint Carolyn Wanczyk to the Recreation Advisory Board as an alternate member. The motion carried unanimously.**

6. Stormwater Advisory Committee Appointments.

Public Works Director Welborn presented the following: The Stormwater Advisory Committee consists of five (5) regular members and one (1) alternate member. Members serve a three (3) year term and these terms will

expire on 6/30/2022. Currently there are two (2) vacancies for regular members and one (1) vacancy for the alternate member. One vacancy will replace a former member that has moved away from Winterville and is no longer able to serve and the other vacancy is a result of a member that prefers appointment to another volunteer committee leaving two full time vacancies as well as a vacancy for the alternate position. The Town Clerk currently has three (3) applications on file prioritizing appointments to the Stormwater Advisory Committee. The applicants are as follows (listed in order of receipt):

- Dylan Brinkley (Received 4/30/19) / (SAC is 4<sup>th</sup> priority), Randal Martoccia (Received 5/28/19) / (SAC is 1<sup>st</sup> priority), and Kris Rixon (Received 5/28/19) / (SAC is 1<sup>st</sup> priority).

Two of the applicants selected the Stormwater Advisory Committee as their first priority (Martoccia and Rixon). Staff recommends these two applicants appointment as the regular members. The third applicant (Brinkley) selected the Stormwater Advisory Committee as his fourth priority. Staff recommends that this applicant appointment to the Alternate position.

**Motion made by Councilwoman Roberson and seconded by Councilman Hines to appoint Randall Martoccia and Kris Rixon as regular members and Dylan Brinkley as an alternate member to the Stormwater Advisory Committee. The motion carried unanimously, 5-0.**

7. Award Contract for 2019 Street Improvements Project Construction.

Public Works Director Welborn presented the following: Bids for our annual Powell Bill street resurfacing project received on Thursday May 30, 2019. This project includes reconstructing and resurfacing portions of several streets, including Dare Court, Stillwater Drive, Cedar Ridge Drive, Railroad Street, Preston Trails Drive, and Jessica Drive. The project also includes installing underdrains in Stillwater Drive and Jessica Drive to prevent groundwater from weeping through the pavement and damaging the asphalt. Due to funding limit available both Cedar Ridge Drive and Preston Trails Drive improvements were bid as alternates in the original scope. When bids received, the lowest responsible bidder was Tripp Brother's Inc. with a base bid of \$204,173.95. Tripp Brother's Inc. was also the lowest bidder for the base bid and alternates combined at \$263,158.45. There is approximately \$171,000.00 remaining in the approved budget available for this project, so the alternates immediately cut from the proposed project. To get under budget, value engineering also was completed and an alternative repair proposed for the Railroad Street portion of the project. Initially, the northbound lane of East Railroad Street proposed full reconstruction, with new stone, new asphalt, and undercut as necessary. The southbound lane of East Railroad Street was to be simply milled 2" and then 2" of new asphalt installed. To remain under budget, East Railroad Street from the northern entrance of W.H. Robinson School to Worthington Street will now simply be milled 2" and resurfaced. This proposed repair is much cheaper and still should last several years until such time that a more permanent repair made. Ideally, a permanent repair made when the Railroad Street Drainage Improvements Project is undertaken. The changes to the scope reflected in the Bid Negotiation Letter. Town staff recommends award of the contract to Tripp Brother's Inc. for \$170,108.45.

**Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve the Tripp Brother's Inc. bid negotiation for \$170,108.45 for the 2019 Street Improvements Project. The motion carried unanimously, 5-0.**

8. Award Contract for Kiwanis Field Fence.

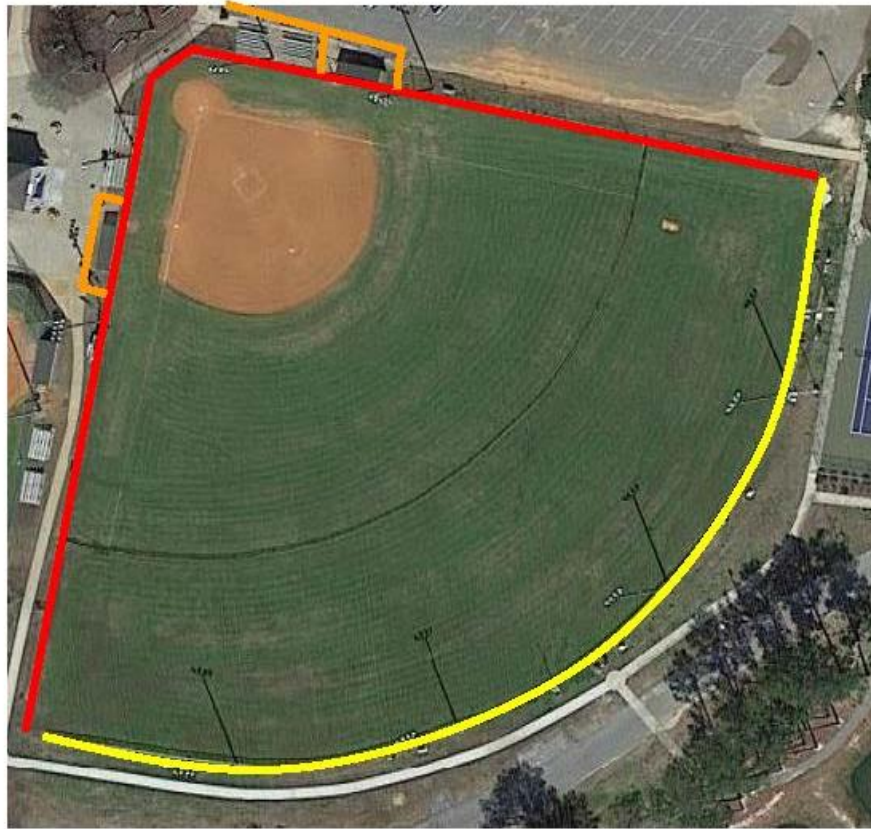
Parks and Recreation Director Johnston presented the following: Funds to replace the existing fence on Kiwanis Field are included in current Fiscal Year (2018-19) budget. Town Staff provided the bid opportunity for fence replacement as shown below:

1. Replacement of fence with new chain link fence and backstop.
  - a. Alternate 1: Home Run Fencing
  - b. Alternate 2: Dugout Fencing
2. Replacement of fence with new chain link fence and net backstop.
  - a. Alternate 1: Home Run Fencing
  - b. Alternate 2: Dugout Fencing
  - c. Alternate 3: Brick Wall for Backstop

Staff recommends award of the contract to low bid, Seegars Fence Company, for replacement of Kiwanis Field fence with new chain link fence, net backstop, and brick wall along backstop. Total cost for project, based upon this information, is \$45,517.00. Net backstop and brick wall will greatly increase the aesthetics of the field and park while adding to the experience of those utilizing the field. Shown below are examples of what the fencing will look like.



## Kiwanis Field Fence Replacement



### Map Legend

Red Line – Base Bid  
Yellow Line – Alternate 1  
Blue Line – Alternate 2

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the Seegars Fence Company bid for is \$45,517.00 for replacement of the Kiwanis Field fence with new chain link fence, net backstop, and brick wall along backstop. The motion carried unanimously.**

### OTHER AGENDA ITEMS:

None

### ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

Councilman Moore asked if food trucks could just park along the street. Planning Director Jones stated County Environmental Health Department controls food trucks. Councilwoman Roberson asked about regulating little houses. Town Manager Parker stated that she would put together information from Building Inspector Brown. Councilman Moore asked about status of the Market on the Square. The Market held every other week Town Manager Parker noted and an email is forthcoming to explore the best solution.

Mayor Jackson asked for any staff reports:

### REPORTS FROM DEPARTMENT HEADS: Update on Projects Currently Underway:

- ❖ Minimum Housing/Code Enforcement (TLP)
- ❖ Tar Road Widening Project – Electric Engineering/Relocation (RS)
- ❖ New Electric Territory Engineering/Installation (RS)
- ❖ Fork Swamp Greenway Project (EJ)
- ❖ Multi-Purpose Building Site Plan (EJ)

- ❖ Winterville Market/Town Common Plan (BW)
- ❖ Winterville Land Use Plan (BJ)
- ❖ Chapman Street Culvert - Nobel Canal Drainage Basin Study (TW)
- ❖ 2018 SRF Application (Sewer Rehabilitation) (TW)

Parks and Recreation Director Johnston noted that the staff proposes Christmas events for Saturday, November 23, 2019, with the Market at 12 noon, the Parade at 2:00 pm, and the Tree Lighting at 6:00 pm. Town Manager Parker summarized the events asked for council direction.

**Motion made by Councilwoman Roberson and seconded by Councilman Hines to hold the 2019 Christmas events on Saturday, November 23, 2019 with the Market at 12 noon, the Parade at 2:00 pm, and the Tree Lighting at 6:00 pm. The motion carried 3-2, Councilman Moore and Mayor Pro Tem opposed.**

Councilwoman Roberson asked that staff make sure the school moves the barricades at end of day and weekends on Railroad Street. Public Works Director Welborn said the manhole replacement Railroad and Main Street went well. Town Manager Parker complimented all for the good work. Electric Director Sutton noted the rerouting of lines and outage on West Railroad Street on Sunday, June 30, 7-11 am.

**REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER:**

**Attorney Lassiter:** No report

**Councilman Moore:** Thank staff on the manhole replacement; noted 130 people attended the Senior Citizen event; thanks to Chief Willhite on the Noise Ordinance; add to the agenda backyard ditching and drainage; and thanks to Council for the Sara Law contribution.

**Councilwoman Roberson:** Start conversation with affordable housing, plans for bridging the broadband gap especially for students, and condolence to Joyce Smith family.

**Mayor Pro-Tem Smith:** Congratulations to the Fire Department for the improved rating.

**Councilman Moye:** Congratulations to Public Safety on detours with high water.

**Councilman Hines:** No Report

**Manager Parker:** Noted the social media information on electric rates, asked those to get accurate information.

**Mayor Jackson:** Noted he received a call from a resident, he stated not getting enough, you deserve raise.

**ANNOUNCEMENTS:**

1. Planning and Zoning Board Meeting – Monday, June 17, 2019 – 7:00 pm - Town Hall Assembly Room.
2. Board of Adjustment Meeting – Tuesday, June 18, 2019 – 7:00 pm - Town Hall Assembly Room.
3. Market on the Square: Thursday, June 13<sup>th</sup>, June 27<sup>th</sup>, July 11<sup>th</sup>, July 25<sup>th</sup> from 4:00 – 8:00 pm.
4. Town Office closed for Holiday – Thursday July 4, 2019.
5. No Town Council Meeting – Monday, July 8, 2019.
6. Second Primary for Special General Election – Tuesday, July 9, 2019 – 6:30 am – 7:30 pm - Winterville Operation Center and Fire Station Community Room.
7. Planning and Zoning Board Meeting – Monday, July 15, 2019 – 7:00 pm - Town Hall Assembly Room.
8. Board of Adjustment Meeting – Tuesday, July 16, 2019 – 7:00 pm - Town Hall Assembly Room.
9. Electricities 2019 Annual Conference – Monday, August 12, 2019 – Wednesday, August 14, 2019 - Kingsmill Resort in Williamsburg, VA.
10. Town Council Regular Meeting – Monday, August 19, 2019 – 7:00 pm – Town Hall Assembly Room.

**ADJOURN.**

**Motion made by Councilman Moye and seconded by Councilwoman Roberson to adjourn regular meeting. Motion carried unanimously, 5-0. Meeting adjourned at 9:07 pm.**

Adopted this the 19<sup>th</sup> day of August, 2019.

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Douglas A. Jackson, Mayor

ATTEST:

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Donald Harvey, Town Clerk





**Winterville Town Council  
June 24, 2019 – 5:30 PM  
Special Meeting Minutes**

The Winterville Town Council met in a Regular Meeting on the above date at 5:30 PM in the Town Hall Executive Council Room, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor  
Mark Smith, Mayor Pro-Tem  
Ricky Hines, Councilman (absent)  
Tony Moore, Councilman  
Johnny Moye, Councilman  
Veronica Roberson Councilwoman  
Keen Lassiter, Town Attorney  
Terri L. Parker, Town Manager  
Anthony Bowers, Finance Director  
Stephen Penn, Economic Development Planner  
Donald Harvey, Town Clerk

**CALL TO ORDER:** Mayor Jackson called the meeting to order.

**INVOCATION:** Mayor Pro Tem Smith gave the Invocation.

**WELCOME:** Mayor Jackson welcomed everyone.

**APPROVAL OF AGENDA:**

**Motion made by Councilman Moye and seconded by Mayor Pro Tem Smith to approve the agenda. The motion carried unanimously, 4-0.**

**ITEMS TO BE CONSIDERED:**

One-Stop Voting for Municipal Election: Town Manager Parker and Town Clerk Harvey discussed the options for One-Stop voting. The Town Council at the May 13, 2109 meeting voted to request the Board of Elections have a One-Stop voting site in Winterville for the Municipal Elections. Since that time, a new law passed that gives each County Board of Elections flexibility on the times of One-Stop voting locations. The Town Council can express their wishes to the Board of Elections however; the ultimate decision on the times is up to the Board of Election. Council discussed the options and desires of the Town.

**Motion made by Councilwoman Roberson and seconded by Councilman Moore to request that the Pitt County Board of Elections consider and approve that the Winterville Community Room be open as a One-Stop Voting Site only for the week of October 28 – November 1, 2019 rather than the entire One-Stop Voting period. The motion carried unanimously, 4-0.**

Final Plat for Holly Grove Subdivision: Economic Development Planner Penn discussed the following Holly Grove Subdivision information.

**Town of WINTERVILLE**  
*A slice of the good life!*

Planning and Zoning – June 24, 2019

## Holly Grove, Section 1 Final Plat

Presenter:  
Stephen Penn,  
Economic Development Planner



**Town of WINTERVILLE**  
*A slice of the good life!*

Holly Grove, Section 1 – Final Plat

- Site Data: Holly Grove
  - Location: Church Street Ext south of Laurie Ellis Road
  - Parcel Numbers: 84395, 07840
  - Size: 29 Lots, 13.90 Acres
  - Zoning: R-12.5- CUD
    - CUD Requirement- All homes must have a minimum of 1,800 SF of heated space.



**Town of WINTERVILLE**  
*A slice of the good life!*

Holly Grove, Section 1 – Final Plat

- History of Site:
  - P & Z recommended approval of the Preliminary Plat February 19, 2018
  - Town Council approved the PP March 12, 2018
    - Preliminary Plat constructed in 2 phase.
      - Proposing 62 lots in total build-out.
      - 29 Lots are in phase one.
  - Construction Plans were approved by the Winterville DRC June 25, 2018
  - P & Z unanimously recommended approval of the Final Plat June 17, 2019





Developer has provided all necessary information.

**Motion made by Mayor Pro Tem Smith and seconded by Councilman Moore to approve the Holly Grove Section 1 Final Plat. The motion carried unanimously, 4-0.**

**ADJOURN: Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to adjourn the special meeting. Motion carried unanimously, 4-0. Meeting adjourned at 5:45 pm.**

Adopted this the 19<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Holly Grove, Section 1 – Annexation.

**Action Requested:** Schedule Public Hearing for September 9, 2019.

**Attachments:** Annexation Petition, Annexation Map, Legal Description, Resolution, and Certificate of Sufficiency.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

**TC 8/8/2019**

**FD**

**TM 8/14/2019**

**Final tlp – 8/14/2019**

**Supporting Documentation**

The property owner of Parcels 07840, 07041, and 84295 (Holly Grove, Section 1) is applying for annexation into the Town limits.

**Holly Grove, Section 1:**

**Location:** Church Street Ext. south of its intersection with Laurie Ellis Road

**Size:** 29 Lots, 13.90 Acres

**Zoned:** 12.5

**Annexation Process:**

1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (6/10/19).

2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation (8/19/19).

3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation (9/9/18).

**Budgetary Impact:** TBD.

**Recommendation:** Schedule Public Hearing for September 9, 2019.

PETITION REQUESTING ANNEXATION


Date: 28 May 2019

To the Mayor and Town Council of the Town of Winterville:

1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.

2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description


Name CAROLINA EASTERN HOMES LLC  
R. DALE BENT - Member Manager Address 2012 SHEPARD ST. MORRHEAD CITY, NC  
Signature  28557

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

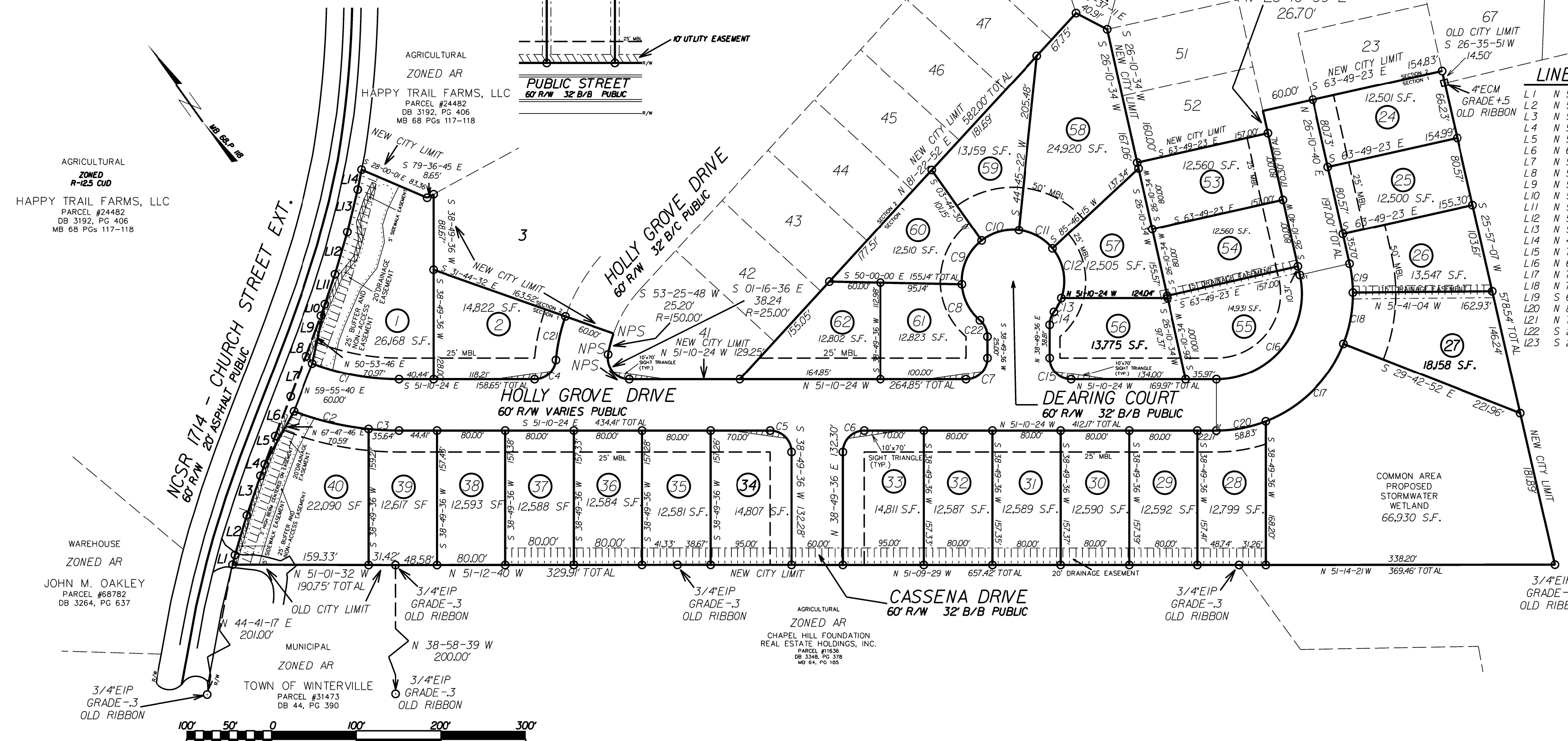
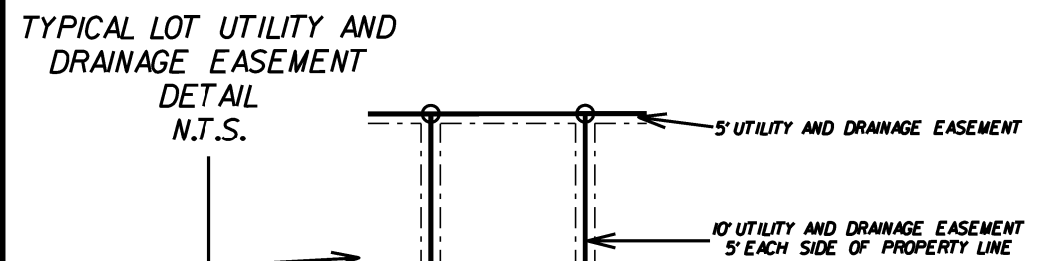
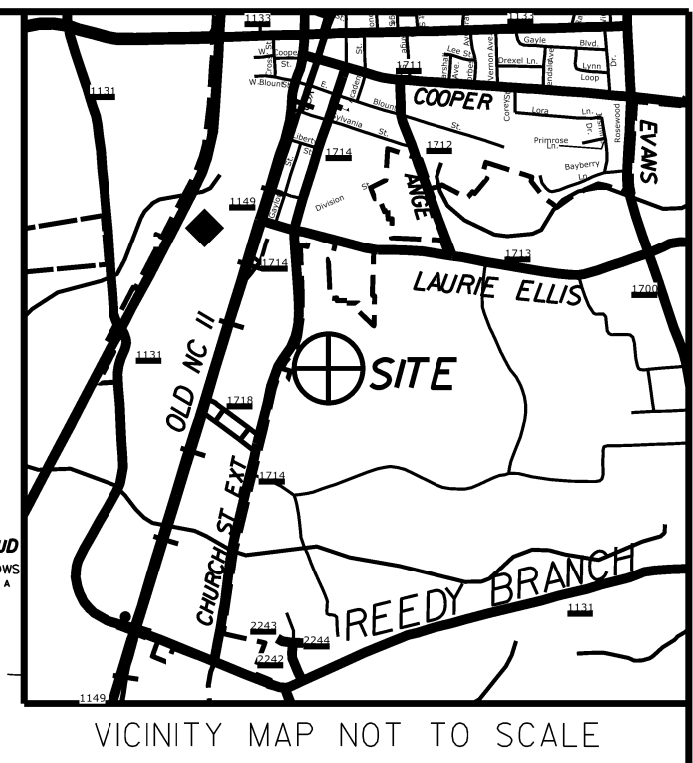
Signature \_\_\_\_\_

**LEGEND:**  
 NIS = NEW #5 REBAR  
 NPS = NO POINT SET  
 EIP = EXISTING IRON PIPE  
 PP = POWER POLE  
 EIS = EXISTING IRON STAKE  
 B/B = BACK OF CURB TO BACK OF CURB  
 R/W = RIGHT OF WAY  
 NPK = NEW PK NAIL  
 CLR INT = CENTERLINE ROAD INTERSECTION  
 MBL = MINIMUM BUILDING LINE  
 ERRS = EXISTING RAILROAD SPIKE  
 ---X--- = FENCE  
 ---E--- = OVERHEAD ELECTRIC LINE  


**SITE DATA**  
 TOTAL AREA IN TRACT = 13.90 ACRES  
 NUMBER OF LOTS CREATED = 29  
 AREA IN COMMON AREA = 1.54 ACRES  
 AREA IN PARKS, RECREATION AREAS, AND THE LIKE = 0  
 LINEAR FEET IN STREETS = 1,929 L.F.  
 ZONING CLASSIFICATION = R-12.5  
 AVERAGE LOT SIZE = 14,547 S.F.

**EASEMENT NOTES:**  
 1. WATER MAINS AND SERVICES HAVE 10' UTILITY EASEMENTS CENTERED ON LINES AS INSTALLED.  
 2. SANITARY SEWER SERVICE LINES HAVE 20' UTILITY EASEMENTS CENTERED ON SERVICE LINES AS INSTALLED.  
 3. SANITARY SEWER MAINS LESS THAN 6" DEEP HAVE A 20' UTILITY EASEMENT CENTERED ON SEWER LINES AS INSTALLED.  
 4. SANITARY SEWER MAINS 6"-15" HAVE A 30' UTILITY EASEMENT CENTERED ON SEWER LINES AS INSTALLED.  
 5. SANITARY SEWER MAINS GREATER THAN 15" DEED HAVE A 40' EASEMENT CENTERED ON SEWER LINE AS INSTALLED.

**STORM DRAINAGE WIDTHS**  
 15" RCP = 10' EASEMENT  
 18" RCP = 15' EASEMENT  
 24" RCP = 15' EASEMENT  
 30" RCP = 20' EASEMENT  
 36" RCP = 20' EASEMENT  
 42" RCP = 25' EASEMENT  
 48" RCP = 25' EASEMENT  
 ALL OTHERS ARE 10' WIDE  
 DITCHES = AS NOTED.



**LINE TABLE**

LINE NO.	BEARING	DISTANCE	CURVE DATA
L1	N 53-00-45 E	115.4'	C1 N 40-50-57 W 103.24' R=288.00'
L2	N 55-22-21 E	48.80'	C2 S 37-52-28 E 89.99' R=348.00'
L3	N 57-41-32 E	48.99'	C3 N 48-14-18 W 35.64' R=250.00'
L4	N 59-14-18 E	14.33'	C4 S 86-25-19 W 33.72' R=250.00'
L5	N 59-14-18 E	29.13'	C5 S 06-10-24 E 35.36' R=250.00'
L6	N 60-04-02 E	49.81'	C6 N 83-49-36 E 35.36' R=250.00'
L7	N 59-52-56 E	50.8'	C7 S 83-49-36 W 35.36' R=250.00'
L8	N 59-17-35 E	20.62'	C8 S 12-11-01 W 46.96' R=60.00'
L9	N 59-28-23 E	75.7'	C9 S 63-06-30 W 56.13' R=60.00'
L10	N 59-13-57 E	22.49'	C9 S 63-06-30 W 56.13' R=60.00'
L11	N 57-37-21 E	36.81'	C10 N 66-52-38 W 45.20' R=60.00'
L12	N 55-08-15 E	51.42'	C10 N 66-52-38 W 45.20' R=60.00'
L13	N 52-30-09 E	51.45'	C12 N 28-41-01 E 58.95' R=60.00'
L14	N 49-41-04 E	23.69'	C13 N 66-54-03 E 18.35' R=60.00'
L15	N 70-37-53 E	51.52'	C14 N 57-15-42 E 15.81' R=250.00'
L16	N 61-04-55 E	24.22'	C15 N 06-10-24 W 35.36' R=250.00'
L17	N 71-46-21 E	56.33'	C16 S 77-30-06 W 156.14' R=100.00'
L18	N 75-07-58 E	57.13'	C17 N 83-57-29 E 128.53' R=160.00'
L19	S 69-41-23 E	84.74'	C18 N 49-17-46 E 60.95' R=160.00'
L20	N 80-39-05 E	19.19'	C19 N 32-14-46 E 33.83' R=160.00'
L21	N 72-04-58 E	54.47'	C20 S 61-46-01 E 52.06' R=160.00'
L22	S 26-29-33 W	42.41'	C21 S 51-08-16 W 52.06' R=210.00'
L23	S 26-37-11 W	57.92'	C22 S 13-59-13 W 21.00' R=60.00'

**SURVEYOR'S CERTIFICATION**  
 I, JAMES L. EDWARDS, PLS., CERTIFY THAT THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY MADE BY ME, THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM DEED INFORMATION SHOWN IN DEED BOOK N/A, PAGE N/A, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY HAND AND SEAL THIS 28th DAY OF MAY, 2019.  
 I CERTIFY THAT THIS MAP IS OF ANOTHER CATEGORY (ANNEXATION).  
 JAMES L. EDWARDS, PLS. L-4867

**GENERAL NOTES:**  
 1. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.  
 2. A 5' UTILITY EASEMENT WILL BE RESERVED INSIDE ALL SIDE, REAR, AND FRONT PROPERTY LINES, SEE DETAIL 'A'.  
 3. NEW 5/8" IRON STAKES TO BE SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.  
 4. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARDOUS AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, REFERENCE: FIRM 3720467400J, DATED JAN. 2, 2004.  
 5. HOMEOWNERS ASSOCIATION IS RESPONSIBLE FOR THE MAINTENANCE OF COMMON AREA AND STORMWATER POND.  
 6. NO IRON STAKES ARE SET IN CENTERLINE OF DITCHES UNLESS OTHERWISE NOTED.  
 7. MAXIMUM BUILT UPON AREA ON EACH LOT IS NOT TO EXCEED 4,854 S.F.  
 8. NO COMBUSTIBLES SHALL BE BROUGHT ON SITE OF THE HOMES BEING CONSTRUCTED UNTIL THE WATER/HYDRANTS ARE AVAILABLE FOR FIRE PROTECTION IN THE EVENT OF AN EMERGENCY, AS DRAWN IN THE PRELIMINARY PLAT.  
 9. THE DESIGNATION OVER WATER, SEWER, DRAINAGE, AND ELECTRIC LINES ARE FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF SAID EASEMENTS. THE EASEMENTS SHOWN ARE NOT EXCLUSIVE AND WILL PERMIT THE FUTURE INSTALLATION OF WATER, SANITARY SEWER, DRAINAGE, AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.  
 10. NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS, AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTINGS, FILL MATERIALS, DEBRIS, SOLID WASTE CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENCRUCH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE TOWN OF WINTERVILLE.  
 11. ALL UTILITY AND DRAINAGE EASEMENTS ARE CENTERED ON LINES AS INSTALLED UNLESS OTHERWISE NOTED.  
 12. BMP MAINTENANCE AGREEMENT MUST BE RECORDED BEFORE APPROVAL OF FINAL PLAT.  
 13. EITHER TEMPORARY OR PERMANENT STREET SIGNAGE MUST BE INSTALLED DURING THE CONSTRUCTION PHASE OF THIS SUBDIVISION, AS IS REQUIRED BY THE 2012 NC FIRE CODE.

**ANNEXATION MAP FOR TAX PARCELS 07840, 07841, AND 84295.**  
**HOLLY GROVE SUBDIVISION**  
 ALL OF SECTION 1  
 REFERENCE: DEED BOOK 3636, PAGES 631-636 OF THE PITT COUNTY REGISTER OF DEEDS  
 WINTERVILLE TOWNSHIP, PITT COUNTY, NC

OWNER: CAROLINA EASTERN HOMES, LLC  
 ADDRESS: P.O. BOX 235  
 MOREHEAD CITY, NC, 28557  
 PHONE: (252) 725-5375  
 DATE: 5/28/19  
 SCALE: 1 INCH EQUALS 100 FEET.

**JAMES L. EDWARDS LAND SURVEYING** (252) 714-7374  
 362 SECOND STREET,  
 AYDEN, NC, 28513

MAP SHOWING AREA ANNEXED BY  
**TOWN OF WINTERVILLE, N.C.**  
 ORDINANCE NO: \_\_\_\_\_ AREA: 13.90 ACRES  
 ACCEPTED FOR THE TOWN OF WINTERVILLE  
 \_\_\_\_\_ MAYOR \_\_\_\_\_ DATE

**REVIEW OFFICER**  
 STATE OF NORTH CAROLINA  
 COUNTY OF PITT  
 REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 DATE: \_\_\_\_\_  
 REVIEW OFFICER

### Legal Description for Holly Grove Section 1

Lying and being situated in Winterville Township, Pitt County, North Carolina and being more particularly described as follows:

Beginning at a new iron stake in the Eastern Right of Way of NCSR 1714, Church Street Ext. and continuing along said Right of Way N 53-00-45 W, 11.54 feet to another new iron stake, thence N 55-22-21 E, 48.80 feet to another new iron stake, thence N 57-41-32 E, 48.99 feet to another new iron stake, thence N 67-47-46 E, 70.59 feet to another new iron stake, thence N 50-53-46 E, 70.97 feet to another new iron stake, thence N 57-37-21 E, 36.81 feet to another new iron stake, thence N 55-08-15 E, 51.42 feet to another new iron stake, thence N 52-30-09 E, 51.45 feet to another new iron stake, thence N 49-41-04 E, 23.69 feet to another new iron stake in said Right of Way, thence leaving said Right of Way S 28-00-01 E, 83.36 feet to another new iron stake, thence S 79-36-45 E, 8.65 feet to the Northeastern Property Corner of new Lot 1, thence S 38-49-36 W, 88.67 feet to another new iron stake, being the Northwestern Property Corner of new Lot 2, thence S 31-44-32 E, 163.52 to a new iron stake in the Western Right of Way of new street, Holly Grove Drive, thence S 31-44-32 E, 60.00 feet to a No Point Set in the Eastern Right of Way of new street, Holly Grove Drive, thence S 53-25-48 W, 25.20 feet at a chord bearing and distance around a 150.00 foot radius to a No Point Set in said Right of Way, thence S 01-16-36 E, 38.24 feet, a chord bearing and distance having a 25.00 foot radius to a new iron stake located at the intersection of new streets, Holly Grove Drive, and said point being located in the Eastern Right of Way of new said street, thence S 51-10-24 E, 129.25 feet to a new iron stake, being the corner of new Lots 41, and 62, thence leaving said Right of Way at N 81-22-52 E, 582.00 feet to a new iron stake at the corner of new Lots 48,49, and 58, thence S 23-37-11 E, 40.91 feet to a new iron stake being the corner of new Lots 49, 50, and 58, thence S 26-10-34 W 160.00 feet to a new iron stake being the corner of new Lots 52 and 53, thence S 63-49-23 E, 157.00 feet to a new iron stake located in the Western Right of Way of new street, Holly Grove Drive, thence with said Right of Way, N 26-10-39 E, 26.70 feet to a No Point set in said Right of Way, thence S 63-49-23 E, 60.00 feet to a new iron stake located in the Eastern Right of Way of new Street Holly Grove Drive, thence S 63-49-23 E, 154.83 feet to a new iron stake, being the corner for new Lots 23, and 24, thence S 26-35-51 W 14.50 feet to an existing 4" concrete monument, which is the corner for Lot 67, Laurie Meadows Subdivision, Phase 3, Section A recorded in Map Book 81, Page 52, thence S 25-57-07 W, 578.54 feet to an existing iron pipe, being the corner of new Common Area, thence N 51-14-21 W, 369.46 feet to an existing iron pipe, thence N 51-09-29 W, 657.42 feet to another existing iron pipe, thence N 51-12-40 W, 329.91 feet to another existing iron pipe, thence N 51-01-32 W, 190.75 feet to the Point of Beginning, containing 13.90 acres.



**RESOLUTION DIRECTING THE TOWN CLERK TO INVESTIGATE  
A PETITION RECEIVED UNDER NCGS 160A-31**

**Holly Grove Section 1**

**WHEREAS**, the petition requesting annexation of an area described in said petitions was received on May 28, 2019 by the Town Council; and

**WHEREAS**, NCGS 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 seems 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 the investigation.

Adopted this the 10<sup>th</sup> day of June, 2019.



ATTEST:

*Douglas A. Jackson*  
\_\_\_\_\_  
Douglas A. Jackson, Mayor

*Donald Harvey*  
\_\_\_\_\_  
Donald Harvey, Town Clerk

**CERTIFICATE OF SUFFICIENCY**

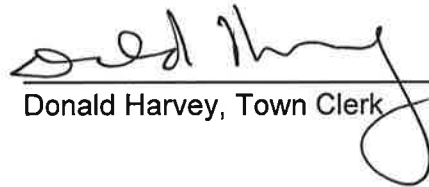
**Holly Grove Section 1**

To the Town Council of the Town of Winterville, North Carolina:

I, Donald Harvey, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with NCGS 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 18<sup>th</sup> day of June, 2019.



  
Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Ange Plaza, Lot 22 – Annexation.

**Action Requested:** Set Public Hearing for the Annexation for September 9, 2019.

**Attachments:** Annexation Petition, Annexation Map, Legal Description, Resolution, and Certificate of Sufficiency.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

**TC 8/8/2019**

**FD**

**TM 8/14/2019**

**Final tlp – 8/14/2019**

**Supporting Documentation**

The property owner of Lot 22 in Ange Plaza is applying for annexation into the Town limits.

Ange Plaza, Lot 22:

Location: Beacon Drive

Size: .8747 acres.

Zoned: GB

Annexation Process:

1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (3/11/19).

2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation (8/19/19).

3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation (9/9/18).

**Budgetary Impact:** TBD.

**Recommendation:** Set Public Hearing for the Annexation for September 9, 2019.

PETITION REQUESTING ANNEXATION

Date: February 20, 2019

To the Mayor and Town Council of the Town of Winterville:

1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.
2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

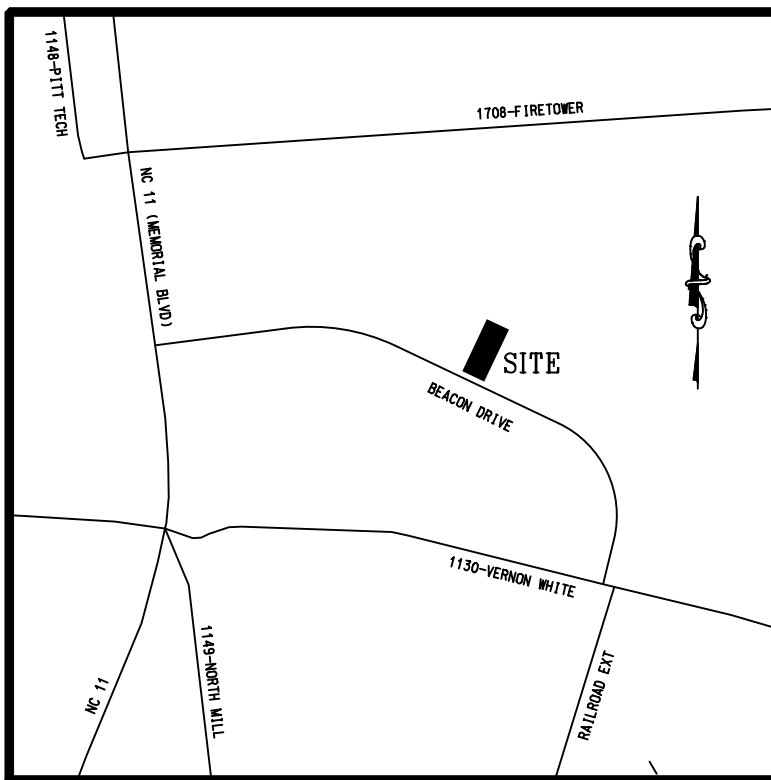
Description

Ange Plaza Lot 22

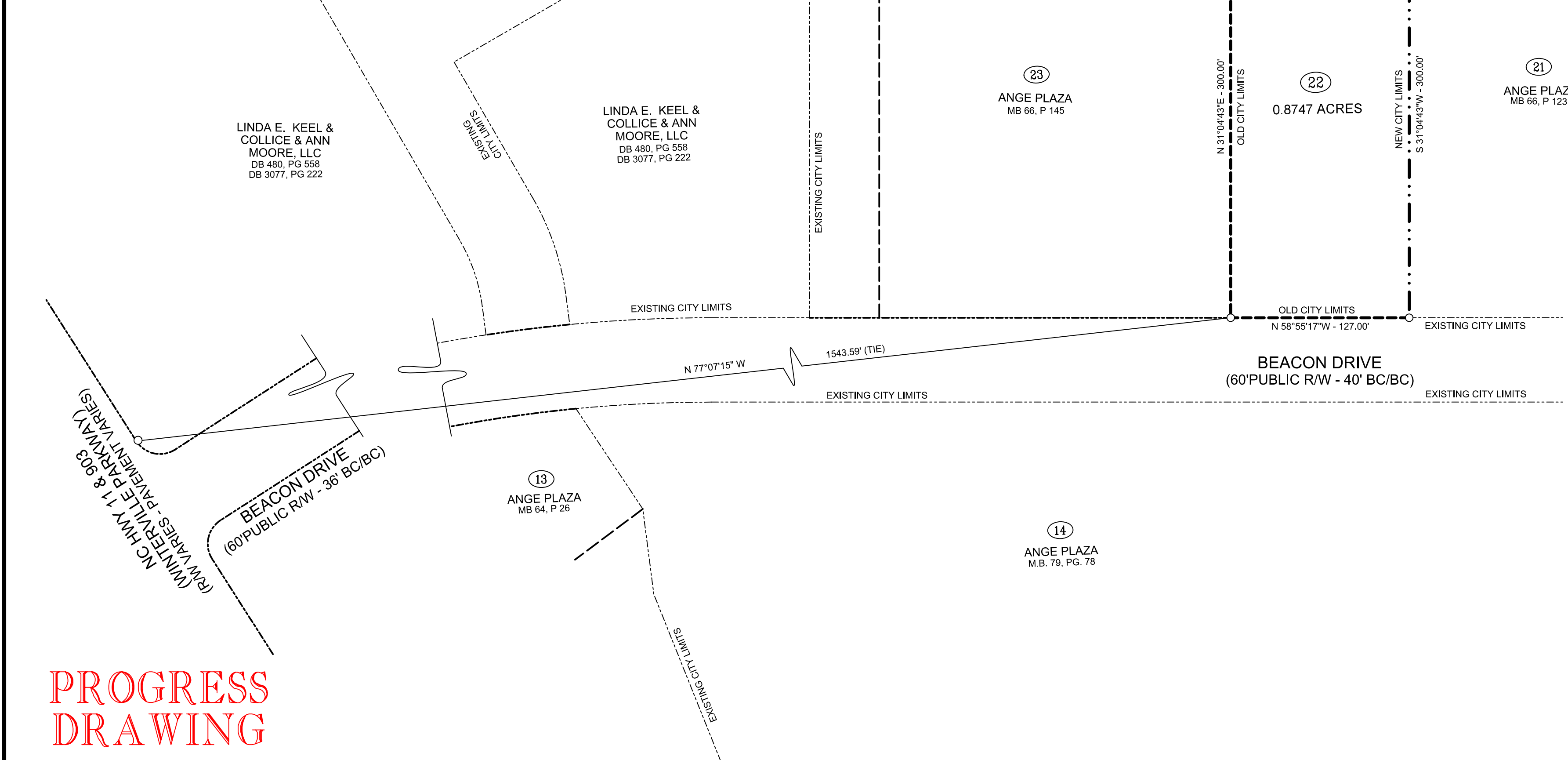
Name Cedar Landing Properties, LLC

Address 3 Rest Haven Road Extension  
Bath, NC 27808

Signature 



VICINITY MAP  
1" = 1000'



**PROGRESS  
DRAWING**

ANNEXATION MAP FOR  
**ANGE PLAZA - LOT 22**  
A PORTION OF THE PROPERTY IN DEED BOOK 3748 PAGE 300 OF THE PITT COUNTY REGISTRY

WINTERVILLE TOWNSHIP      PITT COUNTY      NORTH CAROLINA

OWNER: CEDAR LANDING PROPERTIES, LLC  
ADDRESS: 3 REST HAVEN ROAD EXTENSION  
BATH, NC 27808  
PHONE: (252) 714-8653

SURVEYED: CEP	APPROVED: CEP
DRAWN: WCO	DATE: 2/18/19
CHECKED: CEP	SCALE: 1" = 60'

MALPASS & ASSOCIATES  
1645 E. ARLINGTON BLVD., SUITE D  
GREENVILLE, N.C. 27858  
(252) 756-1780

NEW CITY LIMIT = - - - - -  
OLD CITY LIMIT = - - - - -  
EXISTING CITY LIMIT = - - - - -



MAP NO.	PLATS RECORDED	BOOK	PAGE

MAP SHOWING AREA ANNEXED BY  
THE TOWN OF WINTERVILLE, N.C.

DATE: \_\_\_\_\_; ORDINANCE NUMBER: \_\_\_\_\_; AREA: 0.8747 ACRES  
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

I, CARLTON E. PARKER, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR UNDER MY SUPERVISION, THAT THE RATIO OF PRECISION AS CALCULATED FROM LATITUDES AND DEPARTURES IS 1:10,000+; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2019.

CARLTON E. PARKER      L-2980

Legal Description For  
Ange Plaza Lot 22 Annexation

Lying and being situate in Winterville Township, Pitt County, North Carolina and being more particularly described as follows:

Beginning at a point in the northern right of way of Beacon Drive said point being located S 77-07-15 E – 1543.59' from the intersection of the northern right of way of Beacon Drive and the eastern right of way of NC Hwy 11, thence from said point of beginning N 31-04-43 E – 300.00', thence S 58-55-17 E – 127.00', thence S 31-04-43 W – 300.00' to the northern right of way of Beacon Drive, thence with the northern right of way of Beacon Drive N 58-55-17 W – 127.00' to the point of beginning containing **0.8747 acres**.

**RESOLUTION DIRECTING THE TOWN CLERK TO INVESTIGATE  
A PETITION RECEIVED UNDER NCGS 160A-31**

**Holly Grove Section 1**

**WHEREAS**, the petition requesting annexation of an area described in said petitions was received on May 28, 2019 by the Town Council; and

**WHEREAS**, NCGS 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 seems it advisable to proceed in response to this request for annexation.

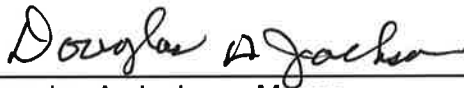
**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Winterville that:

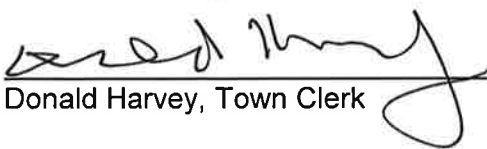
The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Town Council the result of the investigation.

Adopted this the 10<sup>th</sup> day of June, 2019.



ATTEST:

  
\_\_\_\_\_  
Douglas A. Jackson, Mayor

  
\_\_\_\_\_  
Donald Harvey, Town Clerk

**CERTIFICATE OF SUFFICIENCY**

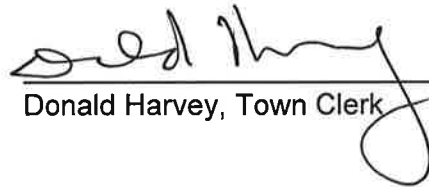
**Holly Grove Section 1**

To the Town Council of the Town of Winterville, North Carolina:

I, Donald Harvey, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with NCGS 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 18<sup>th</sup> day of June, 2019.



  
Donald Harvey, Town Clerk





**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Budget Amendment 2019-2020-01.

**Action Requested:** Approve the Budget Amendment.

**Attachments:** Budget Amendment 2019-2020-01.

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

**Date:** 8/8/2019

**ABSTRACT ROUTING:**

TC 8/8/2019

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

This is the first budget amendment for the 2019-2020 Fiscal Year.

This amendment addresses the annual roll of open Purchase Orders from the prior year. Our process carries over only necessary open PO's into the next fiscal year. Once we have adopted the annual budget we then bring forward the items that were started in the prior year. The total across all funds is \$1,437,932.

**Budgetary Impact:** The total budget amendment is \$1,437,932.

**Recommendation:** Approve Budget Amendment 2019-2020-01.

**BUDGET ORDINANCE AMENDMENT 19-20-01**

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

**SECTION 1. Revenues are to be changed as follows:**

LINE ITEM DESCRIPTION			Fund	Increase	Decrease
Fund Balance Contribution	10	3831	General	\$ 295,451	
Fund Balance Contribution	15	3831	Recreation	\$ 133,565	
Fund Balance Contribution	16	3831	Powell Bill	\$ 373,562	
Fund Balance Contribution	18	3831	Fire Grant	\$ 528	
Fund Balance Contribution	60	3831	Electric	\$ 454,251	
Fund Balance Contribution	61	3831	Water	\$ 7,250	
Fund Balance Contribution	62	3831	Sewer	\$ 102,291	
Fund Balance Contribution	63	3831	Stormwater	\$ 71,034	

Total \$ 1,437,932 \$ -

**SECTION 2. Appropriations are to be changed as follows:**

LINE ITEM DESCRIPTION			Department	Fund	Increase	Decrease
Contracted Services	1041412001	4233	Finance	General	\$ 6,310	
Contracted Services	1041413000	4233	Planning	General	\$ 47,732	
Maint and Repair of Facility	1042426000	4239	Public Buildings	General	\$ 5,326	
Capital Outlay	1042426000	7150	Public Buildings	General	\$ 56,264	
Contracted Services	1043431000	4233	Police	General	\$ 46,324	
Capital Outlay	1043431000	7150	Police	General	\$ 32,145	
Professional Development	1043432000	4221	Fire	General	\$ 9,803	
New Equipment	1043432000	4274	Fire	General	\$ 9,800	
Capital Outlay	1043432000	7150	Fire	General	\$ 47,056	
Engineering	1045451002	4232	Public Buildings	General	\$ 34,691	
Engineering	1560601000	4232	Recreation	Recreation	\$ 55,541	
Capital Outlay	1560601000	7150	Recreation	Recreation	\$ 78,024	
Supplies and Materials	1645451000	4230	Powell Bill	Powell Bill	\$ 52,011	
Paving and Resurfacing	1645451000	4270	Powell Bill	Powell Bill	\$ 170,108	
Construction Sidewalk	1645451000	4320	Powell Bill	Powell Bill	\$ 151,443	
Professional Development	1843432001	4221	Fire Grant	Fire Grant	\$ 528	
Engineering	6071711000	4232	Electric	Electric	\$ 202,500	
Capital Outlay	6080801000	7150	Electric	Electric	\$ 251,751	
Maint and Repair of Equipment	6172721000	4225	Water	Water	\$ 7,250	
Maint and Repair of Equipment	6273732020	4225	Sewer	Sewer	\$ 12,086	
Engineering	6273732020	4232	Sewer	Sewer	\$ 3,400	
Contracted Services	6273732020	4233	Sewer	Sewer	\$ 2,500	
Capital Outlay	6280801000	7150	Sewer	Sewer	\$ 84,305	
Engineering	6374742000	4232	Stormwater	Stormwater	\$ 16,534	
Contracted Services	6374742000	4233	Stormwater	Stormwater	\$ 7,500	
Capital Outlay	6374742000	7150	Stormwater	Stormwater	\$ 22,500	
Capital Outlay	6380801000	7150	Stormwater	Stormwater	\$ 24,500	

Total \$ 1,437,932 \$ -

Adopted the 19th day of August 2019.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019  
**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Tax Settlement 2019-2020.

**Action Requested:** Accept the Tax Settlement for 2019-2020 fiscal year.

**Attachments:** Certified Tax Settlement.

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

**Date:** 8/7/2019

**ABSTRACT ROUTING:**

TC 8/8/2019

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

The State of North Carolina required that each year the tax collector of a given municipality provide a settlement to the Governing Board. The settlement statement gives the Town Council a look at the collection, discoveries, and adjustment for the previous year.

**Budgetary Impact:** N/A.

**Recommendation:** Accept the Tax Settlement.

Town of Winterville  
Tax Settlement  
2018-2019  
As of June 30, 2019

---

**Charges to The Tax Collector**

---

Original Levy	\$3,383,418.51
Discoveries	\$88,426.80
Interest	\$7,272.28
<b>Total</b>	<b>\$3,479,117.59</b>

---

**Credit to Tax Collector**

---

Revenues From Taxes	\$3,432,244.93
Releases	\$37,063.30
Uncollected/Insolvent	\$45,050.62
Overpayment/Refunds	(\$35,163.74)
<b>Total</b>	<b>\$3,479,195.11</b>

Respectfully Submitted,

Kiasha B. Chavis  
Kiasha B. Chavis, Tax Collector

Sworn to and subscribed before me, this 31st day of July 2019.

Kristin L. Godley  
Notary Public

**KRISTIN L. GODLEY**  
NOTARY PUBLIC  
PITT COUNTY  
STATE OF NORTH CAROLINA

June 23, 2024  
My Commission Expires:



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Charge the tax collector with collection of the 2019-2020 Lax Levy.

**Action Requested:** Charge the Tax Collector.

**Attachments:** None.

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

**Date:** 8/7/2019

**ABSTRACT ROUTING:**

TC 8/8/2019

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

The State of North Carolina requires that each year the Tax Collector be charged with the collection of the tax levy for taxes. This year the levy is \$ \$3,523,192.28

**Budgetary Impact:** \$3,523,192.

**Recommendation:** Charge the Tax Collector with collection of the 2019-2020 Tax Levy.



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Ryan Willhite, Chief of Police

**Item to be Considered**

**Subject:** The Town of Winterville Code of Ordinance Section 96.04 requires person(s) wishing to engage in activities regulated by this ordinance to acquire a specific permit approved by the Chief of Police, or his designee. A permit granted under this section requires an administration fee of fifteen dollars (\$15.00). The Winterville Watermelon Festival Committee is requesting exemption from this fee.

**Action Requested:** Approve Request.

**Attachments:** Parade Route.

**Prepared By:** Ryan C. Willhite, Chief of Police

**Date:** 7/23/2019

**ABSTRACT ROUTING:**

TC 8/8/2019

FD

TM 8/14/2019

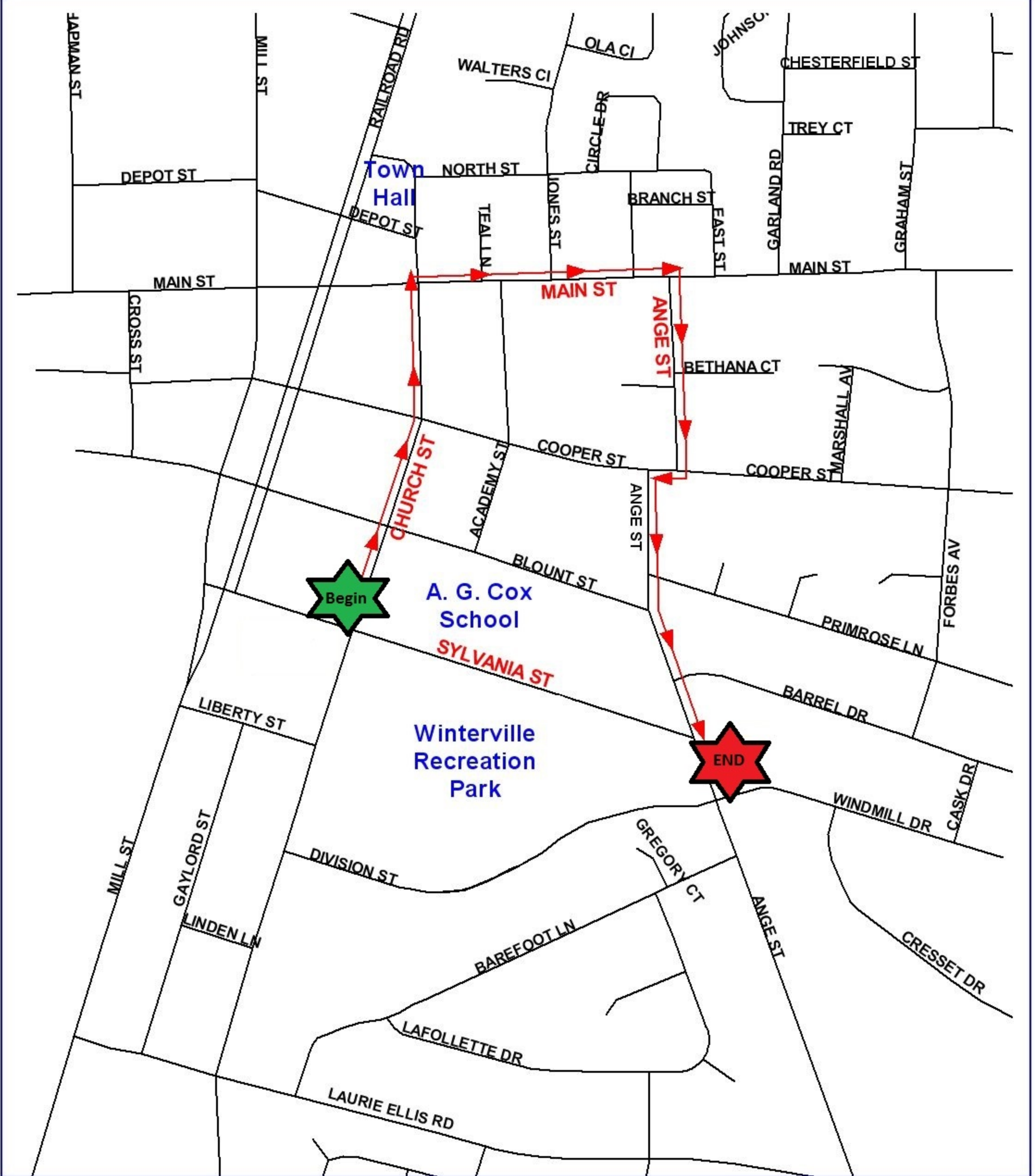
Final tlp - 8/14/2019

**Supporting Documentation**

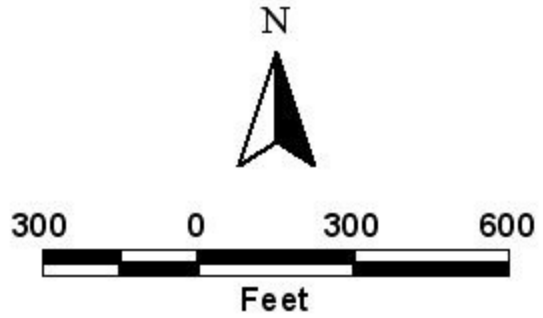
The code of ordinance requires all organizations that wish to hold a parade submit information describing the route, responsible persons and their contact numbers. The Town Council must approve the issuance of the permit based on this and any other information they request. The Winterville Watermelon Festival committee is expected to submit a parade application in the immediate future to the Chief of Police. The Organization's president is Alton Wadford. The parade contact person is Rebecca Caveness. The organization's address and contact telephone numbers are on file at the Police Department, along with any other additional information that may be required to notify responsible parties. The date of the parade is August 24th, 2019 at 10am. The lineup will begin at 9:00am and will end at approximately 11:00am. The parade route is attached.

**Budgetary Impact:** N/A.

**Recommendation:** Approve Request.



# Watermelon Festival Parade Route





**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Ryan Willhite, Chief of Police

**Item to be Considered**

**Subject:** Approval of Request from the Winterville Watermelon Festival Committee to limit the use of the Parking lot at the Winterville Recreation Park, and Request a Change in Traffic Patterns from August 22nd-24th, 2018 in support of the 2019 Watermelon Festival.

**Action Requested:** Approve Request.

**Attachments:** N/A.

**Prepared By:** Ryan C. Willhite, Chief of Police

**Date:** 7/23/2019

**ABSTRACT ROUTING:**

TC 8/12/19

FD

TM 8/13/19

Final tlp - 8/13/19

**Supporting Documentation**

The Winterville Watermelon Festival Committee request that the parking lot located at the Winterville Recreation Park be utilized for parking during the festival for the following:

- Handicapped, VIP, Employee, Bands, Vendors, Emergency Services, and other Festival staff.

Additionally the Winterville Watermelon Festival Committee and the Chief of Police request a change in the following traffic patterns to help ensure public safety:

Sylvania Street - West bound vehicular traffic only from Ange Street to Church Street, and East bound pedestrian traffic only from Church Street to Ange Street.

- Friday, August 23<sup>rd</sup> 4:00pm until 12:00am.
- Saturday, August 24<sup>th</sup> 3:00pm until 12:00am.

Division Street - From Church Street to Park entrance.

- Closed Thursday, August 22<sup>nd</sup> at 4:00pm until 12:00am
- Closed Friday, August 23<sup>rd</sup> at 4:00pm until 12:00am
- Closed Saturday, August 24<sup>th</sup> at 8:00am until 12:00am.

Barrel Street - From Ange Street to Forbes Street.

- No parking on south side of street during festival hours.
- No parking on south side of street during festival hours.

Windmill Street - From Ange Street to Forbes Street.

- No parking on south side of street during festival hours.

Gregory Lane.

- No parking in this cul-de-sac on street during festival hours.

West side of Ange street from Blount street to Sylvania Street.

- No parking.

**\*\* Note: Access to private residences on closed streets available by permits.**

**\*\* To promote optimum traffic flow and public safety, changes to the Watermelon Festival Committee's request may be altered to accommodate Festival requirements.**

**Budgetary Impact:** N/A.

**Recommendation:** Approve Request.





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Ryan Willhite, Chief of Police

**Item to be Considered**

**Subject:** Approval of Request from the Watermelon Festival Committee to Suspend the Winterville Recreation Park Hours Limitation for August 22<sup>nd</sup> -24<sup>th</sup>, 2019.

**Action Requested:** Approve Request.

**Attachments:** N/A.

**Prepared By:** Ryan C. Willhite, Chief of Police

**Date:** 7/23/2019

**ABSTRACT ROUTING:**

TC 8/8/19

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

The Town of Winterville's policy states that the Winterville Recreation Park may not be used after the hours of 10:30pm. The Winterville Watermelon Festival Committee requests that this policy be suspended for the 2019 Winterville Watermelon Festival to be held August 22<sup>nd</sup> - 24<sup>th</sup>, 2019.

**Budgetary Impact:** N/A.

**Recommendation:** Approve Request.



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Ryan Willhite, Chief of Police

**Item to be Considered**

**Subject:** Approval of Request from the Winterville Watermelon Festival Committee for the Placement of Signs and Banners on Town Property and Public Right-of-Ways.

**Action Requested:** Approve Request.

**Attachments:** N/A.

**Prepared By:** Ryan C. Willhite, Chief of Police

**Date:** 7/23/2019

**ABSTRACT ROUTING:**

TC 8/12/19

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

The Winterville Watermelon Festival Committee requests approval for the placement of signs and banners on town property and along public right-of-ways announcing the location and times for the upcoming 2019 Watermelon Festival (August 22-24). The signs will begin being erected on or about August 5th, 2019.

**Budgetary Impact:** N/A.

**Recommendation:** Approve Request.



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Evan Johnston, Director of Parks & Recreation

**Item to be Considered**

**Subject:** Approval of Request from the Winterville Watermelon Festival Committee for the usage of the Parks and Recreation Bathroom facilities from August 22, 2019 through August 24, 2019.

**Action Requested:** Approve Request.

**Attachments:** N/A.

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

**Date:** 7/16/2019

**ABSTRACT ROUTING:**

TC 8/8/2019

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

The Winterville Watermelon Festival Committee has requested the use of all bathrooms, two (2) men's and two (2) women's, at the Winterville Recreation Park during the Watermelon Festival. The scheduled request is as follows:

**8/22/2019 – 5 pm to 11 pm**

**8/23/2019 – 5 pm to 11 pm**

**8/24/2019 – 9 am to 11 pm**

The Festival Committee will provide all paper products and they will hire and provide janitorial services to keep the bathrooms clean during these times.

Recreation Staff has discussed this issue with the Watermelon Festival Committee. Staff requests approval of the Committee's Request.

**Budgetary Impact:** Cost of water and electricity used during the Festival Period.

**Recommendation:** Approve Request.



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Parking Schedule on West Railroad Street Ordinance Amendment.

**Action Requested:** Approve Ordinance.

**Attachment:** Ordinance 19-O-081.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 8/1/2019

**ABSTRACT ROUTING:**

**TC:** 8/12/2019

**FD:**

**TM:** 8/14/2019

**Final:** tjp - 8/14/2019

**Supporting Documentation**

The attached ordinance reflects an update to the previously adopted Short Term Parking Ordinance. The Ordinance adopted in June mistakenly listed the address of the two short-term parking spaces as 2592 Railroad Street. The two short-term parking spaces are in fact in front of 2594 Railroad Street. This proposed Ordinance simply updates the address in the location description.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Ordinance.

**ORDINANCE NO. 19-O-081**

**ORDINANCE AMENDING CHAPTER 75 OF THE CODE OF ORDINANCES  
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title VII Chapter 75 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 75: PARKING SCHEDULES.**

**SCHEDULE III: SHORT-TERM PARKING.**

Parking on the following streets is limited to 5 minutes.

<b><i>Street</i></b>	<b><i>Side</i></b>	<b><i>Location</i></b>	<b><i>Ord. or Res. No.</i></b>	<b><i>Date Passed</i></b>
Railroad Street	West	Two spaces in front of 2594 Railroad Street per installed signage.	19-O-081	8-19-2019

(1992 Code, Chapter 75, Sch. III) Penalty, see § 72.99.

This Ordinance shall be effective upon adoption.

Adopted this the 19<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Stop Signs and Speed Limits on Town Streets.

**Action Requested:** Adopt Ordinance 19-O-082 requiring stops and establishing speed limits on various Town streets.

**Attachments:** Proposed Ordinance Updates.

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

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

TC 8/8/2019

FD

TM 8/14/2019

Final tip - 8/14/2019

**Supporting Documentation**

An update to the Towns Traffic Code in the Code of Ordinances is necessary in order to establish speed limits on several new streets. Staff proposes to establish a speed limit of 25 MPH on all of the new streets which include Chalet Circle, Villa Grande Drive, Copper Creek Drive, Valencia Drive, Holly Grove Drive, Dearing Court, Cassena Drive, Sparrow Lane, Newgate Drive, Brookfield Drive, Castleford Drive, Tunsberg Court, Braemar Drive, and Connet Street.

Staff also proposes to establish required stops at several intersections including those on the new streets as well as 3 and 4 way stops that were requested by the Town Council previously.

**Budgetary Impact:** TBD.

**Recommendation:** N/A.

**ORDINANCE NO. 19-O-082**

**ORDINANCE AMENDING CHAPTER 74 OF THE CODE OF ORDINANCES  
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title VII Chapter 74 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 74: TRAFFIC SCHEDULES.**

**SCHEDULE II: STOPS REQUIRED.**

The following streets are designated as stop intersections, requiring all vehicles to stop before entering the intersections:

<b><i>Street</i></b>	<b><i>Location</i></b>	<b><i>Type of Stop</i></b>	<b><i>Ord. or Res. No.</i></b>	<b><i>Date Passed</i></b>
Barbera Drive	At Windmill Drive	3-Way Stop	19-O-082	8-19-2019
Barbera Drive	At Cresset Drive		19-O-082	8-19-2019
Barrel Drive	Ange Street		19-O-082	8-19-2019
Barrel Drive	Forbes Avenue	3-Way Stop	19-O-082	8-19-2019
Braemar Drive	At Brookfield Drive		19-O-082	8-19-2019
Brookfield Drive	At Brookfield Drive		19-O-082	8-19-2019
Brookfield Drive	At Castleford Drive		19-O-082	8-19-2019
Cassena Drive	At Holly Grove Drive		19-O-082	8-19-2019
Chalet Circle	At Villa Grande Drive		19-O-082	8-19-2019
Chaucer Drive	At Franklin Drive	4-Way Stop	19-O-082	8-19-2019
Chaucer Drive	At Miller Circle	4-Way Stop	19-O-082	8-19-2019
Connet Street	At Cresset Drive	3-Way Stop	19-O-082	8-19-2019
Copper Creek Drive	At Reedy Branch Road		19-O-082	8-19-2019
Corbett Street	At Spring Run Road	4-Way Stop	19-O-082	8-19-2019
Cresset Drive	At Windmill Drive	3-Way Stop	19-O-082	8-19-2019
Dearing Court	At Holly Grove Drive		19-O-082	8-19-2019
Franklin Drive	At Merchant Drive	3-Way Stop	19-O-082	8-19-2019
Franklin Drive	At Sophia Circle	3-Way Stop	19-O-082	8-19-2019
Franklin Drive	At Corbett Street	3-Way Stop	19-O-082	8-19-2019
Holly Grove Drive	At Church Street Extension		19-O-082	8-19-2019
Holly Grove Drive	At Holly Grove Drive		19-O-082	8-19-2019
Newgate Drive	At Old Tar Road		19-O-082	8-19-2019
Newgate Drive	At Brookfield Drive		19-O-082	8-19-2019
Primrose Lane	At Ramblewood Court	3-Way Stop	19-O-082	8-19-2019
Sparrow Lane	At Oakwood Drive		19-O-082	8-19-2019
Tabard Road	At Beckett Circle	3-Way Stop	19-O-082	8-19-2019
Tunsberg Court	At Brookfield Drive		19-O-082	8-19-2019
Valencia Drive	At Crimson Drive		19-O-082	8-19-2019
Valencia Drive	At Copper Creek Drive		19-O-082	8-19-2019
Villa Grande Drive	At Red Forbes Road		19-O-082	8-19-2019
Windmill Drive	At Cask Drive	3-Way Stop	19-O-082	8-19-2019

**SCHEDULE IV: SPEED LIMITS.**

(E) (1) Pursuant to the authority of G.S. § 20-141(f), it shall be unlawful to operate any vehicle on the following streets at a speed greater than 25 mph.

<b>Street</b>	<b>Location</b>	<b>Ord. or Res. No.</b>	<b>Date Passed</b>
Braemar Drive		19-O-082	8-19-2019
Brookfield Drive		19-O-082	8-19-2019
Cassena Drive		19-O-082	8-19-2019
Castleford Drive		19-O-082	8-19-2019
Chalet Circle		19-O-082	8-19-2019
Connet Street		19-O-082	8-19-2019
Copper Creek Drive		19-O-082	8-19-2019
Dearing Court		19-O-082	8-19-2019
Holly Grove Drive		19-O-082	8-19-2019
Newgate Drive		19-O-082	8-19-2019
Sparrow Lane		19-O-082	8-19-2019
Tunsberg Court		19-O-082	8-19-2019
Valencia Drive		19-O-082	8-19-2019
Villa Grande Drive		19-O-082	8-19-2019

This Ordinance shall be effective upon adoption.

Adopted this the 19<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk





**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: New Business

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Speed Limit on Beacon Drive.

**Action Requested:** Rescind Speed Limit Ordinance of 25 MPH for Beacon Drive.

**Attachments:** Ordinance 19-O-083.

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

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

While completing an update to the Town's Speed Limits Ordinances, staff discovered that Beacon Drive had 35 MPH speed limit signs installed, however the ordinance stated the speed limit as 25 MPH. The Town Council adopted Ordinance 07-O-282 on June 11, 2007 which established a speed limit of 25 MPH on Beacon Drive. The Public Works Department has coordinated with the Police Department and recommends that the Ordinance adopting the speed limit as 25 MPH be rescinded such that the speed limit will revert back to 35 MPH. Beacon Drive is not a residential street, but rather acts as a thoroughfare between Railroad Street, Vernon White Road, and Highway 11 (Memorial Drive). The Police Department believes that a speed limit of 35 MPH can be safely enacted.

NC General Statute 20-141(b) establishes a speed limit of 35 MPH inside the corporate limits of Winterville for all vehicles unless specifically established otherwise, therefore simply rescinding the existing ordinance of 25 MPH will allow the Police Department to enforce a speed limit of 35 MPH.

**Budgetary Impact:** N/A.

**Recommendation:** Rescind existing 25 MPH speed limit ordinance for Beacon Drive.

**ORDINANCE NO. 19-O-083**

**ORDINANCE AMENDING CHAPTER 74 OF THE CODE OF ORDINANCES  
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title VII Chapter 74 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

**CHAPTER 74: TRAFFIC SCHEDULES.**

**SCHEDULE IV: SPEED LIMITS.**

G.S. § 20-141(b) establishes a speed limit of 35 mph inside the corporate limits of this town for all vehicles. Exceptions to this are specifically established and set forth as follows:

(E) (1) Pursuant to the authority of G.S. § 20-141(f), it shall be unlawful to operate any vehicle on the following streets at a speed greater than 25 mph.

The portion of the existing Ordinance (07-O-282) passed on June 11, 2007 establishing a speed limit of 25 MPH for Beacon Drive shall hereby be rescinded.

The speed limit for Beacon Drive shall hereby revert back to 35 MPH as established in North Carolina General Statute 20-141(b).

<i>Street</i>	<i>Location</i>	<i>Ord. or Res. No.</i>	<i>Date Passed</i>
Beacon Drive		19-O-083	8-19-2019

This Ordinance shall be effective upon adoption.

Adopted this the 19<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Old Business

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Approval of Updated Capital Improvement Plan.

**Action Requested:** Approval of Plan.

**Attachments:** Capital Improvement Plan.

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

**Date:** 8/7/2019

**ABSTRACT ROUTING:**

TC 8/9/19

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

The Town's Capital Improvement Plan has been revised and updated by the Public Works Director. This is a requirement in order to receive points towards low interest loans for capital improvement projects such as the sewer rehab project. The plan also has to be adopted by Council to be accepted by the reviewing agency. Approving this plan does not require the Town to complete the projects but does help staff and council budget for future improvements and projects.

**Budgetary Impact:** No impact at this time. Individual projects will be budgeted for in future budgets.

**Recommendation:** Town staff recommends approval of the CIP.



**TOWN OF WINTERVILLE, NORTH CAROLINA  
PUBLIC WORKS (Enterprise Funds) CAPITAL IMPROVEMENT PLAN (CIP)  
2019-2029**

**July 2019**

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Water Service Area Map

Sanitary Sewer Service Area Map



July 31, 2019

Douglas A. Jackson, Mayor  
Members of the Town Council  
Town of Winterville, North Carolina

Dear Mayor Jackson and Members of the Town Council:

The Town of Winterville Public Works Department is pleased to present you with the following Capital Improvement Plan for fiscal years 2019 through 2029. This CIP identifies major capital expenditures which staff deems as necessary over the next six years within the water, sewer, stormwater, and Powell Bill funds. These projects are identified and prioritized based on Council goals, impacts from non-Town projects such as NCDOT, citizen requests, and staff recommendations. This CIP is proposed in order to allow Council and staff adequate time to plan for these expenditures and explore additional revenue streams such as low interest loans, grants, fund balance appropriations, and/or adjustments to utility rates. This is an update to the Capital Improvement Plan which was adopted in 2016.

Each of these departments will require capital funding for many projects within the next six years and beyond. Aging and failing infrastructure, as well as increased demand on existing infrastructure due to new development are both driving factors behind many of the projects across all of the different departments. In addition, other factors such as future NCDOT projects will be a driving factor behind some projects. For instance, the NCDOT Old Tar Widening project has the potential to have a significant impact on the Town due to the necessity of relocating several existing water and sewer mains.

As with all projects in these departments, staff's ultimate goal is to maximize our level of service and reliability to the Town's citizens, while minimizing impacts to utility rates and cost of service. Ultimately, the most important factor which impacts each of these projects is cost and available revenue. The Town is in a great position financially, however projects such as these require abundant revenue streams. The goal of this CIP is to allow the Town to plan ahead and space the projects out such that the financial impact to the citizens is minimal yet the Town is still able to complete the projects in a timely fashion while maintaining the current level of service. While revenue from utility sales is the most important revenue stream, this CIP will also help staff investigate other funding sources such as low interest loans and grants from the State and Federal governments. Other funding options include allocating capital reserve funds or issuing bonds.

The following document will detail each of the projects that staff feels are necessary within the four (4) funds. As with all projections which extend years into the future, this document is subject to change as our current economic environment remains fluid, additional needs arise, and Council recommendations change. The benefit of updating this CIP each year is the ability to keep up with the changes to these factors which drive the projects within the CIP.

## **INTRODUCTION & SUMMARY INFORMATION**

## **Guide to the Sections of the FY 2019-2029 Capital Improvement Plan**

This capital improvement plan (CIP) describes the Town's plan for achieving the goals and objectives outlined in this plan as directed by the Town Council for the next six (6) fiscal years. The purpose of the CIP is to provide adequate time for planning, estimating costs, obtaining funding, and executing each of the objectives outlined in this plan. These objectives are necessitated by the Town's desire to continue meeting the Town's current levels of service and reliability, improving system operations and performance, and enhancing current operations and maintenance programs.

The Town of Winterville identifies CIP capital expenditures as any expenditure over \$5,000 which includes the purchase of goods which will be utilized by the Town for a number of years and adds to the new worth of the Town (Purchasing Manual – Sec. 32); construction, renovation, or alteration of fixed assets (water mains, lift stations, storm drains, etc.); and/or road maintenance or construction projects including sidewalk construction. For this specific CIP, only significant capital outlays (>\$50,000) shall be considered.

The CIP is updated annually in order to address continually fluctuating priorities, revenues, and expenditures within the Town.

**Introduction & Summary Information:** The introduction section consists of Town staff's CIP message to the Council and citizens, which is an executive summary of the CIP as presented. The message describes the major factors which contribute to the CIP including impacts from non-Town projects such as NCDOT or the railroad; increased demand on infrastructure due to development, and failing infrastructure due to age. It also discusses potential funding sources for CIP projects.

**Detailed CIP Project Information:** This section includes project specific information on each of the projects included in the CIP. Included is a description of each project, a justification for the project expenditure and completion, proposed expenditures related to the project, and proposed funding sources. Each utility enterprise fund is included separately within this section. This section also includes a long range forecast of future CIP needs.

**Detailed CIP Project Information for Previously Approved Projects:** This section contains a brief update on recently completed and in-progress CIP projects. This includes projects that span multiple fiscal years as well as projects completed within the last fiscal year.



## **Goal Statement**

The Town of Winterville strives to provide its citizens and customers with a safe, reliable, environmentally friendly, and cost effective water distribution system, wastewater collection system, public transportation infrastructure, and stormwater system. The goal of this capital improvement plan is to identify and prioritize the needs of the Town in order to continue providing our current high level of service while meeting the aforementioned priorities.

## **Description of CIP Area**

According to the NC Department of Environmental Quality – Division of Water Infrastructure 2014 Local Government Unit Parameters the Town of Winterville’s population is 9,424. The poverty rate for the Town of Winterville is 11.8%. The 2014 median household income in the Town of Winterville is \$58,801. The poverty rate for the state of North Carolina is 17.6% and the median household income is \$46,693. The Town of Winterville’s poverty rate is lower than the state’s by approximately 5.8% and the Town’s median household income is higher than the state average.

The Town of Winterville is located within the Coastal Plains region of North Carolina. The Town is located approximately eighty (80) miles east of Raleigh which is the state capital, and approximately seventy-five (75) miles west of the coast. The Town is located in a relatively flat area, with little to no relief from one side of Town to the other. Undeveloped areas within the Town limits consist mostly of agricultural fields and some large wooded tracts. The majority of development within the Town limits consists of single family residential homes.

The Town is located on a slight ridge between Fork Swamp Canal to the east and Swift Creek Canal to the west. All of the Town’s stormwater runoff drains to one of these two drainage features which both eventually drain to the Neuse River. The Town does not have any local surface water sources for drinking water. The Town pumps approximately half of its drinking water from the Black Creek Aquifer and purchases the other half from Greenville Utilities. Greenville Utilities provides surface water drawn from the Tar River. Soil types within the Town consist of mainly well drained, loamy soils such as Goldsboro, Exum, and Norfolk soils types (USDOA SCS – Pitt County Soil Survey, 1974).

## **Fund Revenue and Expenditure Organizational Structure**

Below is a brief summary including fund numbers for each of the four funds. Each of these four funds operate independently of each other.

**Powell Bill Fund - Fund 1645451000:** The Powell Bill Fund is funded fully by the annual State Street-Aid allocation which is made by the State of North Carolina to all qualifying municipalities. This revenue stream is intended primarily for use in resurfacing streets within the corporate limit. However, these funds are also used for street and storm drainage maintenance and repair, street sweeping operations, and sidewalk construction. The allocation to the Town in 2018 totaled \$254,855.00.

**Water Fund - Fund 6172721000:** The Water Fund is funded through water sales to Town customers. Revenues in this fund are used to purchase water from Greenville Utilities for resale to Town customers, fund staff to operate and maintain the distribution system, and repair water mains and the Town's wells and elevated tank.

**Sewer Fund - Fund 6273732020:** The Sewer Fund is funded with revenues from Town customers based on water usage. Revenues in this fund are used to pay CMSD for treatment of all Town generated wastewater, fund staff to operate and maintain the collection system, and purchase materials and equipment to repair sewer mains and lift stations.

**Stormwater Fund - Fund 6374742000:** The Stormwater Fund is funded with revenues from the stormwater fee. All properties within the Town limits are charged a stormwater fee each month. Revenues in this fund are used to maintain the storm drainage system, including repairing sinkholes, replacing storm drains, and mowing the Town's ditches.

## **Existing Debt Service & Fund Balance Summary**

Below is a summary of the existing debt service for each of the four funds. Existing debt service impacts ability to borrow money for future projects without impacting utility rates. As you can see, neither the sewer fund or the water fund have any debt service falling off within the next five years. Both the Stormwater fund and the Powell Bill fund have no existing debt service. The water fund has a fund balance of \$1,380,010 as of June 30, 2018, the sewer fund has a balance of \$981,214, the Powell Bill fund has a balance of \$506,239 as of June 30, 2018, and the Stormwater fund has a balance of \$213,325.

<b>Debt Service Payment Schedule By Fund for Next 5 Years</b>									
				<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>TOTAL</b>
<b>Sewer Fund</b>									
2009 Pumpstation Rehabilitation Project				\$32,689	\$32,689	\$32,689	\$32,689	\$32,689	<b>\$163,445</b>
Church St. Sewer Extension				\$74,506	\$74,506	\$74,506	\$74,506	\$74,506	<b>\$372,530</b>
New Regional Lift Station & Sewer Rehab.				\$151,125	\$149,218	\$147,310	\$145,403	\$143,496	<b>\$736,552</b>
<b>TOTAL</b>				<b>\$258,320</b>	<b>\$256,413</b>	<b>\$254,505</b>	<b>\$252,598</b>	<b>\$250,691</b>	<b>\$1,272,527</b>
<b>Water Fund</b>									
Worthington Rd. Interconnect Project				\$154,632	\$154,632	\$154,632	\$154,632	\$154,632	<b>\$773,160</b>
Water Tank Rehabilitation				\$31,471	\$31,098	\$30,725	\$30,352	\$29,979	<b>\$153,625</b>
<b>TOTAL</b>				<b>\$186,103</b>	<b>\$185,730</b>	<b>\$185,357</b>	<b>\$184,984</b>	<b>\$184,611</b>	<b>\$926,785</b>
<b>Powell Bill</b>									
No Existing Debt									
<b>Stormwater</b>									
No Existing Debt									

## Description of Existing Water and Sewer Facilities

### General Status.

The Town's water and sanitary sewer system is in excess of fifty years old. Prior to the 1990's Winterville was small in area with a population of less than 3,000 surrounded by rural/agricultural land. In recent years, the Town of Winterville has experienced major growth both residentially and commercially. Since the 1990's, numerous residential subdivisions have been developed. The population of the Town has grown to approximately 10,000.

As development occurs, new infrastructure is installed by developers and accepted by the Town for operation and maintenance. The Town has constructed two (2) water supply interconnections with Greenville Utilities Commission (GUC) to allow for the purchase of 375,000 gallons per day.

The Town recently completed the Elevated Tank Rehabilitation project and the New Regional Lift Station & Sewer Rehab Project. The Town is currently in the design phase of another sewer rehab project which will replace and line portions of the Town's gravity sewer system that were found to be leaking.

The current water and sewer customer breakdown is as follows:

	Water	Sewer
Residential	3,890	3,679
Commercial	<u>253</u>	<u>175</u>
Total	4,143	3,854

As of 2019, the Town's water distribution system consists of 1-inch to 12-inch lines with of various material. The following is a summary list of the water distribution system lines.

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6-12	8.00 %
Cast Iron	1-10	1.00 %
Ductile Iron	6-12	0.50 %
Galvanized Iron	1-2	0.50 %
Polyvinyl Chloride	2-12	90.00 %

Winterville's wastewater collection system consists of approximately 242,000 linear feet of gravity line; 1,030 manholes; 30 pump stations; and 63,000 linear feet of force main. The Town's

current wastewater treatment is provided by the Contentnea Metropolitan Sewer District WWTP located south of Town.

The Town does not currently own or operate either a water or wastewater treatment plant. The Town has two groundwater wells and purchases 375,000 gallons per day from GUC through two (2) wholesale connections. Winterville is part of the Contentnea Metropolitan Sewer District (CMSD), which includes the towns of Winterville, Ayden, and Grifton. All members send their wastewater to the CMSD WWTP located near Grifton. The plant was recently upgraded to a permitted capacity of 3.5 MGD, a design capacity of 4.0 MGD, and has an average daily discharge of 2.253 MGD. The Town contributed an average daily amount of approximately 0.77 MGD in 2018.

The current water and sewer rates are as follows:

Water:

Inside:

First	3,000 Gallons @ \$22.40
Next	17,000 Gallons @ \$3.31 per 1000 Gallons
All Over	20,000 Gallons @ \$3.31 per 1000 Gallons

Outside

First	3,000 Gallons @ \$44.80
Next	17,000 Gallons @ \$6.62 per 1000 Gallons
All Over	20,000 Gallons @ \$6.62 per 1000 Gallons

Sewer

Inside:

First	3,000 Gallons @ \$30.83
Next	17,000 Gallons @ \$8.57 per 1000 Gallons
All Over	20,000 Gallons @ \$7.01 per 1000 Gallons

Outside

First	3,000 Gallons @ \$57.65
Next	17,000 Gallons @ \$17.14 per 1000 Gallons
All Over	20,000 Gallons @ \$14.02 per 1000 Gallons

Water and sewer rates will be adjusted appropriately in the future to accommodate known operation and maintenance costs as well as long-term financed large capital improvement projects.

Maps illustrating the Town's water and sanitary sewer service area are included at the end of the Plan.

## **Existing Capacity**

The Town does not currently own or operate either a water treatment plant. The Town has two groundwater wells and purchases 375,000 gallons per day from GUC through two (2) wholesale connections. GUC (PWSID – NC0474010) operates a 22.5 MGD surface water treatment plant.

Winterville is part of the Contentnea Metropolitan Sewer District (CMSD), which includes the towns of Winterville, Ayden, and Grifton. All members send their wastewater to the CMSD WWTP located near Grifton. The CMSD WWTP utilizes a direct surface water discharge to Contentnea Creek. The plant was recently upgraded to a permitted capacity of 3.5 MGD, a design capacity of 4.0 MGD, and has an average daily discharge of 2.253 MGD. The Town contributed an average daily amount of approximately 0.77 MGD in 2018.

## **Present Condition**

The Town's water distribution and wastewater collection systems are in fairly good operating condition. Some of the water distribution and sewer collection system is in excess of forty (40) years old. The future challenges facing the Town's systems can be attributed to the age of the infrastructure. Both the water system and the sewer system were recently evaluated in an Asset and Inventory Assessment completed by Rivers & Associates. Recommended upgrades derived from the assessment are included in this updated Capital Improvement Plan.

In the next ten (10) years, the Town will be facing significant capital projects related to aging infrastructure, capacity, inflow/infiltration, critical infrastructure at risk of failing, and increased development. Of those, the top three are currently inflow/infiltration, capacity, and critical infrastructure at risk of failing.

According to the Sanitary Sewer Evaluation Survey as completed by Rivers & Associates in 2017, the Town's "unaccounted for" water totaled approximately 21,900 gallons per day. This equates to approximately 3.8% water loss, and is not considered excessive.

The water loss could possibly be attributed to older lines with minor leaks and occasional breaks. There also could be unaccounted for water associated with unmetered irrigation systems. The Town has discovered some of these instances and has rectified accordingly.

The Town has some undersized, 2-inch and 4-inch, water distribution lines located in some of the older parts of Town.

The Town does not currently own or operate either a water treatment plant. The Town has two groundwater wells and purchases 375,000 gallons per day from GUC through two (2) wholesale connections. GUC (PWSID – NC0474010) operates a 22.5 MGD surface water treatment plant. The water supply provided by the Town's wells and Greenville Utilities

receives chloramine disinfection prior to pumping into the distribution system.

Inflow and Infiltration being experienced by the Town's system is resulting from a combination of manhole and collection line deficiencies as well as damaged cleanouts and private service lines.

The Town recently completed Sanitary Sewer Evaluation Survey (SSES) in October 2017. The purpose of the SSES was to identify sources of inflow and infiltration (I/I) in the Town's Wastewater Collection System. The SSES provided an assessment of all 48.6 miles of gravity sewer mains, including night time flow monitoring of approximately 17,000 linear feet of pipe, and smoke testing of the entire sewer collection system. Further investigation of potential issues discovered by smoke testing and flow monitoring included line cleaning and closed-circuit television (CCTV) inspection.

A desktop analysis conducted by comparing historical rainfall and lift station pumping records indicated there is a correlation between rainfall events with three quarters of an inch or greater to increased flows at the lift stations. The Engineer estimated that just over 50% of all wastewater pumped by the Town to CMSD is related to inflow and infiltration.

The Town has recently been awarded a Clean Water State Revolving Fund (CWSRF) loan from the North Carolina Department of Environmental Quality – Division of Water Infrastructure (NCDEQ – DWI) to undertake a collection system line rehabilitation project. In addition to this funded project, when possible, Town staff has repaired collection lines that have been found to have separated joints or severe breaks.

Some of the Town's larger pump stations have very old pumps and force mains in need of upgrading. The Town has received a Notice of Violation (NOV) for a Sanitary Sewer Overflow (SSO) in the past for overflows at Town lift stations. The Town is in the process of preparing a grant/loan application for a Pump Station Rehabilitation Project.

### **Previously Completed Studies, Assessments, Etc.**

The Town recently completed a Sanitary Sewer Collection System Asset Inventory and Assessment (AIA). As part of the AIA, a Sanitary Sewer Evaluation Survey (SSES) was completed in October 2017. The purpose of the SSES was to identify sources of inflow and infiltration (I/I) in the Town's Wastewater Collection System. This study was performed by a consultant engineer using some grant funds along with matching Town funds. As a part of the study, a desktop analysis conducted by comparing system-wide billing and pumping records indicated there is a daily average inflow and infiltration of approximately 285,310 gallons per day, or more than 52% of the total pumped wastewater.

The Town also recently completed a Water Distribution System Asset Inventory and Assessment. As part of the AIA, an updated hydraulic model of the Town's water distribution

system was created which will allow the Town to run different scenarios and determine where upgrades are need for better water quality and/or fire flow. The consultant also completed a Wellhead Protection Plan as part of the AIA.

### **Specific Limitations**

The Town of Winterville's groundwater wells are located within the Central Coastal Plain Capacity Use Area (CCPCUA). The recent second system-interconnect and long-term (20-year) purchase agreement with GUC allows the Town to reduce the reliance on the groundwater wells along with improving overall system pressures and water quality.

In the event of a drought or water shortages, the Town has an adopted Water Shortage Response Plan (WSRP). Five levels of water shortage response are outlined in the WSRP. The five levels of water shortage response are: voluntary reductions, mandatory reductions I and II, emergency reductions and water rationing. A detailed description of each response level and corresponding water reduction measures are included in the plan.

### **Long-Term Potential Alternatives.**

In the past twenty years, the Town's population has grown tremendously. If current economic trends continue, the annual growth of the population by 5-7% would be a reasonable expectation.

The Town does not foresee the near future departure of a large water using employer. The Town proactively promotes economic development within its service area. The majority of Winterville's demand is residential. However, as transportation improvements are made in the area, more commercial/industrial development may occur which could include large consumers.

The Town has already, in a sense, regionalized its water and wastewater treatment service. Currently, the Town does not have any interest in consolidating its water distribution or wastewater collection services.



## **DETAILED CIP PROJECT INFORMATION**

## Summary of CIP Project Expenditures

### Projected CIP Expenditures Summary By Fund

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	TOTAL
<b>Sewer Fund</b>	\$3,714,483	\$310,408	\$1,863,030	\$110,000	\$250,000	\$1,950,000	\$8,197,921
<b>Water Fund</b>	\$0	\$442,310	\$352,324	\$368,095	\$272,666	\$5,466,800	\$6,902,195
<b>Powell Bill</b>	\$175,000	\$255,658	\$250,000	\$400,000	\$436,275	\$0	\$1,516,933
<b>Stormwater</b>	\$95,000	\$262,500	\$3,251,900	\$100,000	\$350,000	\$0	\$4,059,400
<b>TOTAL</b>	\$3,984,483	\$1,270,876	\$5,717,254	\$978,095	\$1,308,941	\$7,416,800	\$20,676,449

### Prioritization of Projects by Fund

A priority ranking system based on the degree of urgency, or priority of function is used by staff to develop project prioritization. In addition to availability of supplemental funding and legislative/regulatory requirements, the following factors are considered when assessing projects for priority:

1. Repairs or construction to ensure safety of persons or property
2. Construction to complete projects previously authorized
3. Major renovations or additions to provide fuller use of existing facilities
4. New facilities to reduce overcrowded conditions or relieve obsolescence
5. New facilities to meet increases in demand
6. New facilities to provide for improvements in programs
7. New facilities for new programs or services

## Sewer Collections Fund Overview & Summary of Expenditures

The sanitary sewer fund is tasked with the construction, maintenance, operation, and repair of the Town's sanitary sewer collection system including the gravity sewer mains, manholes, force mains, and sewer lift stations. The sanitary sewer fund is an enterprise fund and relies on revenues from sewer customers. Alternative funding options for sewer capital projects include grants, loans, and/or bonds. Any bonds or loans would be re-paid using revenues from sewer customers.

<b>Sanitary Sewer Fund Projected CIP Expenditures</b>								
			<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2029</b>
<b>2018 SRF Sanitary Sewer Rehab</b>			\$3,529,873					
<b>Eli's Ridge L/S Cost Share</b>			\$184,610					
<b>Christ Covenant School Gravity Extension</b>				\$310,408				
<b>Church St. Lift Station Bar Screen</b>					\$518,000			
<b>Chapman St. Lift Station Replacement</b>					\$959,500			
<b>Chapman St. Lift Station Force Main</b>					\$186,300			
<b>Robinson Heights L/S Electrical Replacement</b>					\$127,000			
<b>Winterville Crossing L/S Electrical Replacement</b>					\$72,230			
<b>Backhoe Replacement</b>						\$110,000		
<b>Church St. Lift Station Force Main</b>							\$250,000	
<b>Reedy Branch Gravity Extension</b>								\$1,500,000
<b>Magnolia Ridge L/S Rehab</b>								\$450,000
<b>TOTAL</b>			\$3,714,483	\$310,408	\$1,863,030	\$110,000	\$250,000	\$1,950,000

### **2018 SRF Sanitary Sewer Rehabilitation Project**

The Town recently completed a Sanitary Sewer Evaluation and Study on all of the Town's sewer collection system. Based upon the results of that study, a project has been initiated to replace approximately 2,600 linear feet of existing gravity sewer main along Main St. and Church St., make approximately 175 point repairs, line approximately 14,200 linear feet of gravity sewer main, replace 266 service laterals, and replace 23 manholes. Since the Town's treatment plant moved to a fully flow based billing system, it became more advantageous to eliminate any and all inflow and infiltration. The rehabilitation of these mains will also prevent future sanitary sewer overflows.

### **Eli's Ridge Lift Station Cost Share**

Bill Clark Homes proposes a 230 lot subdivision between Worthington Rd. and Laurie Ellis Rd. just east of the existing Town limits. In order to construct this subdivision the developer will need to build a new lift station. Staff recommends that the Town participate in a cost share with the developer to build the lift station larger and deeper as well as install an eight inch (8") force main instead of a six inch (6") force main such that the lift station can accommodate flow to the eastern boundary of the Town's sewer service area at County Home Rd. The proposed lift station would enable the Town to serve the remaining undeveloped portions of its' service area between Fork Swamp Canal and County Home Rd. without needing any additional lift stations.

### **Christ Covenant School Gravity Extension**

Christ Covenant School will be extending a gravity sewer main from the Town's new regional lift station to the school to accommodate the future growth at the school. Town staff has determined that it is feasible to have this main installed at such size and depth as necessary to reach the existing Winterville Crossing Lift Station. If a gravity sewer main from the new regional lift station were extended to Winterville Crossing Lift Station the Winterville Crossing Station could be permanently abandoned, reducing operating and maintenance costs eternally. Transferring this flow to the new regional lift station would also bypass the Forbes Avenue Lift Station which is currently over capacity.

### **Church Street Lift Station Bar Screen**

Town staff has been dealing with issues with rags and grease contaminating the Church Street Lift Station by clogging pumps, damaging seals, wear, rings, ad impellers, and damaging the transducer and pump cords. Each time a pump must be pulled it requires a 3 or 4 man crew and takes a minimum of four hours. Much of that time is spent removing (cutting) rags and other stringy material off of the pump cords and transducer. Additionally, the pumps become clogged with rags which prevents the pumps from pumping and also damages the seals allowing water into the pump. It costs between \$6,000 and \$10,000 each time one of these pumps has to be sent off to be rebuilt, and a replacement pump costs approximately \$30,000. The Town's consulting Engineer has recommended the installation of mechanical bar screen to prevent this debris from getting into the lift station.

### **Chapman Street Lift Station Replacement**

The Chapman Street Lift Station was constructed in the 1960s and is the Town's oldest lift station. It also handles more flow than any other lift station in Town. The lift station has reached the end of its life span, as evidenced by the deteriorating condition of the wet well, control panel, and other components. Town staff is constantly working on the control panel due to the corrosive nature of the sewer gases and the age of the components. A new standby generator and automatic transfer switch were installed in 2015 and it is possible that these

could be re-used. The replacement station would also include a rain shield to protect the critical electrical infrastructure, SCADA to allow remote monitoring and control of the station, and a bar screen to prevent rags and other debris from damaging the pumps.

### **Chapman Street Lift Station Force Main**

In conjunction with the Chapman Street Lift Station Replacement Project the Engineer has also recommended replacing the existing dual 6" force mains with a single 10" force main. The force main is proposed to be relocated to the west side of Chapman Street.

### **Robinson Heights Lift Station Electrical Replacement**

The Robinson Heights Lift Station is one of the oldest in Town and also handles a tremendous amount of flow. The station was originally constructed in 1978, and the control panel was replaced in 2002. The control panel for this lift station has experienced many failures over the past several years, and has reached the end of its lifespan. The technology in the panel is also outdated, making it hard to find exact replacement parts. In order to prevent unexpected failures and keep the station running efficiently, the Engineer has recommended that the control panel be replaced due to its current condition. Replacement would also allow for the addition of SCADA to the station which would help staff remotely monitor and control the station.

### **Winterville Crossing Lift Station Electrical Replacement**

In completing the Wastewater Asset and Inventory Assessment the Engineer examined the condition of each of the Town's 27 lift stations. Based on the current condition of the Winterville Crossing Lift Station control panel the Engineer recommended that it be replaced. This would only include the work necessary to replace the control panel; it does not include any pump and/or wet well replacement.

### **Backhoe Replacement**

The water and sewer departments currently share a 2005 Volvo backhoe. The backhoe is starting to accumulate a high number of hours and requiring more maintenance on wear items such as hoses and cylinders. Town staff realizes that this machine will need to be replaced in the next few years.

### **Church Street Lift Station Force Main**

The Church Street lift station was constructed in approximately 1999. A recently completed project replaced the control panel, added a standby generator, and raised the wet well top elevation to prevent the wet well from flooding during heavy rains and/or hurricanes. During periods of high-flow the station struggles to keep up with flow. As the southern side of Winterville continues to develop, the flow to this station will continue to increase. The existing 8-inch force main is constructed of SDR 21 PVC, which is not the preferred material for force mains anymore. The Town has had several force main breaks on this force main leading to

sanitary sewer overflows and notices of violation from the state. In addition to needing to be replaced with a larger main for capacity, the force main also needs to be replaced due to its age and structural issues. Staff has begun replacing short sections of the existing 8" force main with a new 12" force main, however to increase capacity at the station to accommodate the future growth the entire force main will need to be replaced.

### **Reedy Branch Gravity Sewer Extension**

There is a large tract of land (approx. 140 acres) between Reedy Branch Rd. and Highway 11 south of NC 903 that is within the Town's jurisdiction. This area is not currently served by sanitary sewer. In order to facilitate commercial and/or industrial growth in this area it will need to be served by sanitary sewer. There are several options to serve this area with sanitary sewer, including upgrading the existing Magnolia Ridge lift station or tying into the existing outfall line which is just north of NC 903.

### **Magnolia Ridge Lift Station Rehabilitation**

The Magnolia Ridge Lift Station is approximately seventeen (17) years old. Based on the age, criticality assessment as part of the AIA, and the additional development that has occurred and is proposed in its sewer shed the Town's Engineer has recommended it as a priority for improvements. The rehabilitation will focus on upgrading the current pumps while also upgrading the force main size to accommodate the ongoing development in the area.

## Water Fund Overview & Summary of Expenditures

The water fund is responsible the construction, maintenance, operation, and repair of the Towns water distribution system including the wells, booster pump station, elevated tank, valves, hydrants, and water mains. The water fund is an enterprise fund and relies mostly on revenues from water sales. There are low interest loans available for capital improvement projects, however the loans would have to be re-paid using water sales revenues.

<b>Water Fund Projected CIP Expenditures</b>								
			2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029
<b>Blount St. Asbestos Main Replacement</b>				\$162,310				
<b>NCDOT Old Tar Rd. Widening Project</b>				\$280,000				
<b>Forlines Rd. 4" Main Abandonment</b>					\$89,000			
<b>2" Iron Main Abandonment</b>					\$263,324			
<b>Tyson St. 12" Water Main</b>						\$98,000		
<b>Brookstone Fire Flow</b>						\$138,900		
<b>6" DIP Drop Assembly Main/Mill</b>						\$50,000		
<b>Myrtle Street Water Main Replacement</b>						\$81,195		
<b>South Ridge Fire Flow (NC 11 Loop)</b>							\$152,900	
<b>Jones Street Water Main Replacement</b>							\$119,766	
<b>Winterville Crossing - Worthington Loop</b>								\$50,000
<b>Church Street Loop</b>								\$367,900
<b>Laurie Ellis Loop</b>								\$312,600
<b>New Elevated Storage Tank</b>								\$2,840,000
<b>10" &amp; 12" ACP Mains Replacement</b>								\$1,896,300
<b>TOTAL</b>			\$0	\$442,310	\$352,324	\$368,095	\$272,666	\$5,466,800

### **Blount Street Asbestos Main Replacement**

The existing 6" water main on Blount Street between Church Street and Railroad Street is an old asbestos cement water line. This line has had two breaks within the past two years. These breaks lead to an extreme amount of water loss, low or no pressure for customers, and damage to other infrastructure such as pavement. To prevent future main breaks in this area Town staff proposes to replace this section of water main with a new PVC water main.

### **NCDOT Old Tar Rd. Widening Project**

NCDOT is currently in the design phase of a project to widen Old Tar Rd. from Firetower Rd. all the way to Worthington Rd. The Town will not be responsible for relocating any existing water mains located within the proposed pavement section, however as part of the findings of the Water Asset Inventory & Assessment the Engineer recommended that existing 6" water main be upgraded to a 10" water main along Old Tar Rd. to increase fire protection throughout Town. This project is anticipated to start within the next 2 years. The cost estimate was provided by the Engineer. There is approximately 13,000 feet of existing water main that may need to be relocated. The timing of this project will need to be coordinated with NCDOT.

### **Forlines Road 4" Water Main Abandonment**

Bell Arthur Water Corporation owned and operated both a 10" water main and a 4" water main on the south side of Forlines Road. The Town also installed an 8" water main on the north side of Forlines Rd. before purchasing the 10" and 4" mains from BAWC. Currently the Town owns three water mains on Forlines Rd. between Highway 11 and Reedy Branch Rd. Since three lines are not necessary for fire protection or water quality staff proposes to abandon the existing 4" water main. This main is also a liability since it is beneath the existing asphalt. If the line were damaged or developed a leak it would require an expensive repair and would likely result in a road closure of Forlines Rd. Staff is hoping to avoid any situations of that nature by simply abandoning the main.

### **2" Iron Water Main Abandonment**

The existing water main on the west side of the railroad tracks in Railroad Street south of Blount Street is one of the last few remaining iron water mains in Town. Another is on the east side of the tracks between Cooper Street and Blount Street. The 2" cast iron main on Mill St. extending north past Tyson Street is also included. The last 2" cast iron line included in this project would be the water main on Jones Street that is paralleled by a 6" water main. These mains are old and subject to failure at any time due to pitting and corrosion. Several repairs have been made on these small iron lines over the last few years. The Town and its customers in these areas would benefit from the replacement or abandonment of these lines.

### **Tyson Street 12" Water Main**

Staff proposes installing a 12" water main on Tyson Street from Mill Street to Railroad Street. This would extend the existing 12" water main that is fed from the Memorial Dr. interconnect with Greenville Utilities such that the water travels directly to the elevated tank from the interconnect via 10" and 12" water mains. Currently the water must traverse several small 6" water mains from Tyson Street to the east side of the railroad tracks near the elevated tank. This line could then act more like a high capacity transmission main instead of a distribution main. Also, the existing water main in Tyson St. is an old 2" iron main which has started



deteriorating and leaking. Several repairs have been made to this line in recent years. The line is also extremely shallow and does not meet the current standards for minimum bury depth.

### **Brookstone Fire Flow**

The Town of Winterville has adopted the NC Fire Code which stipulates that available fire flow must be a minimum of 1,000 gallons per minute with a residual system pressure of 20 psi for all residential subdivisions. There are several older subdivisions within the Town limits that were constructed prior to the adoption of the Fire Code, and were determined by the Water Asset and Inventory Assessment hydraulic model to have less than the minimum required fire flow. In order to bring these areas into compliance, the Engineer has recommended several projects to increase the size of existing and/or add additional water mains. One of these proposed projects is the replacement of the existing 6" water main on Church Street Extension south of Well No. 2 with a new 8" water main to the entrance of Brookstone Subdivision. This new water main would increase the available fire flow in the Brookstone Subdivision by decreasing the headloss that is caused by the existing 6" water main.

### **6" Ductile Iron Water Main – Mill Street and Main Street**

The existing 6" water main that runs east to west in Main Street currently is installed directly through and existing storm drainage structure at the Mill Street intersection. IN addition to obstructing stormwater flow and causing blockages in the storm drain system, the current layout does not meet the minimum design criteria. Town staff proposes that a ductile iron drop down assembly be installed which would drop the water main down below the existing storm drain with sufficient clearance.

### **Myrtle Street Water Main Replacement**

The existing 6" water main on Myrtle Street has had several leaks over the last few years. These leaks lead to water loss, low or no pressure for customers, and damage to other infrastructure such as pavement. To prevent future leaks in this area Town staff proposes to replace this section of water main with a new PVC water main.

### **South Ridge Fire Flow (NC 11 Loop)**

The Town of Winterville has adopted the NC Fire Code which stipulates that available fire flow must be a minimum of 1,000 gallons per minute with a residual system pressure of 20 psi for all residential subdivisions. There are several older subdivisions within the Town limits that were constructed prior to the adoption of the Fire Code, and were determined by the Water Asset and Inventory Assessment hydraulic model to have less than the minimum required fire flow. In order to bring these areas into compliance, the Engineer has recommended several projects to increase the size of existing and/or add additional water mains. One of these proposed projects is a new water main loop along Reedy Branch Rd. from the west side of NC 11 to Cynthia Drive on the east side of NC 11. This proposed project would increase available fire

flow not only in the South Ridge Subdivision but also in the Magnolia Ridge, Summer Winds, and Copper Creek Subdivisions.

### **Jones Street Water Main Replacement**

The existing water main on Jones Street is asbestos cement. Asbestos cement pipe is subject to cracks and breaks which lead to leaks and water outages. To prevent future leaks in this area Town staff proposes to replace this section of water main with a new PVC water main.

### **Winterville Crossing to Worthington Rd. Loop**

In order to decrease water age and increase water quality in the subdivisions east of Old Tar Rd a loop is proposed by staff connecting the dead end water main at the back of Winterville Crossing Subdivision to the new 10" water main on the south side of Worthington Road. The Town currently experiences issues with chlorine residuals in the Canterbury and Cleewood Subdivisions and modeling predicts that this loop may decrease those issues. This loop would also increase available fire flow to these subdivisions.

### **Church Street Loop**

This project would involve installing 2,500 linear feet of new 8" water main to connect the existing 6" water mains on Old NC 11 and on Church Street. This line would be bored under Old NC 11 and easement would have to be acquired to run the pipe to Church Street. It will act as a transmission line to allow for Well #2 and the Worthington Booster Pump Station to better feed the Western part of Town.

### **Laurie Ellis Loop**

The Engineer recommended in the findings of the Water Asset and Inventory Assessment to extend the existing 6" water main along the north side of Laurie Ellis Road (east of Old Tar Rd.) from its current termination point in front of the Montessori School down to the proposed new entrance of Eli's Ridge Subdivision. Tying this main into the new water main for Eli's Ridge would not only increase available fire flow in Eli's Ridge, it would also increase available fire flow along Laurie Ellis Rd. and improve water quality both in Eli's Ridge and along Laurie Ellis Rd.

### **New Elevated Storage Tank**

State law requires that a municipalities' minimum finished water storage capacity be equal to one-half day's supply of the average annual daily demand. At this time the Town's average daily usage is approximately 560,000 gallons. As the Town continues to grow it approaches the threshold of needing to install a second elevated storage tank. A second tank would not only allow the Town to stay in compliance with state laws, it would also provide redundant storage capacity for an emergency such as a power outage, large fire, or main break adjacent the existing tank.

## **10" & 12" Asbestos Water Main Replacement**

Based on the hydraulic model from the Water Asset and Inventory Assessment several of the oldest and largest water mains in Town are also the most critical as far as capacity and daily flowrates. In particular, the 12" water main that extends from the Greenville Utilities interconnection at Fire Tower Rd. and Memorial Dr. down Memorial Dr. and then Mill St. to Tyson Street is the most critical. This main carries a large portion of the treated water purchased from Greenville Utilities each day through Town. It is also one of the oldest mains in Town and is constructed of asbestos cement pipe, which is known for failing. The Engineer recommends replacing this water main proactively, rather than reactively. A failure on this pipe could have significant impacts to the Town and its customers. Another part of this project would be to replace the existing 10" asbestos cement water main that parallels the railroad tracks from the elevated tank to Roberts Company on Laurie Ellis Rd. These mains would be replaced with equal-sized PVC water mains.

## **Powell Bill Fund Overview & Summary of Expenditures**

The Powell Bill fund is responsible for the construction, maintenance, operation, and repair of the Towns streets, sidewalks, and curb and gutter. This includes new street construction, street maintenance and resurfacing, sidewalk construction and repair, street sweeping operations, traffic control signage, and some storm drain maintenance and repair. Storm drainage maintenance and repair is split between the Powell Bill fund and the Stormwater fund. The Powell Bill fund is an enterprise fund and relies solely on revenues from the Towns annual Powell Bill allocations from the State which are generated through revenues from gasoline taxes.

<b>Powell Bill Fund Projected CIP Expenditures</b>								
			<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2029</b>
<b>2019 Street Improvements</b>			\$175,000					
<b>Mill St. Sidewalk</b>				\$255,658				
<b>Railroad St. Storm Drain Replacement</b>					\$250,000			
<b>New Street Sweeper</b>						\$400,000		
<b>Ange Street Sidewalk</b>							\$436,275	
<b>TOTAL</b>			\$175,000	\$255,658	\$250,000	\$400,000	\$436,275	\$0

### **2019 Street Improvements**

This project includes installing underdrains on Stillwater Dr. and Jessica Dr., as well as repairing and resurfacing Dare Ct. and Railroad Street. This project should be completed by fall of 2019.

### **Mill Street Sidewalk Construction**

Installation of a new sidewalk along Mill Street from Main Street to Boyd Street to allow citizens safe access to the downtown area which includes retail stores and restaurants. Many citizens use this corridor currently and there is no pedestrian access at this time.

### **Railroad Street Storm Drainage Replacement**

The Town recently completed a drainage study for the Nobel Canal Drainage Basin. As a part of this study, the Town’s consulting engineer reviewed the current condition and capacity of the existing storm drainage infrastructure along the railroad tracks on Railroad Street. Due to failing pipes, there are numerous sinkholes and potholes in the vicinity of Town Hall and WH Robinson Elementary School. This is a safety hazard for pedestrians and vehicles alike. Railroad Street is also subject to flooding during heavy rain events so staff is hoping to resolve this issue as well with this proposed project.

### **New Street Sweeper**

The Town's street sweeper is a 2007 model. It only has approximately 42,000 miles on it however it has a high number of hours due to the low speeds at which it sweeps/travels. The sweeper has been prone to breakdowns at higher frequencies over the past couple of years and will need to be replaced soon.

### **Ange Street Sidewalk Construction**

Pursue the installation of a new sidewalk along Ange Street from Primrose Lane to Division Street to allow citizens safe access to the Town of Winterville Recreation Park. This project would also require extending the curb and gutter further south along Ange Street to Division Street.

## Stormwater Fund Overview & Summary of Expenditures

The Stormwater fund is responsible the construction, maintenance, and repair of the Town’s drainage infrastructure. This includes storm drainage pipe, structures, and open ditches. Responsibilities of the stormwater department include fixing sinkholes, mowing Town ditches, and replacing old and damaged storm drains throughout Town. Storm drainage maintenance and repair is split between the Powell Bill fund and the Stormwater fund. The Stormwater fund is an enterprise fund and relies on revenues from the Towns monthly stormwater fee. Alternative revenue sources include grants and low interest loans that are available for projects such as stream bank stabilization, drainage studies, and/or storm drainage infrastructure improvement projects.

Stormwater Fund Projected CIP Expenditures								
			2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029
<b>Ange - Forbes Storm Drain Replacement</b>			\$95,000					
<b>Craft Winds CMP Replacment</b>				\$262,500				
<b>Railroad St. Storm Drain Replacement</b>					\$3,251,900			
<b>Little Dr. Storm Drain Replacement</b>						\$100,000		
<b>Cedar Ridge CMP Replacement</b>							\$350,000	
<b>TOTAL</b>			\$95,000	\$262,500	\$3,251,900	\$100,000	\$350,000	\$0

### **Ange – Forbes Storm Drain Replacement**

The existing storm drain pipe between Forbes Avenue and Ange Street was installed in the 1970s. The concrete pipe has begun deteriorating and needs to be replaced. There are numerous sinkholes above the pipe, and the line could not be cleaned due to obstructions in the pipe. Staff has budgeted for this pipe replacement project for the 2016-2017 budget year, however due to budget constraints it may not be able to be completed this fiscal year.

### **Craft Winds CMP Replacement**

The Town completed a project in 2018 that started replacing the failing corrugated metal pipe in the Craft Winds Subdivision. The remainder of the pipe is also failing and will need to be replaced as well. Approximately 750 LF at a unit cost of \$350 per foot was estimated to need replacement.

### **Railroad Street Storm Drainage Replacement**

The Town recently completed a drainage study for the Nobel Canal Drainage Basin. As a part of this study, the Town’s consulting engineer reviewed the current condition and capacity of the existing storm drainage infrastructure along the railroad tracks on Railroad Street. Due to

failing pipes, there are numerous sinkholes and potholes in the vicinity of Town Hall and WH Robinson Elementary School. This is a safety hazard for pedestrians and vehicles alike. Railroad Street is also subject to flooding during heavy rain events so staff is hoping to resolve this issue as well with this proposed project.

#### **Little Drive Storm Drain Replacement**

The existing storm drain pipe under Little Drive has been causing sinkholes in the road for several years now. Staff proposes to remove and replace the pipe with new pipe to prevent further sinkholes.

#### **Cedar Ridge CMP Replacement**

A large portion of the storm drainage infrastructure within the Cedar Ridge Subdivision is corrugated metal pipe. The bottom of these pipes have rusted away leading to sink holes and pipe failures. It is unclear at this time the scope and magnitude of the project that will be needed, however it is clear that there will need to be a large portion of this pipe removed and replaced.

## **Forecast of Future Needs (10-20 Years)**

This Capital Improvement Plan is a living document. As the Town continues to experience growth and expansion, its needs continue to change and evolve. This Plan is a forecast of the Town's needs within the next ten years, based on the current situation. The Town's needs may change tremendously over the next several years. As such, staff also looks ahead to the next twenty years in anticipation of any major projects which, again are subject to change during that timeframe. Two of the most critical components of the Towns infrastructure and utilities service are its water supply and wastewater treatment.

The Town used to supply 100% of its water from the wells, however due to CCPCUA new regulations the Town is required to obtain water from alternative sources other than groundwater aquifers. The Town entered into a contract with Greenville Utilities in October 2014 to purchase treated surface water for resale. This contract is for the purchase of a minimum of 375,000 gallons per day for the next twenty years. When this contract expires in 2034 the Town will need to obtain water from another source or negotiate a new agreement with Greenville Utilities. The Town currently expends approximately \$360,000 per year on water purchase for resale. As the Town continues to grow and demand for water increases, this expenditure will continue to increase.

Once the water is sold to the Town's customers it is then returned in the form of wastewater, or sewer. Another dilemma that the Town will face in the next twenty years is the treatment of all of this wastewater. The Town pumps all of its wastewater to the Contentnea Metropolitan Sewerage District treatment plant in Grifton. Although the Town does not "own" the treatment plant, it shares the burden of all operating and capital expenditures with the Towns of Ayden and Grifton. The plant just underwent a major expansion that cost nearly \$20,000,000. As flow continues to increase from the three municipalities, the plant must start planning for further expansion. As the Towns annual charge from CMSD is based on flow, the annual charge will continue to increase as flow increases and the cost to operate the plant increases. The Town currently expends approximately \$1,000,000 annually on sewer treatment costs. This only covers the expense of treating the wastewater, it does not include the expenditures necessary to maintain the Towns collection system. Another item that should be evaluated would be the elimination of inflow and infiltration. This occurs when stormwater or groundwater enters the sewer collection system. Every gallon that enters the system must be treated by the plant, and thus the Town is charged for. If the Town can eliminate I & I as much as possible, it would save money on treatment costs. This could also postpone further plant expansion, saving even more money to the Town.

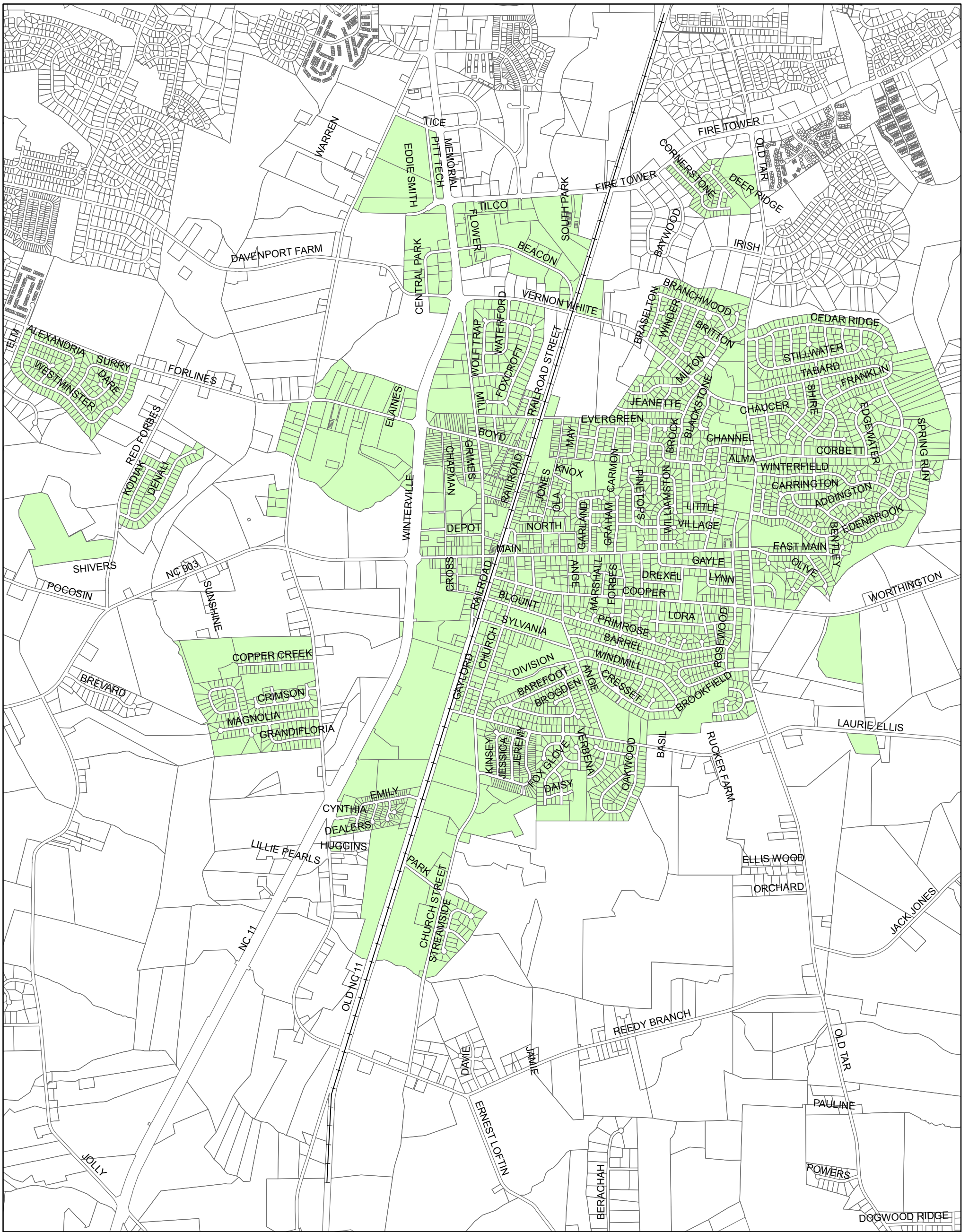


**DETAILED CIP PROJECT INFORMATION FOR PREVIOUSLY  
APPROVED PROJECTS**

### **Summary of In-Progress CIP Expenditures**

The Town currently has a large sewer fund capital project in the design phase. The Town's consulting Engineer recently completed a Wastewater Asset and Inventory Assessment which included a Sanitary Sewer Evaluation and Survey. The findings of this survey were used to apply to the State for grant and loan money to undertake a sewer rehabilitation project to address inflow and infiltration. The NC Department of Environmental Quality awarded a Clean Water State Revolving Fund loan in the amount of \$3,532,200, with a maximum of \$500,000 as grant and the remainder at zero percent interest. Staff hopes to have this project under construction by Spring 2020.

The Town is also beginning design on a new bore for the Church Street Lift Station Force Main under Highway 11, and is hoping to begin construction on a new bore for the force main under the railroad tracks and Old NC 11 within the next month.



# TOWN OF WINTERVILLE

## SEWER SERVICE AREA

As of September 12, 2016





# TOWN OF WINTERVILLE

## WATER SERVICE AREA

As of September 12, 2016





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** SRF Loan Application – Authorizing Resolution – Sanitary Sewer Pump Stations Rehabilitation.

**Action Requested:** Adopt Authorizing Resolution.

**Attachments:** Authorizing Resolution & Cost Estimate.

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

**Date:** 8/8/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

The NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) will be accepting applications for water and sewer improvement projects for the Fall 2019 round.

The Town applied for funding through the same program this spring, and was offered 0% financing for 100% of the proposed project. After the funding request was submitted, staff and the Towns Engineer came to the conclusion that a bar screen will need to be added to the Church Street Lift Station, which was not included in the funding application. Rags and other debris are constantly causing issues with the pumps, leading to costly repairs. Staff was also advised that the Towns application would be scored better if an updated CIP was added, and that the addition of the CIP would increase the chances of the Town receiving grant money or principal forgiveness funding in addition to low or zero interest loans. It is staff's intent to submit a revised application which includes the updated CIP. The application will request funding in the amount of \$1,940,000 for areas targeted in the recently developed and adopted Sanitary Sewer Asset Management Plan/Capital Improvements Plan as well as the bar screen for Church Street Lift Station. The project will include all of the work originally submitted for funding, including rehabilitation work at the Chapman Street Lift Station and electrical improvements at both the Robinson Heights Lift Station and Winterville Crossing Lift Station.

Applications are due September 30, 2019 with Notice of Funding anticipated to occur in December 2019. If approved for funding, Council will have the opportunity to decide whether or not to accept the loan offer.

**Budgetary Impact:** Long-term (20-year) repayment of the accepted loan amount if approved for funding.

**Recommendation:** Adoption of Authorizing Resolution.

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

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

WHEREAS, The Town of Winterville has need for and intends to construct improvements to the existing wastewater collection system described as 2020 Pump Stations Rehabilitation, and

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

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

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

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Winterville to make scheduled repayment of the loan, to withhold from the Town of Winterville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Terri L. Parker, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan/grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make 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 19<sup>th</sup> day of August, 2019 at Winterville, North Carolina.

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
Town Manager  
(Title)

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Winterville does hereby 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 Winterville Town Council duly held on the 19<sup>th</sup> day of August, 2019; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 20<sup>th</sup> day of August, 2019.

\_\_\_\_\_  
(Signature of Recording Officer)

Town Clerk  
\_\_\_\_\_  
(Title of Recording Officer)

	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
Mobilization (3%)	39,000		39,000
Chapman Street Pump Station Replacement	701,500		701,500
Church Street Pump Station Screen	325,000		325,000
Chapman Street Force Main (850 LF 8" PVC)	110,500		110,500
Robinson Heights Electrical Replacement	80,000		80,000
Winterville Crossing Electrical Replacement	50,000		50,000
<i>Contingency (10% of construction costs):</i>	131,000		131,000
<b><i>Construction Subtotal:</i></b>	<b><i>1,437,000</i></b>		<b><i>1,437,000</i></b>
<b><u>Engineering Costs</u></b>			
Engineering Design/ Bidding/ Negotiation	188,000		188,000
Permitting	21,000		21,000
Land Surveying Costs	13,000		13,000
<b><i>Engineering Subtotal:</i></b>	<b><i>222,000</i></b>		<b><i>222,000</i></b>
<b><u>Administration Costs</u></b>			
Construction Administration/ Observation	206,000		206,000
Easement Preparation	2,000		2,000
Grant/ Loan Administration	30,000		30,000
Planning	8,000		8,000
ER/ Environmental Documentation Preparation	30,000		30,000
Legal Costs	5,000		5,000
Closing Cost (Assume 2%)	0	38,800	38,800
<b><i>Administration Subtotal:</i></b>	<b><i>281,000</i></b>	<b><i>38,800</i></b>	<b><i>319,800</i></b>
<b>TOTAL PROJECT COST:</b>	<b>1,940,000</b>	<b>38,800</b>	<b>1,978,800</b>
<p><b>A PE Seal for the estimate <u>must be provided</u> in the space to the right for the application to be considered complete.</b></p>			





**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Old Business

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Approval of Change Order #1 for 2018 Sidewalks Improvements Project.

**Action Requested:** Approve Change Order in the amount of \$13,386.00.

**Attachments:** Proposed Change Order.

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

**Date:** 8/1/2019

**ABSTRACT ROUTING:**

TC 8/9/19

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

The Contractor for the 2018 Sidewalk Improvements Project continues working on the project. After the Contractor mobilized and started working staff realized that there was some additional clearing that would need to be performed on the Town owned property across Laurie Ellis Rd. from the Mellon Downs S/D. Staff also found approximately 180 linear feet of curb and gutter in Coopers Point that needed to be replaced immediately. Most of the curb and gutter appears to be installed originally using inferior concrete mixture. Additionally, truncated domes needed to be installed in the existing handicap ramps that were replaced to bring them into compliance with the Americans with Disabilities Act. Other minor items such as an additional culvert over a ditch and relocating another culvert are also included in this change order. Staff recommends approving this change order in the amount of \$13,386.00 for the additional work.

**Budgetary Impact:** This change order will increase the total project cost but the total cost will still be within the amount budgeted and encumbered. No additional funds are requested at this time.

**Recommendation:** Approval of Change Order.

# Change Order

No. 1

Date of Issuance: 6.18.2019

Effective Date: 7.17.2019

Project: <b>2018 Sidewalk Imp.</b>	Owner: <b>Town of Winterville</b>	Owner's Contract No.: <b>N/A</b>
Contract: <b>1</b>	Date of Contract: <b>12.3.2018</b>	
Contractor: <b>Charles Hughes Construction</b>	Engineer's Project No.: <b>2853-AF</b>	

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

Description:

**Additional work including clearing and grubbing, removal and replacement of curb and gutter, etc.**

**Attachments (list documents supporting change):**  
**Charles Hughes Change Order Letter**

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$131,691.50

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

\$N/A

Contract Price prior to this Change Order:

\$131,691.50

[Increase] [Decrease] of this Change Order:

\$13,386.00

Contract Price incorporating this Change Order:

\$145,077.50

Original Contract Times:  Working days  Calendar days

Substantial completion (days or date): 6.7.2019

Ready for final payment (days or date): 7.7.2019

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

Substantial completion (days):                     

Ready for final payment (days):                     

Contract Times prior to this Change Order:

Substantial completion (days or date): 06/07/2019

Ready for final payment (days or date): 07/07/2019

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 09/01/2019

Ready for final payment (days or date): 10/01/2019

Contract Times with all approved Change Orders:

Substantial completion (days or date): 09/01/2019

Ready for final payment (days or date): 10/01/2019

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 7.23.2019

Approved by Funding Agency (if applicable):

ACCEPTED:

By:                                       
Owner (Authorized Signature)

Date:                                     

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: 7-17-19

Date:

# Change Order

## Instructions

### A. GENERAL INFORMATION

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

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

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

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

### B. COMPLETING THE CHANGE ORDER FORM

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

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

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

*Charles*  
**Hughes**  
*Construction*

4675 Ben Dail Rd, La Grange, NC 28551  
Phone: 252-566-5040 / Fax: 252-566-5033.

06/18/19

*Change order Request*

Town of Winterville 2018 Sidewalk Improvements  
The Wooten Company  
Will Larsen

Clearing & filling vacant lot for sidewalk	\$ 4000.00
16' of 12" RCP @ \$ 36.00	576.00
5 truncated domes installed @ \$ 250.00	1250.00
Relay 18" RCP 16 linear ft @ \$ 22.50	360.00
Remove & Replace 180' of concrete curb & gutter @ \$ 40.00	7200.00
Total Changer order request	\$ 13,386.00

Charles Hughes



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: New Business

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** 2018 Sidewalk Improvements Project – Dixie Queen Parking Lot.

**Action Requested:** Council Direction.

**Attachments:** Memo.

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

**Date:** 8/2/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

Staff is requesting Council direction regarding a sidewalk easement to allow completion of the downtown portion of the 2018 Sidewalk Improvements Project.

**Budgetary Impact:** TBD.

**Recommendation:** N/A.

# Memo

**To:** Terri Parker, Town Manager  
**From:** Travis Welborn  
**cc:** Ben Williams, Assistant Town Manager  
**Date:** August 2, 2019  
**Re:** Sidewalk Easement for Dixie Queen Parking Lot

---

The Town is currently completing a sidewalk improvements project which includes replacing the existing sidewalks downtown along Main, Railroad, and Mill Streets south of Main Street and north of Cooper Street. As part of this project the existing sidewalk along Mill Street at the Dixie Queen parking lot was to be replaced. This sidewalk was also to be extended to Cooper Street and a handicap ramp installed, and a new sidewalk was also proposed to be constructed along West Railroad Street from Cooper St. to the previously installed sidewalk at the Main & Mill parking lot. During the design phase the Towns consulting engineer confirmed that all of the improvements were within the Town, NCDOT, or railroad right of way and that no easements were necessary.

Once construction began I noticed several indications that some of the proposed sidewalk improvements may in fact be encroaching on private property. I contacted the Towns consulting engineer and had him survey the Dixie Queen parking lot property in order to confirm whether or not the sidewalk was within the right of way. The survey confirmed that between approximately 6 inches to one foot of the proposed sidewalk would be outside of the right of way and encroaching on private property. A small portion of the sidewalk had already been installed and was encroaching.

Once it was confirmed that the proposed sidewalk would encroach on private property I immediately directed the Contractor to not perform any more work on the perimeter of the Dixie Queen parking lot. On Thursday August 1 at approximately 2:15 pm the Assistant Town Manager and I met with the owner of Dixie Queen, Mr. Ronald Hines. We informed him of the situation, which he was already aware of due to speaking with the Towns consulting engineer previously in the week. I informed Mr. Hines that a small portion of the sidewalk that had already been installed had been installed on his property, and also that a small portion of the remaining proposed sidewalk would encroach onto his property. I informed Mr. Hines that the Town would like to request a sidewalk easement with a width of approximately one to two feet to allow for the installation of the remaining proposed sidewalk. Mr. Hines stated that it would be acceptable for the sidewalk that had already been installed to remain, but that under no circumstance would he grant an easement for the installation of the remaining proposed sidewalk.

Based on Mr. Hines comments regarding the sidewalk easement, the Town has several options moving forward. The first option would be to terminate the remainder of the project and simply not install the sidewalks. This option would not require any easements from Mr. Hines. The second option would be to install a sidewalk that is slightly narrower than what was proposed on the plans in order to stay within the right of way and off of Mr. Hines property. A four (4') foot sidewalk could be installed, however no handicap ramp could be installed at the intersection of Mill St. and Cooper St. without an easement. This option would also not require any easement, however due to existing site conditions there could be a "lip" between the existing asphalt in the Dixie Queen parking lot and the new sidewalk without having enough room to tie back in. The third option would be to continue trying to negotiate with Mr. Hines and try to reach an agreement with him regarding an easement. The final option, which could be pursued now or potentially pursued if option three were to fail would be to condemn the necessary easement and install the sidewalk as originally planned.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** August 19, 2019

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Cost Participation for Eli's Ridge Subdivision Lift Station.

**Action Requested:** Approval of Cost Share.

**Attachments:** Cost Estimates & New Lift Station Proposed Service Area Map.

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

**Date:** 8/2/2019

**ABSTRACT ROUTING:**

TC 8/9/19

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

The Eli's Ridge Subdivision development will require the construction of a new lift station within the subdivision to provide gravity sewer service to the subdivision. The Eli's Ridge lift station will pump to the Town's new regional lift station off of Old Tar Road. Staff has coordinated with the Engineer for the Eli's Ridge development and learned that the station could be upgraded to accommodate future growth east of Fork Swamp Canal to County Home Road. By investing in this lift station now, the Town could avoid the need for additional lift stations in the future, east of the canal. Lift stations are a burden on the Town and its staff, both financially and time wise. This investment would also provide access to sewer for all of the properties east of the canal, which could spur further development in the Worthington Road corridor. Based on the Engineers calculations, the Eli's Ridge development would necessitate a 6' diameter wet well and a 6" diameter force main. The Engineer has recommended that the wet well be upgraded to a 10' diameter well and the force main be upgraded to an 8" diameter main to accommodate this future growth. The Engineer has estimated the cost difference between what is necessary for the subdivision only and what would be necessary to accommodate future growth at approximately \$185,000. This number is based off of an estimate only, and the actual cost share would be based upon actual bids received. If approved, staff recommends that the Town borrow the funds necessary for this cost share from itself and pay the money back over a 5 year period. In doing so, staff believes that it can absorb this annual estimated cost of approximately \$37,000 with its current revenue stream. Staff is also investigating a possible cost share opportunity with Christ Covenant School that would allow a gravity sewer main to be extended from the new Regional Lift Station off Old Tar Road to the existing Winterville Crossing Lift Station. This would allow for the Winterville Crossing Lift Station to be abandoned, and if this project comes to fruition, staff would recommend that the same funding mechanism be implemented for that cost share as well.

**Budgetary Impact:** Estimated debt service of approximately \$37,000 per year for 5 years. Staff proposes to absorb this debt service with no rate adjustment.

**Recommendation:** Approval of cost share with staff providing exact cost and draft agreement after bids are received.

**Preliminary Cost Estimate**

**Project: Eli's Ridge Regional Pump Station  
Option 1 (without Long Branch Canal Outfall)**

**Stroud Engineering, PA**

**Date: 6/25/2019**

**Pump Station**

Item	Description	Quantity	Unit	Unit Price	Price
1	Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
2	Clearing PS Site	0.15	Ac	\$ 12,000.00	\$ 1,800.00
3	Grading - PS Site	1	LS	\$ 3,000.00	\$ 3,000.00
4	CABC Stone	140	Ton	\$ 45.00	\$ 6,300.00
5	8' Chain Link Fence	294	LF	\$ 45.00	\$ 13,230.00
6	12' Chain Link Fence Gate	1	Ea	\$ 1,000.00	\$ 1,000.00
7	10' Diameter Wet Well - 31' deep	1	LS	\$ 150,000.00	\$ 150,000.00
8	Valve Vault	1	LS	\$ 15,000.00	\$ 15,000.00
9	Meter Vault	1	LS	\$ 20,000.00	\$ 20,000.00
10	4" Pumps, 350 gpm @ 52' TDH, 7.5 HP	2	Ea	\$ 25,000.00	\$ 50,000.00
11	Hoist/Vent/Trash Basket	1	LS	\$ 6,000.00	\$ 6,000.00
12	4" DIP	74	LF	\$ 36.00	\$ 2,664.00
13	6" DIP	20	LF	\$ 45.00	\$ 900.00
14	4" Elbow	6	Ea	\$ 300.00	\$ 1,800.00
15	4"x6" Elbow	2	Ea	\$ 400.00	\$ 800.00
16	4" DIP Wye	1	Ea	\$ 325.00	\$ 325.00
17	6" Elbow	3	Ea	\$ 400.00	\$ 1,200.00
18	6"x6" Tee	4	Ea	\$ 375.00	\$ 1,500.00
19	6"x8" Reducer	1	Ea	\$ 375.00	\$ 375.00
20	4" Check Valve	2	Ea	\$ 1,250.00	\$ 2,500.00
21	4" Plug Valve & Box	2	Ea	\$ 800.00	\$ 1,600.00
22	6" Plug Valve & Box	2	Ea	\$ 1,300.00	\$ 2,600.00
23	6" Plug Valve (above grade)	1	Ea	\$ 1,200.00	\$ 1,200.00
24	6" Mag Meter	1	Ea	\$ 4,000.00	\$ 4,000.00
25	Electrical Service & Controls	1	LS	\$ 50,000.00	\$ 50,000.00
26	Godwin Emergency Pump	1	LS	\$ 58,000.00	\$ 58,000.00
27	SCADA	1	LS	\$ 40,000.00	\$ 40,000.00
28	Erosion and Sediment Control	1	LS	\$ 2,000.00	\$ 2,000.00
<b>Station Subtotal</b>					<b>\$ 447,794.00</b>

**Force Main**

Item	Description	Quantity	Unit	Unit Price	Price
29	8" PVC FM - Interior to Subdivision	1200	LF	\$ 26.00	\$ 31,200.00
30	8" DIP FM - Interior to Subdivision	110	LF	\$ 45.00	\$ 4,950.00
31	8" PVC FM - Worthington Road	2050	LF	\$ 36.00	\$ 73,800.00
32	8" DIP FM - Worthington Road	190	LF	\$ 55.00	\$ 10,450.00
33	8" PVC FM - Internal to CCS Property	285	LF	\$ 26.00	\$ 7,410.00
34	Bore and Casing - Worthington Road	135	LF	\$ 190.00	\$ 25,650.00
35	8" Bends	11	Ea	\$ 600.00	\$ 6,600.00
36	Air Relief Valves	2	Ea	\$ 750.00	\$ 1,500.00
37	Tracer wire	3790	LF	\$ 0.35	\$ 1,326.50
38	Tracer Wire Access Box	4	Ea	\$ 300.00	\$ 1,200.00
39	Driveway Patch	7	Ea	\$ 1,200.00	\$ 8,400.00
<b>Force Main Sub-total</b>					<b>\$ 172,486.50</b>

**Gravity Outfall**

40	12" PVC Sewer (22' deep)	100	LF	\$ 180.00	\$ 18,000.00
41	Manholes (22' deep)	2	Ea	\$ 8,000.00	\$ 16,000.00
<b>Gravity Subtotal</b>					<b>\$ 34,000.00</b>



<b>Construction Sub-total (PS, FM, and Gravity)</b>			<b>\$ 654,280.50</b>
<b>Engineering</b>			
40	Engineering Design and Permitting	6%	\$ 39,256.83
41	Surveying		\$ 7,500.00
42	Construction Administration and Inspection		\$ 10,000.00
<b>Engineering and Surveying Sub-total</b>			<b>\$ 56,756.83</b>
<b>Project Subtotal</b>			<b>\$ 711,037.33</b>
Contingency		10%	\$ 71,103.73
<b>Project Total</b>			<b>\$ 782,141.06</b>

**Round to:** **\$ 782,150.00**

**Preliminary Cost Estimate**

**Project: Eli's Ridge Regional Pump Station  
Option 2 (with Long Branch Canal Outfall)**

**Stroud Engineering, PA**

**Date: 6/25/2019**

**Pump Station**

Item	Description	Quantity	Unit	Unit Price	Price
1	Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
2	Clearing PS Site	0.15	Ac	\$ 12,000.00	\$ 1,800.00
3	Grading - PS Site	1	LS	\$ 3,000.00	\$ 3,000.00
4	CABC Stone	140	Ton	\$ 45.00	\$ 6,300.00
5	8' Chain Link Fence	294	LF	\$ 45.00	\$ 13,230.00
6	12' Chain Link Fence Gate	1	Ea	\$ 1,000.00	\$ 1,000.00
7	10' Diameter Wet Well - 31' deep	1	LS	\$ 150,000.00	\$ 150,000.00
8	Valve Vault	1	LS	\$ 15,000.00	\$ 15,000.00
9	Meter Vault	1	LS	\$ 20,000.00	\$ 20,000.00
10	4" Pumps, 350 gpm @ 52' TDH, 7.5 HP	2	Ea	\$ 25,000.00	\$ 50,000.00
11	Hoist/Vent/Trash Basket	1	LS	\$ 6,000.00	\$ 6,000.00
12	4" DIP	74	LF	\$ 36.00	\$ 2,664.00
13	6" DIP	20	LF	\$ 45.00	\$ 900.00
14	4" Elbow	6	Ea	\$ 300.00	\$ 1,800.00
15	4" DIP Wye	1	Ea	\$ 325.00	\$ 325.00
16	4"x6" Elbow	2	Ea	\$ 400.00	\$ 800.00
17	6" Elbow	3	Ea	\$ 400.00	\$ 1,200.00
18	6"x6" Tee	4	Ea	\$ 375.00	\$ 1,500.00
19	6"x8" Reducer	1	Ea	\$ 375.00	\$ 375.00
20	4" Check Valve	2	Ea	\$ 1,250.00	\$ 2,500.00
21	4" Plug Valve & Box	2	Ea	\$ 800.00	\$ 1,600.00
22	6" Plug Valve & Box	2	Ea	\$ 1,300.00	\$ 2,600.00
23	6" Plug Valve (above grade)	1	Ea	\$ 1,200.00	\$ 1,200.00
24	6" Mag Meter	1	Ea	\$ 4,000.00	\$ 4,000.00
25	Electrical Service & Controls	1	LS	\$ 50,000.00	\$ 50,000.00
26	Godwin Emergency Pump	1	LS	\$ 58,000.00	\$ 58,000.00
27	SCADA	1	LS	\$ 40,000.00	\$ 40,000.00
28	Erosion and Sediment Control	1	LS	\$ 2,000.00	\$ 2,000.00
<b>Station Subtotal</b>					<b>\$ 447,794.00</b>

**Force Main**

Item	Description	Quantity	Unit	Unit Price	Price
29	8" PVC FM - Interior to Subdivision	1200	LF	\$ 26.00	\$ 31,200.00
30	8" DIP FM - Interior to Subdivision	110	LF	\$ 45.00	\$ 4,950.00
31	8" PVC FM - Worthington Road	2050	LF	\$ 36.00	\$ 73,800.00
32	8" DIP FM - Worthington Road	190	LF	\$ 55.00	\$ 10,450.00
33	Bore and Casing - Worthington Road	135	LF	\$ 190.00	\$ 25,650.00
34	8" Bends	9	Ea	\$ 600.00	\$ 5,400.00
35	Air Relief Valves	2	Ea	\$ 750.00	\$ 1,500.00
36	Tracer wire	3505	LF	\$ 0.35	\$ 1,226.75
37	Tracer Wire Access Box	4	Ea	\$ 300.00	\$ 1,200.00
38	Driveway Patch	7	Ea	\$ 1,200.00	\$ 8,400.00
<b>Force Main Sub-total</b>					<b>\$ 163,776.75</b>

**Gravity Outfall**

39	12" PVC Sewer (22' deep)	100	LF	\$ 180.00	\$ 18,000.00
40	Manholes (22' deep)	2	Ea	\$ 8,000.00	\$ 16,000.00
<b>Gravity Subtotal</b>					<b>\$ 34,000.00</b>

<b>Construction Sub-total (PS, FM, and Gravity)</b>			<b>\$ 645,570.75</b>
<b>Engineering</b>			
39	Engineering Design and Permitting	6%	\$ 38,734.25
40	Surveying		\$ 7,500.00
41	Construction Administration and Inspection		\$ 10,000.00
<b>Engineering and Surveying Sub-total</b>			<b>\$ 56,234.25</b>
<b>Project Subtotal</b>			<b>\$ 701,805.00</b>
Contingency		10%	\$ 70,180.50
<b>Project Total</b>			<b>\$ 771,985.49</b>

Round to:

**\$ 772,000.00**

Preliminary Cost Estimate

Project: Eli's Ridge Pump Sration  
 Option 3 (to serve Eli's Ridge only  
 without Long Branch Canal Outfall)

Stroud Engineering, PA

Date: 6/25/2019

**Pump Station**

Item	Description	Quantity	Unit	Unit Price	Price
1	Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
2	Clearing PS Site	0.15	Ac	\$ 12,000.00	\$ 1,800.00
3	Grading - PS Site	1	LS	\$ 3,000.00	\$ 3,000.00
4	CABC Stone	140	Ton	\$ 45.00	\$ 6,300.00
5	8' Chain Link Fence	294	LF	\$ 45.00	\$ 13,230.00
6	12' Chain Link Fence Gate	1	Ea	\$ 1,000.00	\$ 1,000.00
7	6' Diameter Wet Well - 24' deep	1	LS	\$ 60,000.00	\$ 60,000.00
8	Valve Vault	1	LS	\$ 15,000.00	\$ 15,000.00
9	Meter Vault	1	LS	\$ 20,000.00	\$ 20,000.00
10	4" Pumps, 240 gpm @ 43 TDH, 7.5 HP	2	Ea	\$ 23,000.00	\$ 46,000.00
11	Hoist/Vent/Trash Basket	1	LS	\$ 6,000.00	\$ 6,000.00
12	4" DIP	74	LF	\$ 36.00	\$ 2,664.00
13	6" DIP	20	LF	\$ 45.00	\$ 900.00
14	4"Elbow	6	Ea	\$ 300.00	\$ 1,800.00
15	4"x6"Elbow	2	Ea	\$ 400.00	\$ 800.00
16	4" DIP Wye	1	Ea	\$ 325.00	\$ 325.00
17	6" Elbow	3	Ea	\$ 400.00	\$ 1,200.00
18	6"x6" Tee	4	Ea	\$ 375.00	\$ 1,500.00
19	4" Check Valve	2	Ea	\$ 1,250.00	\$ 2,500.00
20	4" Plug Valve & Box	2	Ea	\$ 800.00	\$ 1,600.00
21	6" Plug Valve & Box	2	Ea	\$ 1,300.00	\$ 2,600.00
22	6" Plug Valve (above grade)	1	Ea	\$ 1,200.00	\$ 1,200.00
23	6" Mag Meter	1	Ea	\$ 4,000.00	\$ 4,000.00
24	Electrical Service & Controls	1	LS	\$ 50,000.00	\$ 50,000.00
25	Godwin Emergency Pump	1	LS	\$ 58,000.00	\$ 58,000.00
26	SCADA	1	LS	\$ 40,000.00	\$ 40,000.00
27	Erosion and Sediment Control	1	LS	\$ 2,000.00	\$ 2,000.00
<b>Station Subtotal</b>					<b>\$ 353,419.00</b>

**Force Main**

Item	Description	Quantity	Unit	Unit Price	Price
28	6" PVC FM - Interior to Subdivision	1200	LF	\$ 19.00	\$ 22,800.00
29	6" DIP FM - Interior to Subdivision	110	LF	\$ 35.00	\$ 3,850.00
30	6" PVC FM -Worthington Road	2050	LF	\$ 29.00	\$ 59,450.00
31	6" DIP FM -Worthington Road	190	LF	\$ 45.00	\$ 8,550.00
32	6" PVC FM - Internal to CCS Property	285	LF	\$ 19.00	\$ 5,415.00
33	Bore and Casing - Worthington Road	135	LF	\$ 190.00	\$ 25,650.00
34	6" Bends	11	Ea	\$ 400.00	\$ 4,400.00
35	Air Relief Valves	2	Ea	\$ 750.00	\$ 1,500.00
36	Tracer wire	3790	LF	\$ 0.35	\$ 1,326.50
37	Tracer Wire Access Box	4	Ea	\$ 300.00	\$ 1,200.00
38	Driveway Patch	7	Ea	\$ 1,200.00	\$ 8,400.00
<b>Force Main Sub-total</b>					<b>\$ 142,541.50</b>
<b>Construction Sub-total (PS and FM)</b>					<b>\$ 495,960.50</b>
<b>Engineering</b>					
39	Engineering Design and Permitting	6%			\$ 29,757.63

40	Surveying		\$ 7,500.00
41	Construction Administration and Inspection		\$ 10,000.00
<b>Engineering and Surveying Sub-total</b>			<b>\$ 47,257.63</b>
<b>Project Subtotal</b>			<b>\$ 543,218.13</b>
Contingency		10%	\$ 54,321.81
<b>Project Total</b>			<b>\$ 597,539.94</b>

**Round to:**

**\$ 597,540.00**

**Preliminary Cost Estimate**

**Project: Eli's Ridge Pump Station  
Option 4 (to serve Eli's Ridge only with  
Long Branch Canal Outfall)**

**Stroud Engineering, PA**

**Date: 6/25/2019**

**Pump Station**

Item	Description	Quantity	Unit	Unit Price	Price
1	Mobilization	1	LS	\$10,000.00	\$ 10,000.00
2	Clearing PS Site	0.15	Ac	\$12,000.00	\$ 1,800.00
3	Grading - PS Site	1	LS	\$ 3,000.00	\$ 3,000.00
4	CABC Stone	140	Ton	\$ 45.00	\$ 6,300.00
5	8' Chain Link Fence	294	LF	\$ 45.00	\$ 13,230.00
6	12' Chain Link Fence Gate	1	Ea	\$ 1,000.00	\$ 1,000.00
7	6' Diameter Wet Well - 24' deep	1	LS	\$60,000.00	\$ 60,000.00
8	Valve Vault	1	LS	\$15,000.00	\$ 15,000.00
9	Meter Vault	1	LS	\$20,000.00	\$ 20,000.00
10	4" Pumps, 240 gpm @ 43 TDH, 7.5 HP	2	Ea	\$23,000.00	\$ 46,000.00
11	Hoist/Vent/Trash Basket	1	LS	\$ 6,000.00	\$ 6,000.00
12	4" DIP	74	LF	\$ 36.00	\$ 2,664.00
13	6" DIP	20	LF	\$ 45.00	\$ 900.00
14	4"Elbow	6	Ea	\$ 300.00	\$ 1,800.00
15	4"x6"Elbow	2	Ea	\$ 400.00	\$ 800.00
16	4" DIP Wye	1	Ea	\$ 325.00	\$ 325.00
17	6" Elbow	3	Ea	\$ 400.00	\$ 1,200.00
18	6"x6" Tee	4	Ea	\$ 375.00	\$ 1,500.00
19	4" Check Valve	2	Ea	\$ 1,250.00	\$ 2,500.00
20	4" Plug Valve & Box	2	Ea	\$ 800.00	\$ 1,600.00
21	6" Plug Valve & Box	2	Ea	\$ 1,300.00	\$ 2,600.00
22	6" Plug Valve (above grade)	1	Ea	\$ 1,200.00	\$ 1,200.00
23	6" Mag Meter	1	Ea	\$ 4,000.00	\$ 4,000.00
24	Electrical Service & Controls	1	LS	\$50,000.00	\$ 50,000.00
25	Godwin Emergency Pump	1	LS	\$58,000.00	\$ 58,000.00
26	SCADA	1	LS	\$40,000.00	\$ 40,000.00
27	Erosion and Sediment Control	1	LS	\$ 2,000.00	\$ 2,000.00
<b>Station Subtotal</b>					<b>\$ 353,419.00</b>

**Force Main**

Item	Description	Quantity	Unit	Unit Price	Price
28	6" PVC FM - Interior to Subdivision	1200	LF	\$ 19.00	\$ 22,800.00
29	6" DIP FM - Interior to Subdivision	110	LF	\$ 35.00	\$ 3,850.00
30	6" PVC FM -Worthington Road	2050	LF	\$ 29.00	\$ 59,450.00
31	6" DIP FM -Worthington Road	190	LF	\$ 45.00	\$ 8,550.00
32	Bore and Casing - Worthington Road	135	LF	\$ 190.00	\$ 25,650.00
33	6" Bends	11	Ea	\$ 400.00	\$ 4,400.00
34	Air Relief Valves	2	Ea	\$ 750.00	\$ 1,500.00
35	Tracer wire	3505	LF	\$ 0.35	\$ 1,226.75
36	Tracer Wire Access Box	4	Ea	\$ 300.00	\$ 1,200.00
37	Driveway Patch	7	Ea	\$ 1,200.00	\$ 8,400.00
<b>Force Main Sub-total</b>					<b>\$ 137,026.75</b>
<b>Construction Sub-total (PS and FM)</b>					<b>\$ 490,445.75</b>
<b>Engineering</b>					
38	Engineering Design and Permitting	6%			\$ 29,426.75
39	Surveying				\$ 7,500.00

40	Construction Administration and Inspection		\$ 10,000.00
<b>Engineering and Surveying Sub-total</b>			<b>\$ 46,926.75</b>
<b>Project Subtotal</b>			<b>\$ 537,372.50</b>
Contingency		10%	\$ 53,737.25
<b>Project Total</b>			<b>\$ 591,109.74</b>

**Round to:** **\$ 592,110.00**



# Pitt County Government

Greenville, North Carolina

[www.pittcountync.gov](http://www.pittcountync.gov)



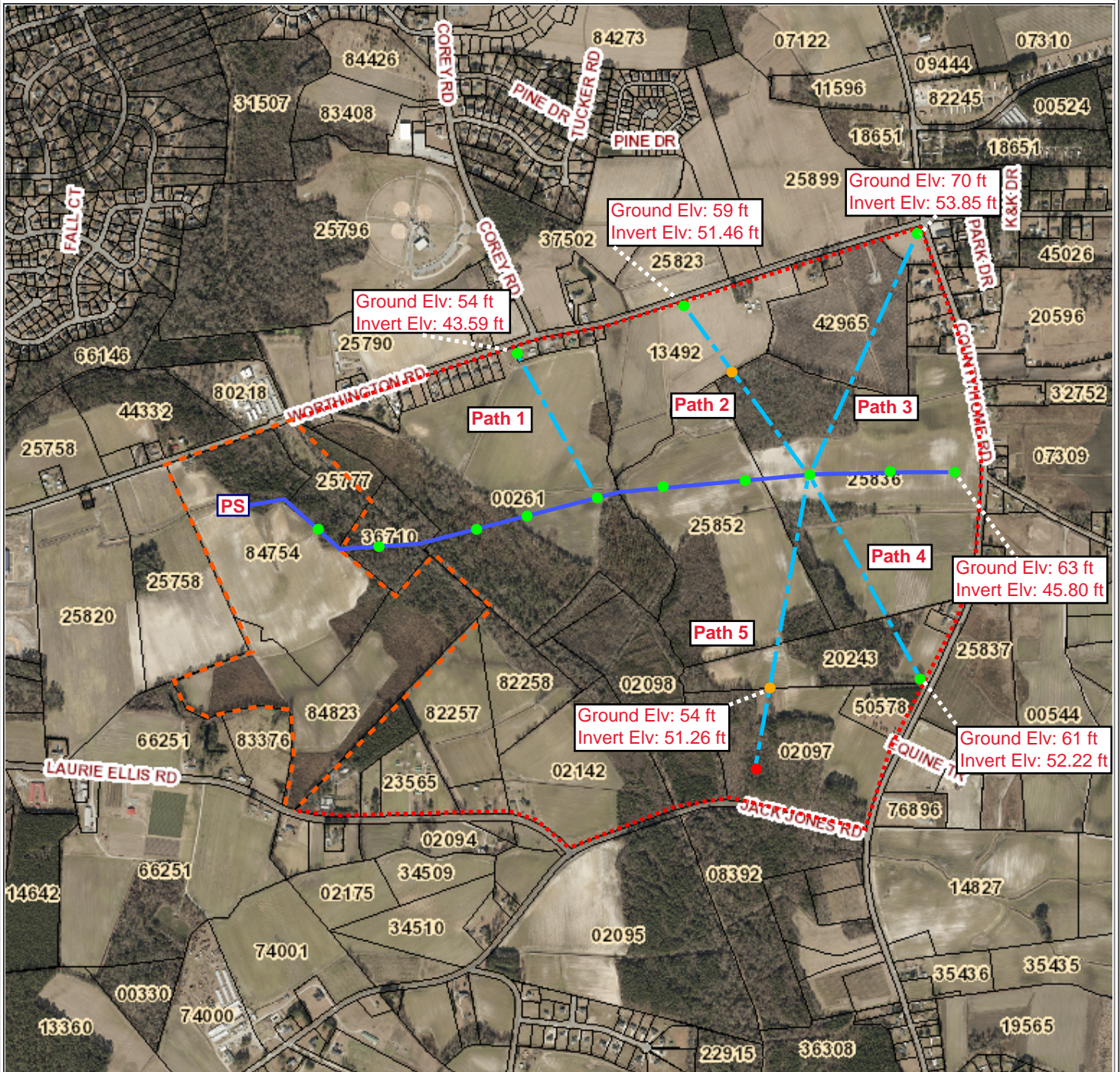
## Direction:

East of Eli Ridge's Pump Station



## Option 1:

Diameters: All 12 in.  
Original PS invert depth (27 ft)



**Disclaimer:** This tax record is prepared for the inventory of real property within Pitt County and is compiled from recorded deeds, plats, tax maps, surveys, and other public records. Users of this data are hereby notified that the aforementioned public primary information sources should be consulted for verification. Pitt County assumes no legal responsibility for the information contained herein.

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### PLEASE NOTE:

The parcel information is updated nightly and reflects current property values.

Printed: 5/1/2019 5:17:50 PM



Eli's Ridge Subdivision

Service Area

— 12" Sewer Line

- - - 8" Service Lateral

**PS** Pump Station





**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: New Business

**Meeting Date:** August 19, 2019

**Presenter:** Ryan Willhite, Chief of Police

**Item to be Considered**

**Subject:** Entering into a contract with Pitt County Schools for the Town of Winterville to supply one (1) School Resource Officer at A.G. Cox (primarily) and secondary duties at W.H. Robinson and Creekside Elementary Schools.

**Action Requested:** Enter into the SRO Contract with Pitt County Schools.

**Attachments:** DRAFT Contract.

**Prepared By:** Ryan C. Willhite, Chief of Police

**Date:** 7/26/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp - 8/14/2019

**Supporting Documentation**

Pitt County Schools has requested that the Town of Winterville enter into a contract to supply a School Resource Officer (SRO) in the county schools in our jurisdiction. The county has proposed a one year contract which will pay the officers salary and benefits (\$64,340.34) and the Town of Winterville is responsible for the equipment, uniforms, vehicle and training. This officer will primarily be assigned to A.G. Cox middle school, but will frequent W.H. Robinson Elementary as well as Creekside Elementary as needed or prudent. The County will make 12 monthly installments to the Town to reimburse the salary and benefits cost. As with other SRO's throughout the county, this contract is renewed annually to address changes in salary or details.

**Budgetary Impact:** The department's current budget will absorb personal equipment, uniforms and training costs.

**Recommendation:** Approve Request.

This School Resource Officer Program Agreement for the 2019—2020 School Year (“Agreement”) is made and entered into this the 1st day of July, 2019, by and between the Pitt County Board of Education, a body politic and corporate, organized and existing under the laws of the State of North Carolina (“the School System”) and the Town of Winterville, a municipal corporation in the State of North Carolina (“the Town”) (individually “Party” and collectively the “Parties”).

**WITNESSETH:**

**WHEREAS**, the Town has established, organized, and maintained an accredited law enforcement agency, the Winterville Police Department, with territorial jurisdiction and all law enforcement powers as authorized by statute, case law, and the common law of the State of North Carolina within the corporate limits of the City, pursuant to Sections 160A-281 and 160A-285 of the North Carolina General Statutes;

**WHEREAS**, the School System currently serves more than 23,000 students in 37 schools in Pitt County;

**WHEREAS**, the Parties have a close working relationship and desire to create a safe and secure environment on the campuses of the School System which are located within the corporate limits of the Town;

**WHEREAS**, this Agreement establishes the Parties’ duties and obligations concerning the Town’s involvement in a School Resource Officer (“SRO”) Program utilizing Winterville Police Department officers in and upon the Pitt County Schools which are located within the corporate limits of the Town;

**WHEREAS**, the Parties recognize the benefits of the Town’s participation in the SRO Program;

**WHEREAS**, the Town agrees to provide to the School System and manage one (1) full-time, twelve (12) month SRO and provide supplies and equipment necessary to support the SRO, and the School System agrees to reimburse the Town for its expenses in providing the said SRO to the PCS SRO Program, as set forth herein; and

**WHEREAS**, the Parties desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by the Town.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements contained herein below, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

**1.0 Goals and Objectives.** The Parties share the following goals and objectives regarding the SRO Program.

- 1.1 To provide a safe, inclusive, and positive learning environment for all students, educators, principals and assistant principals (“school administration” or “school administrators”), volunteers, and other members of the school community; and
- 1.2 To foster an efficient and cohesive SRO program that will build positive relationships between law enforcement officers and school administrators, parents, and students.

**2.0 SRO Program Manual.** To effectuate the goals and objectives of the SRO Program, the Parties have developed and agree to be bound by the terms set forth in an SRO Program Manual which establishes standards governing SRO conduct and the relationship between the SROs and school administrators. The SRO Manual is attached hereto as **Attachment A** and is hereby incorporated into this Agreement.

**2.1** No later than September 30, 2019, school administrators at schools where the SRO is assigned and the SRO must read the SRO Manual and execute an Acknowledgement. The Acknowledgement is attached hereto as **Attachment B** and is hereby incorporated into this Agreement.

**2.2** The Parties agree that their employees will adhere to the conditions set forth in the SRO Manual.

**2.3** Nothing in this Agreement shall be construed to bar additional training to foster collaboration between school administrators and the SRO or for any other purpose deemed necessary by the Parties.

### **3.0 The Town's Obligations.**

**3.1** The Town agrees to employ one (1) SRO during the term of this Agreement for primary placement at A.G. Cox Middle School with supporting duties at W.H. Robinson and Creekside Elementary Schools. The SRO assigned by the Town may be assigned to and used among any and all public schools within the jurisdiction of the Winterville Police Department. The assignments can be changed upon agreement by the Parties.

**3.1.1** In the event that the SRO serving under this Agreement shall cease to serve as an SRO, the Town shall, with written approval from the School System, provide a replacement officer to continue the Town's obligations as herein stated for the remaining term of the Agreement at no change in monthly reimbursement due under the Agreement for the remainder of the term.

**3.1.2** It is expressly understood and agreed that temporary absences by the SRO shall be minimized to the greatest extent possible during the school year. In the event an SRO is temporarily absent from work, the Town shall provide notice of the SRO's absence to the affected principals and the School System's Security Department.

**3.1.2.1** If the SRO's temporary absence was not scheduled in advance (e.g. sickness, death of a family member, medical emergency, etc.), the Town, to the extent reasonably practicable, agrees to assign another officer to substitute for the SRO. In no event, shall the School System be without a certified law enforcement officer for more than five (5) consecutive school days, and on any day that the School System is without a replacement certified law enforcement officer, the Town will increase patrols in the vicinity of the SRO's assigned schools, walkthrough the SRO's assigned schools at least three times per day during each day that the SRO is absent, and shall have an officer meet at least once daily with school administration to discuss any concerns.

**3.1.2.2** In the event that the SRO is absent from work and the absence was scheduled (e.g. vacation, continuing education, etc.), the Town shall

provide a replacement certified law enforcement officer during the period of the SRO's absence.

- 3.1.3** The Town shall not utilize an SRO during the designated workday for duties other than those set forth in this Agreement except in rare and serious emergencies. In the event of such an emergency, the School System may reduce the compensation payable to the Town under this Agreement on a prorated basis and such reduction shall be credited or repaid to the School System.
- 3.2** The Town agrees to provide and administer the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the Town, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary insurance, dental insurance, and medical /hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the Town, except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.
- 3.3** The Town shall only assign an SRO that it employs to the School System who meets all of the following basic qualifications:
  - 3.3.1** Unless waived by the Town and School System, be commissioned officers with three (3) years of law enforcement experience;
  - 3.3.2** Completion of an SRO training course through the North Carolina Justice Academy or a course comparable to the course offered through the North Carolina Justice Academy;
  - 3.3.3** Completion of Crisis Intervention Training (CIT) certification through an accredited college, or other CIT provider approved by the Town;
    - 3.3.3.1** If the SRO does not possess CIT certification, the Town will ensure that the officer participates in the next available course offering to obtain CIT certification.
  - 3.3.4** Possess knowledge of the applicable federal and state laws, town and county ordinances, and the Board's policies and regulations;
  - 3.3.5** Capable of conducting in-depth criminal investigations;
  - 3.3.6** Possess an even temperament
  - 3.3.7** Capable of setting a good example for students;
  - 3.3.8** Receive annual training in school based violence;
  - 3.3.9** Positive experience working with youth and/or in a school setting and should be willing and able to serve as mentors for students;
  - 3.3.10** Has no substantiated evidence of harassment, discrimination, disproportionate minority contact, improper use of force, or other serious performance issues in

their work history that would make the officer inappropriate for performing duties as an SRO; and

**3.3.11** Possesses communication skills that would enable the officer to function effectively within the school environment.

**3.4** The Town acknowledges that the requirements of Section 115C-332.1 apply to this Agreement. The Town shall conduct an annual check of all sworn law enforcement officers assigned as SROs on the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry. The Town certifies that no individual may provide services to the School System under this Agreement if he/she appears on any of the sex offender registries.

**3.5** The Town agrees to provide the SRO with all equipment which is not school-specific, including the following equipment:

**3.5.1** The standard issue firearm and rounds of ammunition for each SRO;

**3.5.2** Office supplies and forms required in the performance of the SRO's duties; and

**3.5.3** Appropriate Town vehicles to perform the duties and assignments under this Agreement.

**3.6** The Town shall ensure that its SRO maintains minimum in-service training and certification requirements as would normally apply to all other certified Town law enforcement officers in addition to any training and certifications required for SROs. Except in rare circumstances when the training is not otherwise available, all training shall be conducted during the summer months when school is not in session.

**3.7** The Town further agrees that it shall designate a regularly employed law enforcement officer ("SRO Supervisor") to supervise the assigned SRO and to coordinate the functions of the SRO Program with the School System's Security Town. The duties of the SRO supervisor shall include ensuring SRO compliance with directives and policies of the Town and the School System, coordinating SRO scheduling and work hours (e.g. vacation requests, sick leave, training, etc.), communicating all emergencies or any other useful information to the School System's Security Town, communicating any temporary SRO replacements with the name of the officer and contact information to the School System's Security Town, addressing concerns and complaints regarding performance and conduct of SROs in collaboration with the School System and in accordance with Town protocols.

**3.8** The Town shall ensure that its SRO Supervisor and any other required representatives attend meetings with School System to discuss issues relevant to the SRO Program and its operations. As specifically discussed in Paragraph 3.8.1, the Town shall also ensure that its SRO meets with School System personnel at least once annually to discuss issues relevant to the SRO Program and its operations. School System shall ensure that the scheduling of meetings does not conflict with the Town's needs, including SRO assignments.

**3.8.1** The School System shall provide annual training to the SRO no later than September 30 of each year. This annual training shall include training on the

School System's behavioral support and discipline policies, the School System's SRO policies and procedures, a discussion of the School System's commitment to using its policies to ensure a safe and orderly educational environment and the fair and equitable treatment of all students when addressing student behavior, making disciplinary referrals when necessary, and imposing disciplinary sanctions when necessary, the limited role of SROs within the District's behavioral support and discipline system, and the documentation that must be developed and maintained by SROs.

#### **4.0 The School System's Obligations.**

**4.1** The School System shall reimburse the Town for the SRO provided at a total annual cost of **SIXTY-FOUR THOUSAND THREE HUNDRED FORTY DOLLARS and 54/100** (\$64,340.54). The School System shall reimburse the Town in twelve (12) monthly payments payable in advance or on the day before the last day of each month starting July 1, 2019 and continuing through June 30, 2020. Overtime and additional duty assignments are not included in this reimbursement and may not be added to the monthly invoice or invoiced separately.

**4.1.1** If the SRO ceases to serve as an SRO and no replacement is appointed and assigned by the Town for the remainder of the term of this Agreement, monthly payments due from the School System pursuant to paragraph 4.1 will be reduced accordingly.

**4.1.2** Except as provided in Paragraph 4.2.2, in the event an SRO is absent or unable to perform the duties under this Agreement, the reasons for such absence or unavailability are not attributable to the School System (either the Town requires the SRO to be absent or the SRO is absent due to sickness, disability, otherwise not available), and the Town fails to provide the School System with a replacement certified law enforcement officer, then the School System may reduce the compensation payable to the Town under this Agreement on a prorated basis and such reduction shall be credited or repaid to the School System.

**4.1.3** In the event of an emergency when the SRO is ordered by the Town to leave his/her school duty station during normal duty hours as described above and to perform other services for the Town, the time spent shall not be considered hours worked under this Agreement. In such an event, the monthly compensation paid by the School System to the Town shall be reduced by the number of hours of SRO services not provided to the School System or the hours shall be made up in a manner determined by mutual agreement of the Parties.

**4.2** The maximum number of hours that an SRO shall be on duty in a work cycle shall not exceed the maximum number of hours allowed by the Town's work cycle. Specific SRO duty hours at a particular school shall be set by mutual agreement between the School System, at the direction of the principal of the school to which the SRO is assigned, and the Town, by the Town's officer in charge of the SRO Program. The duty hours shall begin when the SRO arrives at the destination assigned by the principal and shall end when the SRO leaves the destination assigned by the principal. The actual duty hours for the SRO shall be recorded on time sheets provided by the Town, and the principal or the principal's designee of the school to which the SRO is assigned shall review and sign the time sheet of the SRO each work cycle. The principal, or the principal's designee of the school to which the SRO is assigned, shall approve in writing any overtime of any SRO, and such

overtime costs shall be the responsibility of the Town upon receipt of proper documentation. The principal shall provide the Town with an executed copy of the approved overtime for any SRO and the amount of overtime approved. Such overtime will be compensated as indicated below and pursuant to Town policy and overtime regulations contained in the Fair Labor Standards Act.

**4.2.1** The School System and Town agree any overtime hours worked during the SRO's pay period shall be compensated by the Town at the rate of time and one half for the overtime hours worked unless the SRO is permitted to adjust the SRO's work schedule during that same pay period to reduce or eliminate the extra work hours, or a combination of both overtime pay and time off as agreed by the School System, the SRO, and the Town.

**4.2.2** Subject to the approval of the School System and Town, if an SRO elects to adjust the work schedule by taking time off to reduce or eliminate the extra work hours during a pay period, the Town will not be required to provide a law enforcement officer as a substitute, nor may the School System reduce the compensation paid to the Town for the time off taken by the SRO.

**4.2.3** It is understood and agreed that time spent by the SRO attending court cases arising from and/or out of his/ her employment as an SRO shall be considered as hours worked under this Agreement.

**4.3** The School System agrees to provide the SRO with the following:

**4.3.1** Suitable accommodations at school (i.e. a lockable room with limited access, telephone, desk, chair, computer, and filing cabinet);

**4.3.2** A radio with all school frequencies;

**4.3.3** Keys to any assigned school;

**4.3.4** Reasonable opportunities to address students, teachers, school administrators, and parents about criminal justice, safety, and security issues;

**4.3.5** A dedicated parking space in an approved location for the SRO patrol car; and

**4.3.6** A Pitt County Schools' cell phone.

## **5.0 Employment, Assignment, and Control of School Resource Officers.**

**5.1** The SRO under this Agreement will be an employee of the Town and not the School System. The SRO will be subject to the administration, supervision, and control of the Town, except as such administration, supervision, and control is subject to the terms and conditions of this Agreement.

**5.2** The Town, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the SRO. However, the School System shall evaluate annually the SRO Program and the performance of the SRO on forms developed jointly by the Parties and attached hereto as **Attachment C**. Attachment C is hereby incorporated into this Agreement. It is

further understood that the School System's evaluation of the SRO is advisory only and that the Town retains the final authority to evaluate.

- 5.3** In addition to annual evaluations, principals and school system administrators have been instructed immediately advise the School System Security Town, in writing, if the SRO is not effectively performing his or her duties or responsibilities, and/or receives a complaint from a staff member, student, parent, or other member of the school community about actions of the SRO. The Security Town will report written complaints to the SRO Supervisor, undertake an investigation into the allegations of the complaints, and shall advise the SRO Supervisor of any findings of the investigation.
- 5.3.1** If concerns about an SRO persist following a written complaint or the Security Town receives additional written complaints about an SRO, the Security Town shall recommend to the Superintendent or designee that the SRO be removed from the program and shall state the reasons in writing. After receiving the recommendation from the security department, the Superintendent or his/her designee, if s/he agrees, shall advise the SRO Supervisor of the request.
- 5.3.2** Upon receipt of a request from the Superintendent or his/her designee and if upon review by the Agency, there is verifiable, documented evidence of ongoing performance issues that have persisted despite the SRO being provided notice and an opportunity to improve, the Town shall agree to remove the SRO from serving in PCSS.
- 5.3.3** In addition, if the Security Town documents SRO misconduct that threatens the health or safety of students or staff, the Security Town will immediately notify the SRO Supervisor and provide copies of such documentation. The Town shall promptly remove the SRO from serving the School System until the completion of the Town's review of the misconduct, consistent with the Town's policies and ordinances and this MOU.
- 5.3.4** In the event of the resignation, dismissal, removal or reassignment of a SRO, the Town shall provide a replacement for the SRO. During such interim period, the Town shall assign an alternate law enforcement officer temporarily to carry out the duties of the SRO until a replacement can be secured. The Town agrees to use all reasonable efforts to prioritize the assignment of replacement officers at high school campus sites.
- 5.3.5** Notwithstanding the foregoing, nothing in this Agreement shall prohibit the Superintendent from preventing the access of any individual, including any assigned SRO, to School System property if the Superintendent determines it is in the best interest of the health and safety of students. Likewise, the Town reserves the right to suspend a SRO from duty with the School System.
- 5.4** The School System reserves the right to request that the contract services of an individual SRO be terminated if the Principal-SRO relationship cannot, in the discretion of the School System, be successfully negotiated.



**6.0 Insurance and Indemnification.**

- 6.1** While working as an SRO with the School System, the SRO shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to the defense of civil actions and payment of judgments) as a Law Enforcement Officer normally possess. While on duty at a school location, the SRO shall respond to requests and suggestions by the principal, but shall remain subject to the lawful operational commands of his / her superior officers in the Town.
- 6.2** The Town, as part of sovereignty and acting under the sovereign will has such general liability insurance coverage as is the custom and practice of the sovereign of which the Town is a part thereof and will be in such amounts as decided and is customary on the part of the sovereign of which the Town is a part to address acts or omissions that occur or claims that are made during the term of this Agreement.
- 6.3** The Town agrees to hold the School System, its agents and employees free, harmless, and indemnified from and against any and all claims, suits, or causes of action arising from or in any way out of the performance of the duties of the SRO or the SRO Program, except where the SRO is acting under the direction of a principal or a principal's designee.
- 6.4** The Town shall hold the School System free, harmless, and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by the SRO, which are attributable solely to the Town.

**7.0 Term of the Agreement.** The term of this Agreement is one (1) year commencing on July 1, 2019 and ending on June 30, 2020.

**8.0 Notice.** Any notice or other communication provided for herein by a Party shall be in writing and served upon the other Party by either (A) hand-delivery, (B) electronic mail or facsimile transmission, and/or (C) by overnight courier service (with all fees prepaid) to the receiving Party as follows, or to any other address which either Party may hereafter designate for itself in writing:

FOR THE TOWN

*With a Copy to:*

Town of Winterville  
2751 Railroad Street  
Winterville, NC 28590  
Telephone: (252) XXX-XXXX  
Facsimile: (252) XXX-XXXX  
Email:  
(Name, Title)

FOR THE SCHOOL SYSTEM

*With a Copy to:*

Pitt County Schools  
School Security Department  
300 Sylvania Street  
Winterville, North Carolina 28950  
Telephone: (252) 830-2313  
Facsimile: (252) 830-1277

Pitt County Board of Education  
1717 W Fifth Street  
Greenville, North Carolina 27834  
Telephone: (252) 830-4227  
Facsimile: (252) 830-0099  
Email: ehodson@pitt.k12.nc.us

Email:jenkinj@pitt.k12.nc.us  
(John Jenkins, Security Specialist)  
Email: hudsonj@pitt.k12.nc.us  
(Jeff Hudson, Security Specialist)

(Emma J. Hodson, Attorney for the Pitt County  
Board of Education)

- 9.0 Arm's Length Negotiation.** The Parties further agree that this Agreement is to be deemed to have been prepared jointly by the Parties hereto, after arm's length negotiations, and that any ambiguity or uncertainty existing herein, if any, shall not be interpreted against the other Party. The Parties further agree to sign any and all instruments or documents necessary to carry out the full purpose and intent of this Agreement. This Agreement shall be binding upon the Parties and their successors in interest.
- 10.0 Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings, whether written or oral, relation to the subject matter of this Agreement.
- 11.0 Amendment and Modification.** This Agreement may be modified or amended by mutual consent of the Parties as long as the amendment is executed in the same fashion as this Agreement. Notwithstanding the foregoing, the Parties may develop additional policies and procedures by consent to implement this Agreement, including but not limited to policies and procedures regarding reporting requirements and sharing information between the School System and the Town. Further, each PARTY may develop internal policies and procedures to implement their respective obligations under this Agreement.
- 12.0 Consideration.** For and in consideration of the Town providing the SRO Program as described herein, the School System agrees to reimburse the Town for the cost of the SRO Program, as described in Paragraph 4.1 of this Agreement.
- 13.0 Severability.** The non-enforceability or illegality of any provision of this Agreement shall not render the other provisions unenforceable, illegal, or invalid.
- 14.0 Headings.** The paragraph headings contained herein are only for convenience and reference, and are not intended to be part of this Agreement or in any manner to define, limit, or describe the scope and intent of this Agreement for the particular paragraph to which they refer.
- 15.0 E-Verify Compliance.** The Parties shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further if either PARTY utilizes a subcontractor, the PARTY shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Parties represent that they and their subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- 16.0 Governing Law; Venue.** This Agreement shall be governed by the laws of the State of North Carolina. The venue for initiation of any such action shall be Pitt County, North Carolina.
- 17.0 No Third Party Benefits.** There are no third party beneficiaries to this Agreement. Nothing in this Agreement shall create or give to third parties any claim or right of action against the School System, the Town, or their employees, agents, contractors, officers, officials, governing boards, or successors in interest.

**18.0 Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.

IN WITNESS HEREOF, the Parties hereto have caused this Agreement to be executed the day and year first written above.

PITT COUNTY BOARD OF EDUCATION

TOWN OF WINTERVILLE

\_\_\_\_\_  
Matthew Johnson  
Executive Director of Operations

\_\_\_\_\_  
Ryan Whillhite  
Chief of Police

\_\_\_\_\_  
Ethan E. Lenker  
Superintendent

\_\_\_\_\_  
Terri L. Parker  
Town Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Emma Hodson  
Attorney for The Pitt County Board of Education

\_\_\_\_\_  
E. Keen Lassiter  
Town Attorney

**PRE-AUDIT CERTIFICATION:**

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Debra Baggett  
Chief Financial Officer, Pitt County Schools

\_\_\_\_\_  
Date

**ATTACHMENT A**

**PITT COUNTY SCHOOLS  
SCHOOL RESOURCE OFFICER PROGRAM MANUAL  
2019-2020**

## **SCHOOL RESOURCE OFFICER PROGRAM MANUAL 2019-2020**

### **I. Goals of the SRO Program, Purpose of this Manual, and Prohibition on Unlawful Discrimination**

The Pitt County Board of Education is grateful for strong relationships with six law enforcement agencies. Through the Board's partnerships with the Ayden Police Department, Farmville Police Department, Greenville Police Department, Grifton Police Department, Pitt County Sheriff's Office, and Winterville Police Department, Pitt County Schools is able to have an efficient and cohesive School Resource Officer ("SRO") Program with the primary goals of (1) providing a safe, inclusive, and positive learning environment for all students, educators, administrators, volunteers, and other members of the school community and (2) building positive relationships between law enforcement officers and school administrators, parents, and students.

The purpose of this manual is to ensure that key stakeholders (i.e. principals, assistant principals, central office staff, and SROs) have a clear understanding of the role and duties of SROs, the role and duties of school system administrators, how SROs and school system administrators should collaborate to achieve the goals of the SRO program, and limitations on the relationship between SROs and the school system.

All key stakeholders should be aware that the SRO Program is to be operated without discrimination against any person on the basis of sex, gender, race, color, religion, national origin, age or disability. Under no circumstances will any stakeholder, the Board, or representative of the law enforcement agencies supplying SROs engage in any conduct in violation of state or federal anti-discrimination law in their interactions with students, including but not limited to any retaliation for reporting, alleging, or filing complaints concerning any alleged discrimination.

### **II. The Imposition of School Discipline**

#### **A. Routine Disciplinary Matters**

1. Principals and assistant principals ("school administrators") shall be solely responsible for implementing the Student Code of Conduct and school discipline policies. School administrators, not the SRO, have primary responsibility for maintaining order in the school environment and for investigating and responding to school disciplinary matters.
2. The SRO shall refer any reports or concerns relating to student discipline to the principal or designee and shall not independently investigate or administer consequences for violations of the Student Code of Conduct or any school disciplinary rules.
3. The SRO should generally not have any further involvement in routine disciplinary matters, such as tardiness, loitering, noncompliance, the use of inappropriate language, dress code violations, minor classroom disruptions, and disrespectful behaviors and other similar minor infractions of school rules.
4. The principal or assistant principal shall only request SRO assistance when necessary to protect the physical safety of staff, students, or others in the school environment.
5. The SRO will not be involved in the questioning of students initiated and conducted by school personnel in disciplinary matters unless requested by the principal or assistant

principal to maintain a safe and secure school environment. If the SRO's presence is requested under these circumstances, the SRO shall confine his or her involvement to what is reasonably necessary to protect the safety and security of members of the school community and shall not lead the investigation or actively question students.

## **B. Joint Law Enforcement and School Disciplinary Investigations**

1. In cases where school disciplinary investigations and law enforcement investigations into criminal activity<sup>1</sup> overlap and relate to matters affecting health or safety (e.g., when both the school administration and SRO are investigating matters related to the presence of drugs or weapons on campus), it may be appropriate for school administrators and SROs to work in tandem. In such events, law enforcement investigation by the SRO takes precedence over school disciplinary issues. In such circumstances, the SRO shall be mindful of and clarify his or her role as a law enforcement officer conducting a law enforcement investigation when interviewing student witnesses, particularly students suspected of criminal wrongdoing.

## **III. Investigation of Criminal Matters**

### **A. SRO Initiated Investigations into Criminal Activity at School**

1. SROs may initiate appropriate law enforcement actions to address criminal matters, including matters that threaten the safety and security of the school or its occupants, and/or intervene with staff or students (with or without a referral from the principal or assistant principal) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety.
2. However, any such intervention shall be reasonable in scope and duration in light of the nature of the circumstances presented and shall be reasonably calculated to protect the physical safety of members within the school community, while minimizing, to the extent possible, any unintended negative effects on students.
3. Additionally, all law enforcement actions and interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and policies.
4. SROs shall evaluate criminal activity committed on or adjacent to school property to determine if further actions are required by law enforcement.
5. Use of force may be implemented pursuant to the SRO's law enforcement agency's procedures and protocols as well as all applicable laws, if objectively reasonable based on the totality of the circumstances and shall not be excessive, arbitrary, or malicious.
6. SROs shall also, whenever possible, advise the principal before requesting additional law enforcement assistance on campus and shall request such assistance only when necessary to protect the safety or security of those present on the school campus.
7. Criminal investigations, arrests, and taking juveniles into temporary custody in accordance with Section 7B-1901 of the North Carolina General Statutes by SROs will be conducted in accordance with all applicable legal requirements, including all

<sup>1</sup> For purposes of this Manual, the word crime or criminal includes investigations into delinquency.

applicable laws, regulations, and policies governing the use of force, interrogations, searches, and arrests.

#### **B. Investigative (Searches, Questioning, etc.), Temporary Custody, and Arrest Procedures**

1. An SRO shall promptly notify the principal or an assistant principal whenever he or she asks a student questions of an investigative nature or takes any direct law enforcement action against a student; however, notification may be withheld until deemed appropriate by the SRO if such notification would endanger a student or any other person or compromise an ongoing criminal investigation.
2. An SRO shall promptly notify principal or assistant principal and the parent(s) or guardian(s) of any student arrested for a criminal offense or taken into temporary custody pursuant to Section 7B-1900 of the North Carolina General Statutes.
3. All SRO questioning or searches of students suspected of criminal wrongdoing and/or searches of property by an SRO must be in accordance with applicable law. In particular, SROs shall be aware of the differing standards governing searches by law enforcement officers for law enforcement purposes as compared with searches by school administrators in connection with student discipline. Except as set out in Paragraph 1 of this Subsection, SROs should contact either the principal or assistant principal before questioning or searching a student regarding an investigation into suspected criminal activity to determine if either the principal or assistant principal should be present during the questioning or searching.
4. If a SRO questions, searches, arrests, or takes a student into temporary custody at school, all reasonable efforts will be made by the SRO and the principal or assistant principal to remove the student from other students and bystanders or otherwise to not bring undue attention to the student.
5. At no time shall any SRO request that any PCS employee lead or conduct a search of a student for law enforcement purposes or have a PCS employee act as an agent of law enforcement. The SRO shall not conduct or participate in searches of students or their belongings in school disciplinary investigations unless their assistance is requested by school personnel to maintain a safe and secure school environment.

#### **C. Non-School Investigations**

1. SROs shall refrain from questioning students at school regarding non-school related matters unless the SRO has a warrant or unless questioning, searching, arresting, or taking a student into temporary custody on school property at that time is necessary, in the discretion of the SRO, for the success of a law enforcement investigation or to prevent injury or crime.

#### **IV. SROs as a Mentors and Members of the School Community**

- A.** The SRO shall conduct himself or herself as a role model at all times and in all facets of his or her work and shall seek to establish a strong rapport with school administrators, faculty, staff, students, and others associated with the school. SROs shall also encourage students to develop positive attitudes towards the school, education, law enforcement officers, and positive living in general.

- B. SROs are strongly encouraged to attend meetings of parent and faculty groups to solicit their support and understanding of the SRO Program and to promote awareness of law enforcement functions during the SRO's regular duty hours.
- C. SROs shall be familiar with community agencies that offer assistance to students and their families, including but not limited to mental health services and drug treatment centers, and shall provide information on such agencies to students, parents, and/or school administrators when appropriate. In addition, the SRO shall provide information to the school principal, students, and parents regarding additional resources offered by community agencies or the agencies providing afterschool and summer programs and opportunities for youth.
- D. SROs may answer questions that students have about North Carolina criminal or juvenile laws but should not to give legal advice.
- E. SROs shall counsel students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal, the principal's designee, or the parents of a student.
- F. SROs shall attend meetings of **S**tudents **A**gainst **D**estructive **D**ecisions (SADD) groups in schools and SADD groups as requested. SADD groups are student-run programs that educate the school community about issues related to drug and alcohol abuse, sexual activity, depression, bullying, and suicide within the student population.
- G. SROs shall, whenever possible and in accordance with guidance from the school principal or designee, participate in or attend school functions during the SRO's regular duty hours, in order to assist in the safe and peaceful operation of school-related programs.
- H. SROs shall wear the official law enforcement uniform or other apparel issued by their respective agencies at all times while serving on school property and shall make best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of crime or violence are most likely to occur.
- I. If the SRO's agency has jurisdiction over the roadways adjacent to a school, and if the SRO believes that it is necessary for the safety of students and school community members, the SRO shall help the school direct traffic and pedestrian crossings.
- J. The SRO shall remain on the school grounds during normal school hours, except when necessary to attend to a law enforcement emergency, trainings, court proceedings, or, on limited occasions, official law enforcement business off-campus. With the exception of emergency situations out of the SRO's control, the SRO shall give the SRO supervisor, the principal or designee, and Pitt County Schools Security Specialist, John Jenkins, reasonable advance notice of any times when the SRO is not expected to be on campus during normal school hours.

## **V. Communication Between School Administrators and SROs**

### **A. At the School Level**

1. Open communication between SROs and school principals is encouraged at all times to



ensure a collaborative and productive relationship.

2. SROs, school principals, and members of the administrative team designated by the principal are expected to meet on a regular basis, both formally and informally, to discuss school safety concerns, duties, and responsibilities. SROs, school principals, and members of the administrative team designated by the principal are all expected to initiate such meetings to promote open and strong communication.
3. The Board authorizes principals to report any crimes that occur on campus to the assigned SRO in compliance with all applicable state laws and Board policies that require school officials to report criminal acts occurring on school grounds to law enforcement.
  - a. Presently, criminal offenses that must be reported to the SRO include: (1) assault resulting in serious personal injury; (2) assault involving the use of a weapon; (3) assault on school officials, employees, or volunteers; (4) making bomb threats or engaging in bomb hoaxes; (5) willfully burning a school building; (6) homicide; (7) kidnapping; (8) unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages; (9) possession of controlled substances in violation of law; (10) possession of a firearm; (11) possession of a weapon; (12) rape; (13) robbery with a dangerous weapon; (14) sexual assault (not involving rape or sexual offense); (15) sexual offense; and (16) taking indecent liberties with a minor.

#### **B. With General Administration and Principals**

1. During the months of September 2019 through June 2020, SROs shall provide to the Pitt County Schools Security Specialist, John Jenkins, and Pitt County Schools Director of Student Services, Karen Harrington, a monthly report of the aggregated number of referrals. A copy of these reports must be transmitted to the Security Specialist and Director of Student Services no later than the 5<sup>th</sup> of the following month (e.g. the report for September 2019 should be transmitted no later than October 5, 2019).
2. During the months of September 2019 through June 2020, SROs shall provide to the Security Specialist and Director of Student Services with a report of all school-based or related actions taken by the SRO, all matters that were referred to the court system, the outcome of any matter referred to the court system (if the matter has been decided in the reporting period), and the involvement of Pitt County Schools or an individual school in the proceeding (e.g. if district employees or students were called as witnesses). A copy of these reports must be transmitted to the Security Specialist and Director of Student Services no later than the fifth day of the following month (e.g. the report for September 2019 should be transmitted no later than October 5, 2019).
3. During the months of September 2019 through June 2020, SROs shall perform monthly security assessments for each of the SRO's assigned schools. Copies of the security assessment reports shall be forwarded to the Security Specialist and Principals no later than the last day of the month (e.g. the report for September 2019 is due no later than September 30, 2019).

## VI. Transporting PCS Students

- A. SROs shall not transport any students in their vehicles unless one of the following circumstances exists:
1. A student is a victim of a crime, under arrest, or some other emergency exists OR
  2. A student has been suspended from school pursuant to school disciplinary actions, the student's parents are unwilling to pick up the student, the principal or designee has expressed concern about placing the student in school suspension, and the SRO believes, in his or her sole discretion, that the student's continued presence on campus is a threat to the safety and welfare of others such that transportation of the student off campus is necessary.
    - a. In this scenario, school administrators shall provide a school employee of the same gender as the student to accompany the SRO during transport.
    - b. Additionally, in this scenario, a student shall not be transported to any location unless it is determined that the parent, guardian or custodian of the student is at the destination in which the student is transported.
- B. SROs shall notify the school principal before removing a student from campus.
- C. SROs shall not transport students in their personal vehicles. If an SRO does not have an agency vehicle, then a patrol unit shall be dispatched to assist the SRO.

## VII. Sharing Education Records

- A. Pitt County Schools officials are required to comply with the Family Educational Rights and Privacy Act ("FERPA"). Under FERPA, education records (i.e. records, files, documents, and other materials, including security footage, that are directly related to a student and maintained by Pitt County Schools or by parties acting for Pitt County Schools) may only be disclosed to SROs in certain circumstances.
- B. SROs shall not automatically have access to educational records or personally identifiable information about a student in those records simply because they are conducting a criminal investigation involving a student or for general non-specific purposes. Circumstances where school officials may disclose relevant educational records and personally identifiable information contained in those records with SROs include, the following:
1. The student's parent or the guardian or the student (if 18 years of age or older) consents in writing to disclose education records to the SRO;
    - a. NOTE: Consent must be obtained using Pitt County Schools' FERPA Authorization Form which is included in this manual as Appendix I.
  2. The information sought (again for a specific purpose) is directory information (e.g. student home address, student phone number, etc.);
    - a. NOTE: Students' parents or guardians or students who are 18 years of age or older

may opt out of sharing directory information. School system officials are NOT permitted to share directory information if an opt out has occurred.

- b. ALSO NOTE: School officials may not confirm non-directory information to an SRO. For example, if an SRO provides a student's name and social security number (or other non-directory information) to school officials and is seeking additional directory information, school officials may not use social security number or other non-directory information to search for the student's records as opposed to a name because using non-directory information to search for a student is considered to be confirming the accuracy of non-directory information to the SRO.

3. Pursuant to a subpoena or court order;

- a. NOTE: Prior to complying with the subpoena, FERPA requires school officials to make a reasonable effort to notify the parent, guardian, or student who is over 18 years of age of the subpoena or court order to give an opportunity to the parent, guardian, or eligible student to object or seek other protective action. School officials should contact in-house counsel upon the receipt of any subpoena for educational records. A template of an Order for Release of Educational Records that legal counsel for SROs may utilize to obtain education records is included in this manual as Appendix II.
- b. ALSO NOTE: There are three situations where making a reasonable effort to notify parents, guardians, or students over 18 years of age is not required: (1) a court issuing a *federal grand jury* subpoena may direct school officials to keep the existence or contents of the subpoena confidential even as to the involved student and/ or parents; (2) a subpoena issued for any other *law enforcement purpose* may similarly direct the school to keep the subpoena confidential; and (3) *federal law enforcement authorities* may obtain ex parte secret subpoenas of student records in *terrorism investigations*.

4. A health or safety emergency exists;

- a. NOTE: School officials may disclose educational records under this exception to "appropriate persons" without consent in connection with an emergency when school officials perceive an "articulable and significant threat" to the health or safety of the student or others under the totality of the circumstances.
  - i. The standard for when a health or safety emergency exists is flexible. School officials should generally not release education records based on a not fully formed sense that a student "might" do something at some indeterminate point in the future, but they are also not required to delay a release until the moment a student is on-campus with a gun. Ultimately, school officials need to be able to articulate a basis for reasonably believing that a student poses a significant risk of harm to self or others.
  - ii. Examples of articulable threats might include (but are not limited to) students making statements about suicide or violence toward others, displaying unusually erratic or angry behaviors, or engaging in similar conduct that school officials would reasonably see as posing a risk of serious harm. By contrast, merely knowing that a student has access to a large cache of weapons at

home—without accompanying behavioral red flags—would likely not rise to the level of an articulable or significant threat.

- b. SROs and other law enforcement officials are considered appropriate persons who need information to protect the health or safety of the student or others.
5. Records concern registered sex offenders and the information was provided to school officials pursuant to federal law (i.e. Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act).
- C. School officials and SROs should be aware that it is the position of Pitt County Schools that Section 7B-3100 of the North Carolina General Statutes does not create a FERPA exception that allows for the sharing of records related to the “juvenile justice system.” However, FERPA does permit school officials to report child abuse and neglect to DSS.
  - D. Information obtained through a school official’s personal knowledge or observation (e.g. a teacher overhears a student make a threatening remark, observes a change in a student’s behavior, or reads a threat posted on the school’s social media page) is not an education record and can be disclosed to SROs even if an education record exists containing the information.
1. NOTE: The general rule that personal knowledge and observations can be shared with law enforcement DOES NOT apply to school officials who have a role in making a determination that generates a protected educational record (e.g. a psychologist may not disclose to an SRO information learned about a student’s behavior that the psychologist used in a report or assessment to determine a student’s eligibility for special education; a principal may not advise an SRO that a student is suspended; etc.).

### **VIII. Evaluation of SROs**

- A. Each SRO is employed by the Ayden Police Department, Farmville Police Department, Greenville Police Department, Grifton Police Department, Pitt County Sheriff’s Office, or Winterville Police Department. Although personnel decisions are ultimately made by an SRO’s employer, principals shall provide annual advisory evaluations of SROs utilizing a form developed by the Board and the six law enforcement agencies. The Pitt County Schools Security Specialist, John Jenkins, shall collect evaluation forms from principals and solicit feedback from the superintendent and other administrators annually. The Security Specialist shall then submit the evaluation forms and any other feedback to the applicable law enforcement agency.
- B. In addition to annual evaluations, principals and school system administrators should immediately advise the Pitt County Schools Security Specialist, John Jenkins, in writing, if an SRO is not effectively performing his or her duties or responsibilities and/or a staff member, student, parent, or other member of the school community has complained about actions of the SRO. Depending on where the SRO is employed, the Security Specialist will report written complaints to the officer supervising SROs. The Security Specialist will undertake an investigation into the allegations of the complaint, gather written witness statements from any individuals with information relevant to the complaint, and shall complete a written report of the investigator’s findings and conclusion as to whether the allegations of the complaint were substantiated or not. The written report shall also be submitted to the supervising officer.

**APPENDIX I**

**AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS**

I, \_\_\_\_\_ (name of parent/guardian/student if 18 or older), hereby give permission for officials of Pitt County Schools to disclose confidential education records of the Student, \_\_\_\_\_ (name of student), and/or any personally identifiable information contained in those education records to the following (name of recipient and address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The education records governed by this waiver shall include (*check all that apply*):

- Transcripts, report cards, and other grade reports
- Attendance information
- Disciplinary records
- Cumulative file
- Special education file
- Immunization records
- Other health records
- Other (please specify): \_\_\_\_\_

These records may be disclosed (check one):

- Upon the authorized person's request; OR
- One time only, upon execution of this consent.

This information is provided for the following purpose:

- To provide relevant information to the Student's medical provider(s);
- To assist in meeting the Student's educational needs; OR
- Other (please specify): \_\_\_\_\_

I understand that I may revoke this authorization at any time by providing my signed written notice to the appropriate Pitt County Schools officials. Absent such notice, this authorization shall expire on \_\_\_\_\_ (date).

I acknowledge that this form constitutes my written consent to release written consent to the release of confidential, personally identifiable information that is protected under the federal Family Educational and Privacy Rights Act (FERPA) and state law governing the confidentiality of student records and personally identifiable information contained in such records. I certify that I am more than eighteen years old and that I have authority to execute this authorization.

\_\_\_\_\_  
Signature of parent/guardian/student 18 or older \_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address City State Zip

**APPENDIX II-COURT ORDER TEMPLATE**

STATE OF NORTH CAROLINA  
COUNTY OF PITT

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION

IN RE: \_\_\_\_\_

ORDER FOR RELEASE OF EDUCATIONAL  
RECORDS

THIS CAUSE HAVING COME ON TO BE HEARD before the undersigned District Court Judge presiding, and it appears to the court:

1. That there is an ongoing criminal investigation by \_\_\_\_\_ of the **\*\*NAME OF LAW ENFORCEMENT AGENCY\*\*** regarding \_\_\_\_\_ that occurred on or about \_\_\_\_\_ which is a violation of Chapter \_\_\_\_, Article \_\_\_\_, of the North Carolina General Statutes.
2. That the alleged offenses occurred at \_\_\_\_\_ School, a public school that is part of the Pitt County Public School System.
3. Upon information and belief, there is video surveillance of the crime scene and there are statements to school administrators made by four students associated with this investigation.
4. Upon information and belief, said video surveillance and student statements are considered "education records" of one or more public school students under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations, and contain information relevant and material to the investigation described above.
5. Under the relevant FERPA regulation, 34 C.F.R § 99.31(a)(9), an educational agency or institution may disclose personally identifiable information from an education record of a student without written parental consent if the disclosure is to comply with a judicial order or lawfully issued subpoena. The same regulation also provides that the educational agency or institution may make such disclosures only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action.
6. That it is in the best interest of justice and the enforcement of the laws of the State of North Carolina to have this information disclosed to law enforcement for use in the criminal investigation described above, subject to the rights of the parent or eligible student whose records would be disclosed to seek protective action from this Court prior to disclosure.

**IT IS THEREFORE ORDERED** that any video surveillance and witness statements contained in student education records maintained by school officials at \_\_\_\_\_ School as described in this Order be released two \_\_\_\_\_ of the **\*\*NAME OF LAW ENFORCEMENT AGENCY\*\*** for use in the criminal investigation of this matter, after appropriate school officials have first provided reasonable notice to the parents or eligible students of their rights to seek protective action from this Court.

This the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Presiding Judge

**ATTACHMENT B**  
**SRO PROGRAM MANUAL ACKNOWLEDGEMENT**  
**(To be Completed by ALL SROs, Principals, and Assistant Principals)**

I, \_\_\_\_\_ (print name), am a key stakeholder in the success of Pitt County Schools' SRO Program.

As a key stakeholder, I acknowledge that the success of the SRO Program requires collaboration between principals, assistant, principals and SROs and a clear understanding of the roles and duties of school administrators and SROs.

By signing below, I acknowledge that I have read the SRO Program Manual developed by the Pitt County Board of Education and local law enforcement agencies to develop an understanding of the roles and duties of school administrators and SROs.

Principal/AP/ SRO Signature: \_\_\_\_\_

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

\*\*THIS FORM SHOULD BE SUBMITTED TO THE PITT COUNTY SCHOOLS SECURITY DEPARTMENT ON OR BEFORE OCTOBER 31, 2019. THE FORM SHOULD BE SENT VIA E-MAIL TO JOHN JENKINS ([jjenkins@pitt.k12.nc.us](mailto:jjenkins@pitt.k12.nc.us)).

**ATTACHMENT C**  
**SRO PERFORMANCE EVALUATION METRIC 2019-2020 ACADEMIC YEAR**  
**(TO BE COMPLETED BY SCHOOL SYSTEM ADMINISTRATORS)**

**School Name:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**SRO Name:** \_\_\_\_\_

**Please respond to each of the following by writing either YES or NO.**

Question	Response
<b>Q1:</b> SRO remains on campus during normal school hours, except when necessary to attend to a law enforcement emergency, trainings, meetings, or official law enforcement business off-campus.	
<b>Q2:</b> SRO makes best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of crime or violence are most likely to occur.	
<b>Q3:</b> SRO participates in or attend school functions during regular duty hours in order to assure the peaceful operation of school-related programs.	
<b>Q4:</b> SRO conducts himself/ herself as a role model at all times and in all facets of the job and seeks to establish a strong rapport with staff, faculty, students, and others associated with the school and encourages students to develop positive attitudes toward school, education, law enforcement officers, and positive living in general.	
<b>Q5:</b> SRO initiates appropriate law enforcement actions to address criminal matters, including matter that threaten the safety and security of the school or its occupants, and/or intervenes with staff or students (with or without a referral from school staff) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety.	
<b>Q6:</b> SRO refers any reports or concerns relating to student discipline to the principal or designees and does not independently investigate or administer consequences for violations of the Student Code of Conduct or any school disciplinary rules.	
<b>Q7:</b> SRO meets with principal and members of the administrative team designated by the principal on a regular basis, both formally and informally, to discuss school safety concerns, duties, and responsibilities.	
<b>Q8:</b> SRO reports any safety concerns to the school principal and/or designee and confers with the school principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus involving students at school-related activities.	

**\*If you would like to provide any comments regarding your SRO or the SRO Program and/or if an answer above was NO, please complete the comments form below.**

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: New Business

**Meeting Date:** August 19, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Villa Grande, Phase One, Section B – Final Plat.

**Action Requested:** Approval of Final Plat.

**Attachments:** Final Plat.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

**Villa Grande, Phase One, Section B – Final Plat:**

Location: Red Forbes Road north of its intersection with NC 903 South.

Parcel Numbers: 82581

Site Data: 30 Lots, 10.06 Acres

Zoning District: R-10

\*\*\*Planning and Zoning Board unanimously recommended approval on 7/15/2019.

**Budgetary Impact:** TBD.

**Recommendation:** Recommend Approval of the Final Plat

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE SUBDIVISION JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY (OUR) FREE CONSENT; ESTABLISH ALL LOTS, EASEMENTS, SETBACKS, AND OTHER ASPECTS OF THE SUBDIVISION; AND DEDICATE ALL STREETS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

OWNER: NSD COMPANY, INC.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY PUBLIC

I, \_\_\_\_\_ A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT THE OWNER(S) LISTED PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESSED MY HAND AND OFFICIAL STAMP OR SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_

CERTIFICATE OF APPROVAL BY THE PLANNING BOARD

I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

CHAIRMAN, WINTERVILLE PLANNING BOARD \_\_\_\_\_ DATE \_\_\_\_\_

TOWN PLANNER, WINTERVILLE PLANNING BOARD \_\_\_\_\_ DATE \_\_\_\_\_

CERTIFICATE OF FINAL APPROVAL

APPROVED FOR RECORDING BY THE BOARD OF ALDERMAN OF THE TOWN OF WINTERVILLE, NORTH CAROLINA ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

PURSUANT TO AUTHORITY OF SECTION 154.13 OF THE SUBDIVISION REGULATIONS, PLAT MUST BE RECORDED WITHIN THIRTY (30) DAYS OF THIS DATE.

MAYOR, TOWN OF WINTERVILLE \_\_\_\_\_ DATE \_\_\_\_\_

STATE OF NORTH CAROLINA PITT COUNTY

I, \_\_\_\_\_ REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

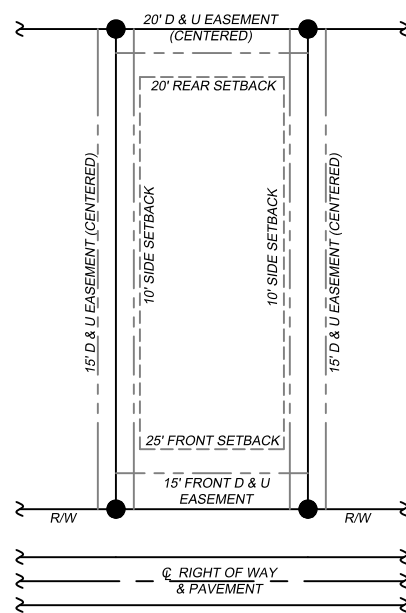
REVIEW OFFICER \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

CERTIFICATION OF REGISTRATION BY REGISTER OF DEEDS PITT COUNTY NORTH CAROLINA

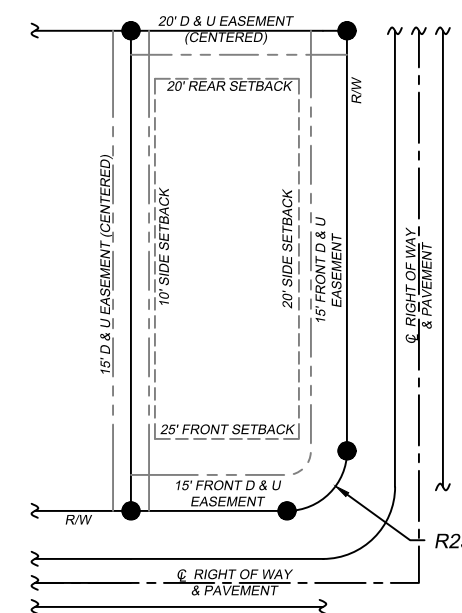
FILED FOR REGISTRATION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ A.D. AT \_\_\_\_\_ (AM/PM) AND DULY RECORDED IN PLAT CABINET \_\_\_\_\_ SLIDE(S) \_\_\_\_\_ AND BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

REGISTER OF DEEDS

TYPICAL LOT ENVELOPE & EASEMENTS NOT TO SCALE



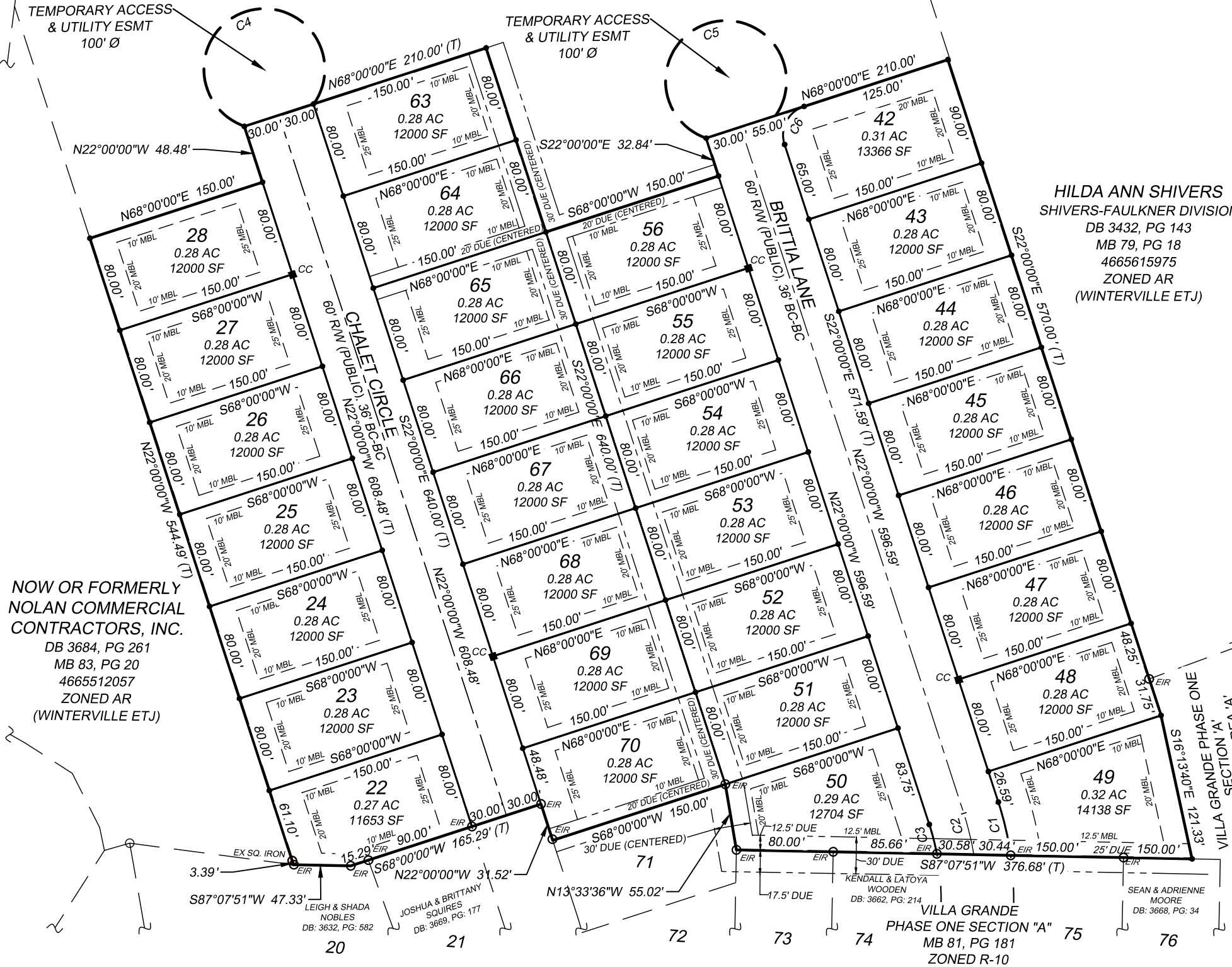
TYPICAL CORNER LOT ENVELOPE & EASEMENTS NOT TO SCALE



CURVE DATA

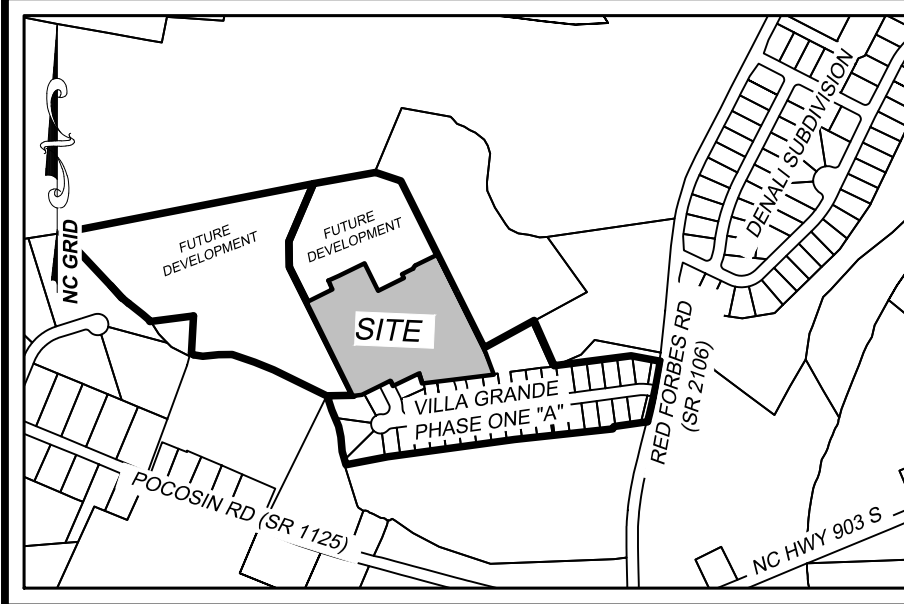
Table with 5 columns: CURVE #, LENGTH, RADIUS, CHORD BEARING, CHORD LENGTH. Contains data for curves C1 through C6.

FUTURE DEVELOPMENT NSD COMPANY, INC. DB 3564, PG 507 MB 81, PG 20 ZONED R-10



HILDA ANN SHIVERS SHIVERS-FAULKNER DIVISION DB 3432, PG 143 MB 79, PG 18 ZONED AR (WINTERVILLE ETJ)

NOW OR FORMERLY NOLAN COMMERCIAL CONTRACTORS, INC. DB 3684, PG 261 MB 83, PG 20 4665512057 ZONED AR (WINTERVILLE ETJ)



VICINITY MAP

1" = 1000'

GENERAL NOTES

- 1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS, NO GRID FACTORS APPLIED.
2. BOUNDARY INFORMATION IS AS PROVIDED ON THE SURVEY "ANNEXATION MAP FOR CLEARLY DEVELOPMENT, INC.", PREPARED BY THOMAS ENGINEERING, PA, DATED AUGUST 09, 2016, AND AS RECORDED IN MAP BOOK 81, PAGE 20 OF THE PITT COUNTY REGISTRY.
... 27. THE MAXIMUM ALLOWABLE BUILT-UPON AREA PER LOT IS 5,000 SQUARE FEET. THIS ALLOTTED AMOUNT INCLUDES ANY BUILT-UPON AREA CONSTRUCTED WITHIN THE LOT PROPERTY BOUNDARIES, AND THAT PORTION OF THE RIGHT-OF-WAY BETWEEN THE FRONT LOT LINE AND THE EDGE OF PAVEMENT. BUILT UPON AREA INCLUDES, BUT IS NOT LIMITED TO, STRUCTURES, ASPHALT, CONCRETE, GRAVEL, BRICK, STONE, SLATE, COQUINA AND PARKING AREAS; BUT DOES NOT INCLUDE RAISED, OPEN WOOD DECKING, OR THE WATER SURFACE OF SWIMMING POOLS.

SCALE: 1" = 100' GRAPHIC SCALE

NOTE: THIS SCALE APPLIES FOR 18" X 24" SHEETS ONLY.

TYPICAL ELEMENT SYMBOLOGY

- Circle with dot: EXISTING IRON PIPE
Circle with cross: EXISTING IRON ROD
Circle with horizontal line: SET/NEW IRON PIPE
Triangle: EXISTING 'MAG' NAIL
... 27. 10' x 70' SIGHT TRIANGLE

SOURCE OF TITLE

THIS IS TO CERTIFY THAT THE LAST INSTRUMENT (S) IN THE CHAIN OF TITLE(S) OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE, NORTH CAROLINA IS:

DEED BOOK 3564 PAGE 507

DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

CERTIFICATE OF SURVEY & ACCURACY

I, HERBERT J. NOBLES, JR., CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE BY ME FROM DESCRIPTION FOUND IN DEED BOOK 3564, PAGE 507, AND MAP IN PLAT CABINET SLIDES: \_\_\_\_\_ AT PITT COUNTY REGISTER OF DEEDS. THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN \_\_\_\_\_ CABINET \_\_\_\_\_ SLIDES \_\_\_\_\_ AND THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 15000 THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-2703

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF THE COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

PRELIMINARY PLAT Not for Recordation, Conveyances or Sales

FINAL PLAT

VILLA GRANDE PHASE ONE SECTION "B"

TOWN OF WINTERVILLE PITT COUNTY NORTH CAROLINA

OWNER

NSD COMPANY, INC. 100 CAROLINA PLANTATIONS BLVD. JACKSONVILLE, NORTH CAROLINA 28546 (910.455.6956)

SCALE: 1" = 100'

DATE: 06/03/2019

PROJECT #: 2015\_004

SHEET: 1 of 1

THOMAS ENGINEERING, PA est 1983 civil engineering • land development • project management

P. O. Box 1309, New Bern, NC 28563 www.ThomasEngineeringPA.com Office: 252.637.2727 Fax: 252.636.2448



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: New Business

**Meeting Date:** August 19, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Happy Trail Farms – Final Plat.

**Action Requested:** Approval of Final Plat.

**Attachments:** Final Plat.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

**Happy Trail Farms – Final Plat:**

Location: Church Street Extension, south of its intersection with Laurie Ellis Road.

Parcel Number: 24482.

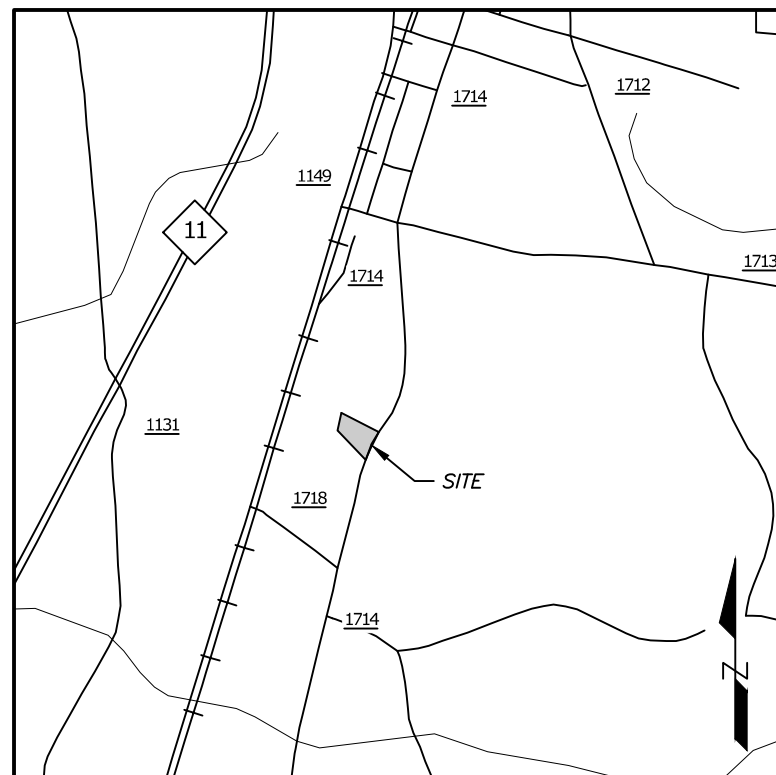
Site Data: 1 Lot, 1.87 Acre.

Zoning District: GB.

\*\*Planning and Zoning Board unanimously recommended approval on August 12, 2019.

**Budgetary Impact:** TBD.

**Recommendation:** Recommend Approval Final Plat.



VICINITY MAP  
(NOT TO SCALE)

FLOOD STATEMENT  
THIS PROPERTY IS LOCATED IN ZONE "X"  
AND IS NOT WITHIN A SPECIAL FLOOD HAZARD  
AREA, AS DETERMINED BY NFIP RATE MAP  
DATED 1/2/2004 : COMMUNITY PANEL  
NUMBER 370193-4674-J.

**"PRELIMINARY PLAT"  
NOT FOR SALES, CONVEYANCES,  
OR RECORDATION.**

I, \_\_\_\_\_, REVIEW OFFICER OF  
PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO  
WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY  
REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

DATE

FILED FOR REGISTRATION THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2019, AT \_\_\_\_\_

MAP BOOK \_\_\_\_\_, PAGE \_\_\_\_\_

REGISTER OF DEEDS  
PITT COUNTY

ACREAGE DATA  
(BY COMPUTER)

1.678 AC± EXCL. R/W  
1.871 AC± INCL. R/W

SOURCE OF TITLE

DB 3192, PG 406  
MB 68, PG 117

REFERENCES

DB 200, PG 51  
DB 458, PG 657  
DB 852, PG 765  
MB 50, PG 105

LEGEND

R/W = RIGHT OF WAY  
C/L = CENTERLINE  
EIS = EXISTING IRON STAKE  
EPK = EXISTING PK NAIL  
EN = EXISTING NAIL  
EMN = EXISTING MAG NAIL  
NIS = NEW IRON STAKE  
NMN = NEW MAG NAIL  
O = NO POINT SET  
PP = POWER POLE  
TP = TELEPHONE PEDESTAL  
TB = TELEPHONE BOX  
CMP = CORRUGATED METAL PIPE  
SDMH = STORM DRAIN MANHOLE  
SSMH = SANITARY SEWER MANHOLE  
(TL) = TIE LINE  
E = ELECTRICAL LINE  
--- = ADJOINING PROPERTY LINE

- NOTES:
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS IN FEET & DECIMALS THEREOF, UNLESS OTHERWISE NOTED.
  - ALL UNDERGROUND UTILITIES MAY NOT BE SHOWN ON THIS SURVEY.
  - THERE IS A 10' WIDE COMMUNICATION SYSTEMS RIGHT-OF-WAY AND EASEMENT BASED ON PLACEMENT OF UNDERGROUND UTILITY LOCATION AS DESCRIBED IN DB 200, PG 51.

CERTIFICATE OF OWNERSHIP

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF WINTERVILLE, AND THAT I (WE) FREELY ADOPT THIS PLAN OF SUBDIVISION.

DATE SIGNATURE OF OWNER

STATE OF NORTH CAROLINA PITT COUNTY

I, JAMES R. WATSON, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; (DEED DESCRIPTION RECORDED IN MAP & DEED BOOKS NOTED); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000±; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. THAT THE FOLLOWING INFORMATION WAS USED TO PERFORM THIS GNSS SURVEY:

CLASS OF SURVEY: A  
POSITIONAL ACCURACY: 0.10'  
TYPE OF GPS FIELD PROCEDURE: RTK  
DATES OF SURVEY: 5/28/2019 & 6/3/2019  
DATUM / EPOCH: NAD 83(2011)  
PUBLISHED / FIXED CONTROL USED: REAL TIME NETWORK  
GEOID MODEL: GEOID12  
COMBINED GRID FACTOR: 0.99988566  
UNITS: U.S. SURVEY FEET

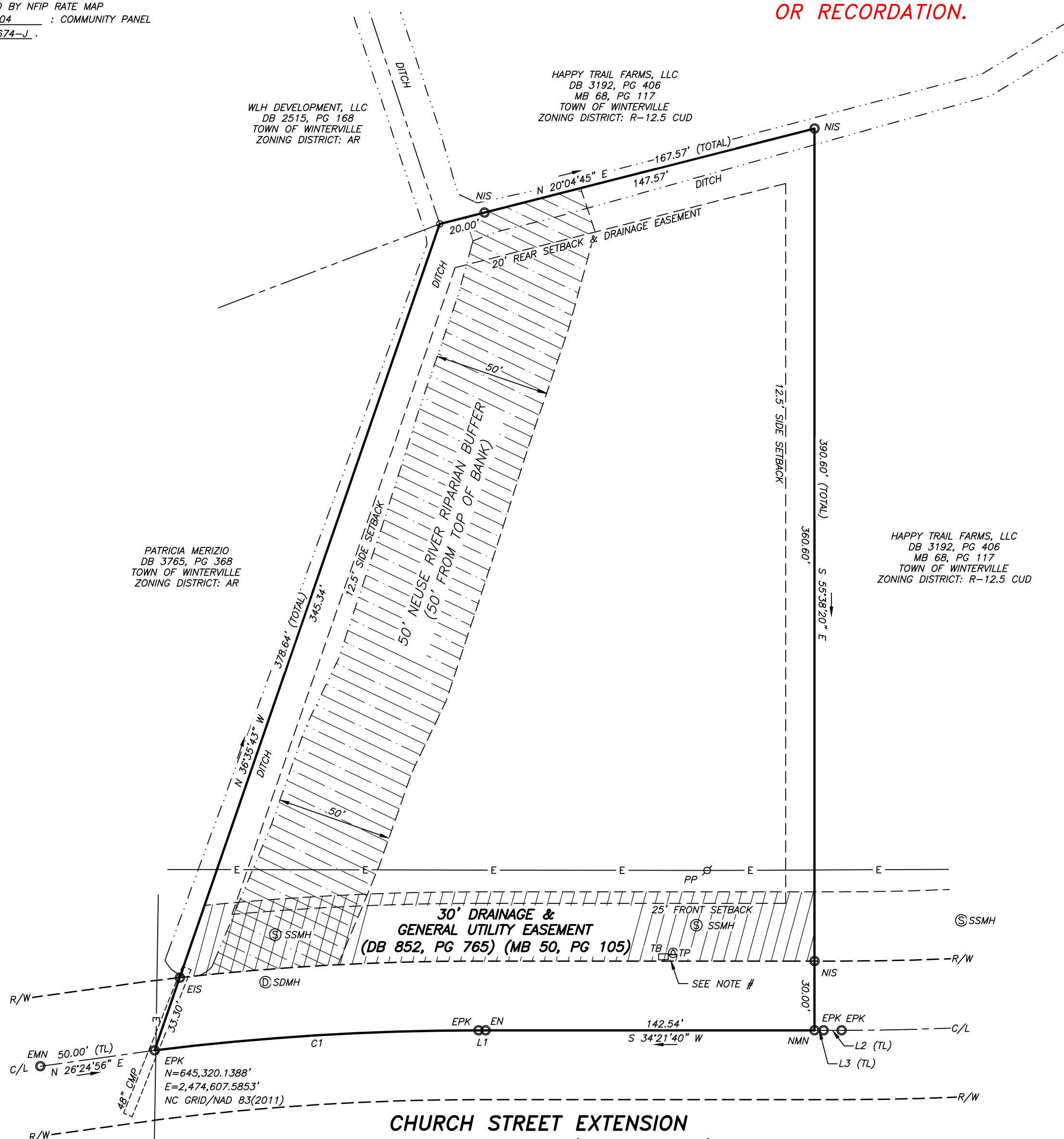
WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 17TH DAY OF JUNE, A.D., 2019.

L-4712



I, JAMES R. WATSON, PROFESSIONAL LAND SURVEYOR NO. 4712, CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

L-4712



CHURCH STREET EXTENSION  
N.C.S.R. 1714 - 60' PUBLIC R/W  
(SEE DB 458, PG 657)

MAP FOR RECORD

SURVEY FOR

HAPPY TRAIL FARMS, LLC

WINTERVILLE TOWNSHIP  
PITT COUNTY, N.C.

MAY 28, 2019  
SCALE: 1" = 40'



( IN FEET )  
1 inch = 40 ft.

LINE #	DIRECTION	LENGTH
L1	S 34°21'40" W	3.02'
L2 (TL)	S 34°21'40" W	7.77'
L3 (TL)	S 34°21'40" W	3.95'

CURVE #	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH	DELTA ANGLE
C1	140.72'	1141.51'	S 30°49'55" W	140.63'	007°03'47"

**MATRIX EAST, PLLC**  
PROFESSIONAL LAND SURVEYORS  
906 N. QUEEN ST., SUITE A KINSTON, NC 28501  
TEL: 252-522-2500 FAX: 252-522-4747  
EMAIL: surveyor@matriceast.net FIRM LIC. #P-0221

PROJECT NO.: 20190088 DATE: 5/28/2019  
DRAWN BY: JRW SCALE: 1" = 40'  
SURVEYED BY: JRW CHECKED BY: JRW  
DRAWING NAME: 20190088.DWG



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: New Business

**Meeting Date:** August 19, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Planning and Zoning Board Appointment – Alternate Member.

**Action Requested:** Appoint Alternate Member to the Planning and Zoning Board.

**Attachments:** Applications.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 8/5/2019

**ABSTRACT ROUTING:**

TC 8/9/2019

FD

TM 8/14/2019

Final tlp – 8/14/2019

**Supporting Documentation**

**Planning and Zoning Board Members:**

The Planning and Zoning Board is made up of ten (10) regular members and two (2) alternate members. There is currently a Vacant Alternate position available.

The Town Clerk currently has three (3) applications on file requesting to be appointed to the Planning and Zoning Board. The applicants are as follows (listed in order of receipt):

- Garrett Kilian (Received 4/30/19 / P & Z is 2<sup>nd</sup> priority).
- Joseph Pierce (Received 5/17/19 / P & Z is 1<sup>st</sup> priority).
- Tucker Moore (Received 5/20/19 / P & Z is 1<sup>st</sup> priority).

Term will expire on 6/30/2022.

**Budgetary Impact:** N/A.

**Recommendation:** Appoint Alternate Member to the Planning and Zoning Board.

TOWN OF WINTERVILLE

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

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

- Board of Adjustment, Planning and Zoning Board, Recreation and Parks Advisory Board, Tree Board, Mid-East Commission, Stormwater Advisory Committee

Name: Garrett Killian Home Phone Number: 252-258-2466

Address: 405 Edenton Ct. Business Phone Number: 252-328-9051

Employed By: East Carolina University Occupation: IT Manager

Name of High School Attended: Lumberton Senior High School

College or University Attended: East Carolina University

How long have you been a resident of Winterville? 12 years

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

If yes, please indicate which one(s):

Current membership in organization and offices held: UNC Staff Assembly – Parliamentarian, ECU Staff Senate - Parliamentarian

Past membership in organizations and offices held: ECU Staff Senate – Chair, UNC Staff Assembly – At Large Delegate

State why you feel you would be an asset to this board/commission. I have an interest in supporting Winterville and keeping it a desirable place to live and raise a family. The small town, community atmosphere is important, and I'd like to contribute to the Town's success by serving on one of these boards. I feel my prior and current leadership representing ECU and UNC System staff would be an asset to a Town board.

Signature: Garrett Killian Date: 4/30/2019

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

This information requested below is optional.

Form with fields for Ethnic Group, Sex, U.S. Citizenship, and Birth Date.

TOWN OF WINTERVILLE

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

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

2 Board of Adjustment 1 Planning and Zoning Board
Recreation and Parks Advisory Board Stormwater Advisory Committee

\*Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Joseph I. Pierce Home Phone Number: (910) 489-7189
Address: 419 CRIMSON DRIVE Business Phone Number: (252) 543-8049
Employed By: Centurion Project Management Occupation: Project Management Consultant
Name of High School Attended: Nashua High School
College or University Attended: United States Military Academy, Univ. of Maryland University College (UMUC)
How long have you been a resident of Winterville? 4 years
Have you served on a board/commission of the town? ( ) Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held: Member: NC Chapter, Project Management Institute (PMI); Project Management Professional (PMP) Certification

Past membership in organizations and offices held: Member: NC Chapter, PMI; PMP Certification

State why you feel you would be an asset to this board/commission. Expertise in planning and leadership.

Signature: Joseph I. Pierce Date: 5/17/2019

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590 or email don.harvey@winterville.com with the completed application.

This information requested below is optional.

Ethnic Group: X African American Sex: X Male U.S. Citizenship: X Yes Birth Date: March 4, 1972

