



TOWN COUNCIL AGENDA

December 10, 2018 - 7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **PUBLIC HEARINGS:**
 1. Aquatic Holdings, LLC Annexation.
- VII. **PRESENTATIONS:**
 1. Resolution Honoring Jimmy Garris, County Commissioner.
 2. Audit Presentation – Michael C. Jordan, CPA with Carr, Riggs & Ingram, LLC.
- VIII. **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. Marie Reed – Presentation of Gift for Fire Department.
- IX. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
 1. Approval of the following sets of Council Meeting Minutes:
 - ✓ November 5, 2018 Special Meeting Minutes; and
 - ✓ November 13, 2018 Regular Meeting Minutes.
 2. Approval of 2019 calendars:
 - ✓ Draft 2019 Regular Council Meeting Calendar; and
 - ✓ Draft 2019-2020 Budget Calendar.
 3. Tax Release/Refunds.
- X. **NEW BUSINESS:**
 1. Brookfield, Section 4 – Preliminary Plat.
- XI. **OTHER AGENDA ITEMS:**
 1. Discussion of Logistics for Council Office - (Councilman Moore)

XII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

XIII. REPORTS FROM DEPARTMENT HEADS:

Update on Projects Currently Underway: Regional Sewer Pump Station Project
Chapman Street Culvert - Nobel Canal Drainage Basin
Study
2018 SRF Application (Sewer Rehabilitation)
Minimum Housing/Code Enforcement
Horizon Land Use Plan
Multi-Purpose Building Site Plan
Winterville Market/Town Common Plan
Resurfacing of the Hillcrest Basketball Courts
Fork Swamp Greenway Project

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. (Discuss the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.)

XVI. ANNOUNCEMENTS:

1. Planning and Zoning Board Meeting – Monday, December 17, 2018 - 7 p.m. - Town Hall Assembly Room.
2. Board of Adjustment Meeting – Tuesday, December 18, 2018 - 7 p.m. - Town Hall Assembly Room.
3. Town Office closed on Monday, December 24, 2018, Tuesday, December 25, 2018, and Wednesday, December 26, 2018 for the Christmas Holidays.
4. Town Office closed on Tuesday, January 1, 2019 for New Year Holiday.

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: December 10, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Aquatic Holdings, LLC Annexation (Aquaventure).

Action Requested: Hold the Public Hearing .

Attachments: Annexation Map, Annexation Petition and Metes and Bounds, Certificate of Sufficiency, Notice of Public Hearing, Address of Adjacent Property Owners.

Prepared By: Bryan Jones, Planning Director.

Date: 11/27/2018

ABSTRACT ROUTING:

TC 12/4/2018

FD

TM 12/3/2018

Final 12/3/2018

Supporting Documentation

Aquatic Holdings, LLC is applying for annexation of 214 Beacon Drive (Parcel 82774):

Location: 214 Beacon Drive

Parcel: 82744

Size: 6.93 acres.

Zoned: GB

Annexation Process:

1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (10/8/18).

2nd Council Meeting: Schedule a Public Hearing for the Annexation (11/13/18).

3rd Council Meeting: Hold Public Hearing on the Annexation (12/10/18).

- ❖ Petitioners and adjacent property owners within 100' were mailed notification on Nov. 26, 2018.
- ❖ Public Notice published in the Daily Reflector on 11/28/18 and 12/5/18.

Budgetary Impact: TBD.

Recommendation: Hold the Public Hearing.

Received by E. Keen Lassiter
10-5-18
EKL

PETITION REQUESTING ANNEXATION

Date: _____

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

Parcel: 82774

Angel Plaza, Lot 14

Address: 214 Beacon Drive, Winterville NC 28590

Map Book: 79 Page: 78

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

Being all of Lot 14 of Ange Plaza as shown on map prepared by Malpass & Associates and being recorded in Map Book 79, Page 78 in the office of the Register of Deeds of Pitt County.

This conveyance is made together with and subject to all of the easements set forth on the above-described plat.

This conveyance is also made subject to the Declaration of Covenants, Conditions and Restrictions of Ange Plaza recorded in Book 1466, Page 731, in the office of the Register of Deeds of Pitt County, together with any and all amendments made thereto.

Name GEORGET PARRIN Address 296 FOXHOLE LN

Signature  MADALINE PARRIN
WINTERVILLE, NC 28590

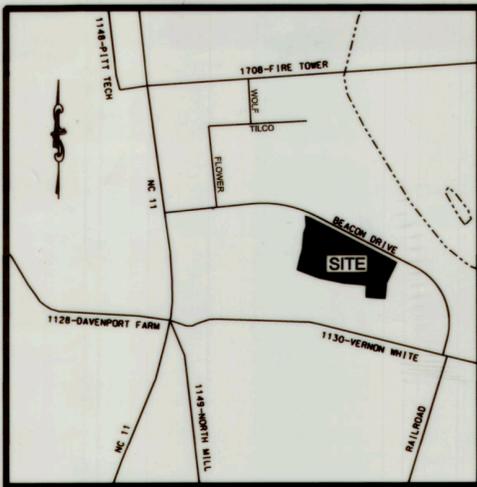
Name _____ Address _____

Signature _____

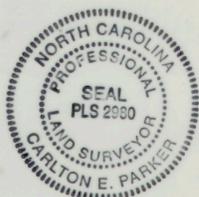
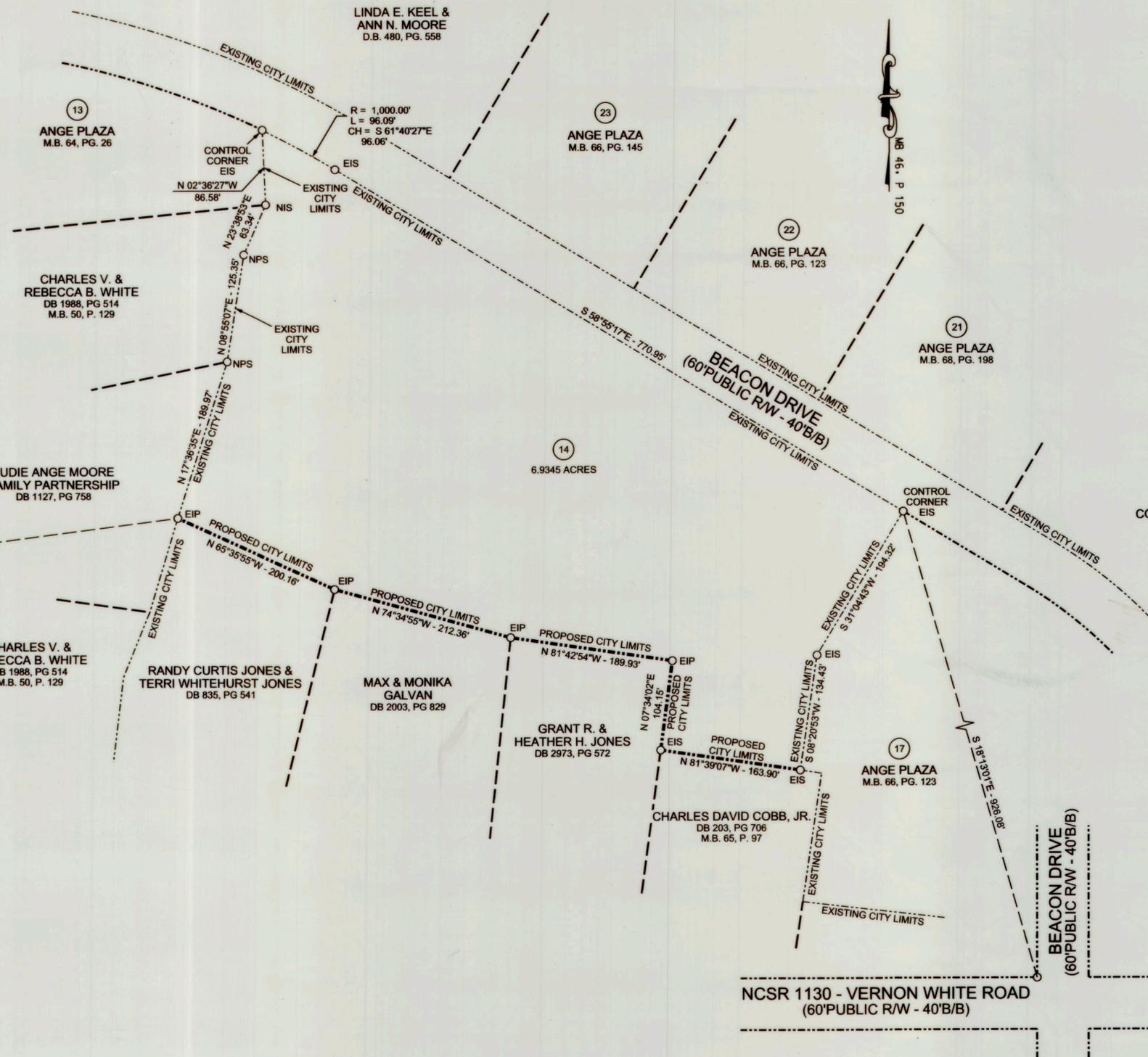
Legal Description For
Ange Plaza Lot 14 Annexation

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

Beginning at a point in the southern right of way of Beacon Drive said point being the northwest corner of Ange Plaza Lot 17 as recorded in map book 66, page 123 of the Pitt County Registry and being further located N 18-13-01 W – 926.08’ from the intersection of the southern right of way of Beacon Drive and the northern right of way of NCSR 1130 – Veron White Road, thence from said point of beginning with the western line of Ange Plaza Lot 17 **S 31-04-43 W – 194.32’**, thence **S 08-20-53 W – 134.43’** to the northern line of the Charles David Cobb, Jr. property as recorded in deed book 203, page 706, thence with the northern line of the Charles David Cobb, Jr. property **N 81-39-07 W – 163.90’** to the eastern line of the Grant R. & Heather H. Jones property as recorded in deed book 2973, page 572, thence with the eastern line of the Grant R. & Heather H. Jones property **N 07-34-02 E – 104.15’** to the northeast corner of the Jones property, thence with the northern line of the Jones property **N 81-42-54 W – 189.93’** to the northeast corner of the Max & Monika Galvan property as recorded in deed book 2003, page 829, thence with the northern line of the Galvan property **N 74-34-55 W – 212.36’** to the northeast corner of the Randy Curtis Jones & Terri Whitehurst Jones property as recorded in deed book 835, page 541, thence with the northern line of the Jones property **N 65-35-55 W – 200.16’** to te eastern line of the Ludie Ange Moore Family Partnership property as recorded in deed book 1127, page 758, thence with the eastern line of the Ludie Ange Moore Family Partnership property **N 17-36-35 E – 189.97’** to the southeast corner of the Charles V. & Rebecca B. White property as recorded in deed book 1988, page 514, thence with the eastern line of the White property **N 08-55-07 E – 125.35’**, thence **N 23-38-53 E – 63.34’** to the southeast corner of Ange Plaza Lot 13 as recorded in map book 64, page 26, thence with the eastern line of Ange Plaza Lot 13 **N 02-36-27 W – 86.58’** to the southern right of way of Beacon Drive, thence with the southern right of way of Beacon Drive **96.09’ along the arc of a curve said curve being to the right having a radius of 1000.00’ and a chord bearing S 61-40-27 E – 96.06’**, thence **S 58-55-17 E – 770.95’** to the point of beginning containing **6.9345 acres**.



VICINITY MAP
1" = 1000'



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 _____; WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 17TH DAY OF AUGUST A.D., 2017.

Carlton E. Parker
CARLTON E. PARKER L-2980

NORTH CAROLINA, _____ COUNTY I, _____, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT _____, A REGISTERED LAND SURVEYOR PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS _____ DAY OF _____, 2017.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

NORTH CAROLINA, PITT COUNTY THE FOREGOING CERTIFICATE OF _____ NOTARY PUBLIC, IS CERTIFIED TO BE CORRECT. FILED FOR REGISTRATION THIS _____ DAY OF _____, 2017, AT _____ O'CLOCK, _____ M. JUDY TART, REGISTER OF DEEDS BY _____ REGISTER OF DEEDS

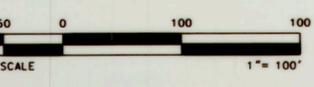
ANNEXATION MAP FOR
ANGE PLAZA LOT 14
A PORTION OF THE PROPERTY RECORDED IN DEED BOOK 3368 PAGE 741 OF THE PITT COUNTY REGISTRY
WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA

OWNER: AQUATIC HOLDINGS LLC
ADDRESS: 556 THIRD STREET
AYDEN, NC 28513
PHONE: (252) 746-6785

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

SURVEYED: JDC APPROVED: CEP
DRAWN: WCO DATE: 08/13/17
CHECKED: CEP SCALE: 1" = 100'

MAP NO.	PLATS RECORDED	BOOK	PAGE



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

DATE: _____; ORDINANCE NUMBER: _____; AREA: 6.9435 ACRES
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

NOTICE OF PUBLIC HEARING
Town of Winterville

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, December 10, 2018 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following proposal:

The Town of Winterville has received an annexation petition from Aquatic Holdings, LLC for 214 Beacon Drive (Parcel Number 82774). The 6.93 acre site is zoned GB.

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) 215-2360.

Block Ad: November 28, 2018
December 5, 2018

JAMES H. HUDSON
2875 LANDING CIRCLE
GRIMESLAND, NC 27837

KEVIN BROWN
TERESA BROWN
181 VERNON WHITE RD
WINTERVILLE NC 28590

CHARLES DAVID COBB, JR.
GAYLE COBB
225 VERNON WHITE ROAD
WINTERVILLE NC 28590

SAHL INVESTMENTS LLC
3 REST HAVEN RD EXT
BATH, NC 27808

CHARLES WHITE
REBECCA WHITE
139 VERNON WHITE RD
WINTERVILLE, NC 28590

MAX GALVAN
MONIKA GALVAN
193 VERNON WHITE RD
WINTERVILLE NC 28590

SYLIVA GREY DAVENPORT DAIL
PO BOX 910
WINTERVILLE NC 28590

COLLICE & ANN MOORE LLC
4300 SAFFPHIRE CT, SUITE 116
WINTERVILLE, NC 28590

LUDIE ANGE MOORE FAMILY
PARTNERSHIP
PO BOX 1207
WINTERVILLE, NC 28590

GRANT JONES
HEATHER JONES
2716 RAYMONDS LN
WINTERVILLE NC 28590

REGIONAL ACCEPTANCE CORP
1424 E FIRETOWER RD
GREENVILLE, NC 27858

AQUATIC HOLDINGS, LLC
556 THIRD STREET
AYDEN, NC 28513

CERTIFICATE OF SUFFICIENCY

**Aquatic Holdings, LLC
214 Beacon Drive (Parcel 82774)**

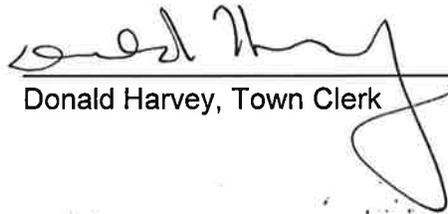
To the Town Council of the Town of Winterville, North Carolina:

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 the managing member of the 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 12th day of October, 2018.

SEAL




Donald Harvey, Town Clerk



RESOLUTION
Honoring Jimmy Garris

WHEREAS, Jimmy Garris has served faithfully and honorably as a Pitt County Commissioner from December 2002 to December 2018; and,

WHEREAS, Jimmy Garris, served as Chairman of the Pitt County Board of Commissioners in 2006 and 2013 and served as Vice-Chairman in 2005 and 2012; and,

WHEREAS, Jimmy Garris has provided the Pitt County Board of Commissioners and citizens of Pitt County with steadfast leadership and commitment for sixteen consecutive years; and,

WHEREAS, the Winterville Town Council expresses their appreciation to Jimmy Garris for his guidance, organization, leadership skills, and commitment to service during his tenure as a Pitt County Commissioner; and,

WHEREAS, Jimmy Garris has through his attentiveness and devotion, exhibited concern for the overall improvement of the quality of life for Pitt County citizens; and,

WHEREAS, Jimmy Garris will be long remembered for his many contributions toward improving the wellbeing of Pitt County; and,

WHEREAS, Jimmy Garris will be remembered for his diligent preparation and understanding of matters coming before the Pitt County Board of Commissioners; and,

WHEREAS, Jimmy Garris has also been an integral part of Pitt County Government by serving on various boards and committees.

NOW, THEREFORE BE IT RESOLVED, that the Winterville Town Council does hereby commend Jimmy Garris for providing leadership and diligent service to the Pitt County Board of Commissioners and to the citizens of Pitt County during his tenure as a commissioner.

Adopted this day, the 10th day of December, 2018

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: December 10, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Presentation of the 2017-2018 Audit Report.

Action Requested: Accept Report.

Attachments: Presentation will be provided once we have it from CRI.

Prepared By: Anthony Bowers, Finance Director

Date: 11/29/2018

ABSTRACT ROUTING:

TC 12/4/2018

FD

TM 12/3/2018

Final 12/3/2018

Supporting Documentation

Mr. Michael Jordan will be here to present the 2017-2018 audit findings. Mr. Jordan is a partner with Carr, Riggs and Ingram LLC. Mr. Jordan is representing CRI from the Goldsboro office. We will provide the council with the CAFR (Comprehensive Annual Financial Report) once printing has been completed.

Budgetary Impact: TBD.

Recommendation: N/A.



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: MARIE REED

Date: 11/29/18

Address: 2848 Little Gem Circle
Winterville

Phone: 252-353-9392

Town Council Meeting Date Requesting to Provide Comment: Monday Dec. 10, 2018

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

In gratitude for the help given to the late Donald Reed, I want to make a monetary gift to the Winterville Fire Dept. to aid in the continuation of their monthly educational dinners.

Name(s) of Speaker(s):

(1) MARIE REED - widow

(2) NINA REED - Daughter

(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.

Marie C. Reed
Signature

Print

Save

Submit



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 10, 2018
Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of DRAFT Minutes.

Attachment: DRAFT Minutes for the Council Meetings noted below.

Prepared By: Donald Harvey, Town Clerk

Date: 11/28/2018

ABSTRACT ROUTING:

TC 12/4/2018

FD _____

TM 11/29/2018

Final 11/29/2018

Supporting Documentation

Approval of the following sets of Council Meeting Minutes:

- November 5, 2018 Special Meeting Minutes; and
- November 13, 2018 Regular Meeting Minutes.

Budgetary Impact: N/A.

Recommendation: Approval of Minutes.



**Winterville Town Council
November 5, 2018
Special Meeting Minutes**

The Winterville Town Council met in a Special Meeting on the above date at 5:30 PM in the Town Hall Executive Conference 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
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Robert Sutton, Electric Director
Donald Harvey, Town Clerk

Also in attendance to help with the discussion and answer questions:

Mike Trobaugh, NTE Energy
Greg Baugher, Morgan Stanley
Grant Fraunfelder, Morgan Stanley
Keith Cackowsky, Morgan Stanley
Bryan Mitchell, Sequent Energy
Gerald Ballinger, Public Energy Authority of Kentucky (PEAK)

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

INVOCATION: Councilman Moore gave the Invocation.

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA:

Motion made by Councilman Hines and seconded by Councilman Moore to approve the Agenda. The motion carried unanimously, 5-0.

ITEMS FOR DISCUSSION:

Town Manager Parker introduced the item of the purchase of Prepaid Natural Gas. The guests introduced themselves and the organization they represent. She noted that there would not be a vote taken tonight. The item will be on the November 13, 2018 Agenda for approval. Assistant Town Manager Williams gave the following presentation:

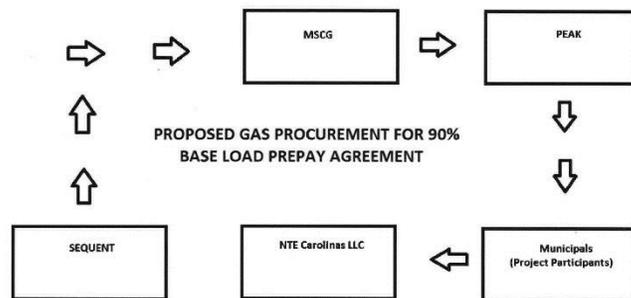
The Town of Winterville presently has a 20-year Power Purchase Agreement (PPA) with NTE for the supply of the Town's wholesale electric power requirements. NTE delivers electricity to several municipal systems by purchasing natural gas from the power market and converting it to electricity. This conversion process takes place at the Kings Mountain Energy Center (KMEC) located in Kings Mountain, North Carolina. The generated electricity distributed to the participating municipal systems passes through the Duke Energy transmission grid.

In its current format, the PPA requires NTE to purchase the natural gas required to operate the KMEC. In recent weeks, Fellow KMEC members approached staff and made them aware of federal legislation that allows municipalities to purchase natural gas at a discounted rate.

Staff has determined that the potential exists for power purchase savings through governmental prepaid purchases of large volumes of gas over an extended period. Town Staff has been investigating cost-saving opportunities using governmental gas purchases and has had preliminary conversations with several parties along these lines. These parties include, other KMEC members, Morgan Stanley Capital Group (MSCG), Public Energy Authority of Kentucky (PEAK), Sequent Energy Management (Sequent), NTE Staff, Summit Utility Advisors and members of the legal community.

The result of Staff's investigation and collaboration with the above-referenced entities is a multi-party approach that allows for the governmental pre-purchase of natural gas. PEAK is inviting KMEC members as well as other municipal entities to participate in a 30-year natural gas pre-payment transaction financed with tax-exempt municipal revenue bonds.

PEAK will issue its Gas Supply Revenue Bonds to finance the pre-payment for an approximate 30-year supply of natural gas. PEAK will resell gas under a 30-year gas supply contract to participating KMEC members including the Town of Winterville. The price the Town will pay for natural gas will be the index/market price minus the agreed upon discount rate. Such time as the contractual deal actually takes place we will know the actual amount of the discount rate, but we anticipate an initial discount somewhere between \$0.30 and \$0.35. The Town's ability to purchase natural gas at a discounted rate estimates to save the Town approximately \$114,000 in the first full year of the contractual period. Note that the amount of savings realized by the Town of Winterville would fluctuate each year based on the amount of electric load used. The 30-year gas supply contract will have a discount rate reset period every 5-7 years based on sale of bonds. There is verbiage in the contractual documents that spells out procedure and options for parties during these reset periods.



Councilman Moyer asked the difference with this arrangement and now. Assistant Town Manager Williams based on the last 12 months; conservatively we would have saved \$114,000. This will vary based on load and discount rates.

Mayor Pro Tem Smith asked is Attorney Lassiter has looked at this information. Town Manager Parker noted he would look at the contract. We are also working with a firm that works specifically with this type arrangement, Fox Rothschild, LLP.

Councilman Moyer asked why accept just 90% instead of 100%. Variations in load occur and they do not want to overbuy gas. This sizes the purchase conservatively. Councilman Hines asked if the other entities were approving this arrangement. Assistant Town Manager Williams stated the others are in the same position as we are. Others are reviewing and looks favorable at this time. Town Manager Parker said there have been numerous conversations with other entities as well as these people here tonight and general counsel.

Councilwoman Roberson asked when savings would pass on to citizens. Town Manager Parker said that ultimately, that is Council's decision; staff will bring savings information forward, when available for consideration.

Councilman Moyer asked why this not done in the beginning. Peaks up and down. 2017-2018 became profitable, gas only timing. N.T.E. timing was not there, not on radar until now. Town Manager Parker laws are on the books, potential just now. Duke Energy is not an eligible entity.

Assistant Town Manager Williams said any savings are good. Staff feels comfortable recommending this arrangement.

ADJOURN: Motion made by Councilman Moore and seconded by Councilman Hines to adjourn regular meeting. Motion carried unanimously, 5-0.

Adopted this the 10th day of December, 2018.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Winterville Town Council
November 13, 2018
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
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
Donald Harvey, Town Clerk

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

INVOCATION: Councilwoman Roberson 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 the amended Agenda in front of the Council and located on the table at the entrance.

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

RECOGNITION OF EMPLOYEES:

Public Works Director Welborn introduced the following:

- Randall Cobb, Equipment Operator, Public Works Department.

- Alan Jones, Equipment Operator, Public Works Department.
- Michael Roach, Equipment Operator, Public Works Department.
- Roger Vinson, Senior Equipment Operator, Public Works Department.

Fire Chief Moore introduced the following:

- Kany Torres, Office Manager, Winterville Fire-Rescue-EMS.

Parks and Recreation Director Johnston introduced the following:

- Joshua Pomeroy, Programmer, Parks and Recreation Department.

Councilman Hines shared a situation handled well by Josh Pomeroy. Councilman Moye ask for the number of employees for each department. The department heads reported the following numbers: Administration-6; Electric-10; Finance-6; Fire/EMS-4; Inspection/GIS-2; Planning-1; Parks and Recreation-5; Police-23; and Public Works-15.

PRESENTATIONS: Natural Gas Prepay Contract. Assistant Town Manager Williams and Electric Director Sutton gave the following presentation. They started by introducing Deborah Ross with Fox Rothschild, LLP attorneys representing the Municipal Participant's Group and us.



Wholesale Cost Pre-Payment
of
Natural Gas Fuel
for
NTE – Kings Mountain Energy Center (KMEC)





Summit Utility Advisors, Inc.



2

Pre-Pay for Wholesale Costs with Natural Gas at NTE Power Plant

Group Roles and Participants

Sequent- Procurement of Natural Gas for Morgan Stanley and Seller of Natural Gas to NTE for 100% of Plant less the Prepaid Daily Quantity

Morgan Stanley- Buyer of Natural Gas

Public Energy Authority of Kentucky(PEAK) – Natural Gas Acquisition Authority in Kentucky.

Morgan Stanley Capital Markets Group – Remarketer of unused Natural Gas

Municipal Participant's Group - City of Concord, Greenwood Utilities Commission, City of Kings Mountain, New River Power & Light, **Town of Winterville, NC**

Fox Rothschild, LLP - Municipal Participant's Group Legal Advisors regarding Pre-Pay Transaction
-Gray Styers and Deborah Ross

Summit Utility Advisors - Municipal Participant's Group advisor regarding Pre-Pay Transaction and any impact to the NTE Purchase Power Agreement
-Sheree Brown and Randy Halley

ACES- Buyer of 100% Natural Gas less the Daily Contract Quantity(Pre-Paid Amount) from Sequent for NTE. Also serves with Sequent as scheduler for this transaction outside of the pre-pay structure

NTE Carolinas, LLC- Receiver of Prepaid Daily Contract Quantity from Project Participants through existing Power Sales Agreement. This arrangement does not require a contract amendment but does require a Letter of Agreement(Tolling Agreement)

**Please note that there are four Eastern Cities that are not part of this group, that are off takers of the NTE plant and are also looking to participate in this same Pre-Payment Transaction

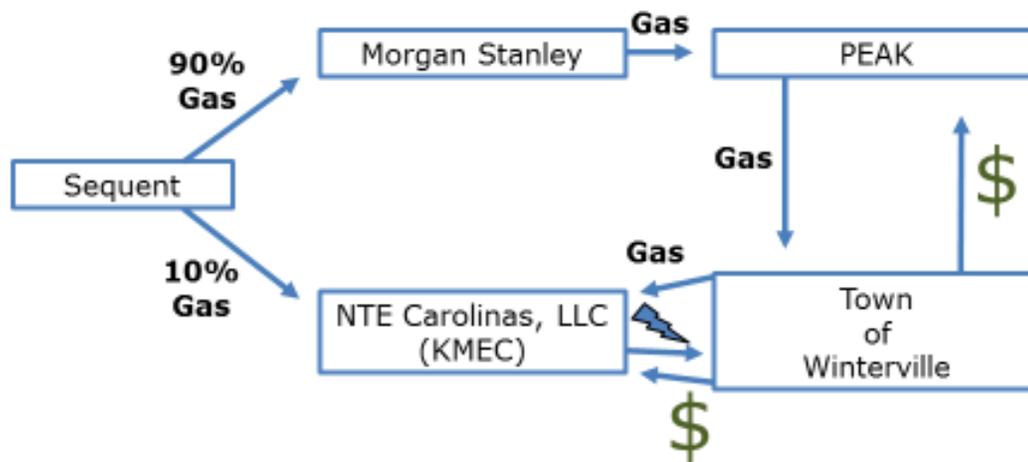
3

Existing Natural Gas Procurement for NTE KMEC Plant



4

Future Natural Gas Procurement for NTE KMEC Plant



5

Pre-Pay for Wholesale Costs with Natural Gas at NTE Power Plant

Prepaid Fuel Procurement for KMEC:

- The actual savings opportunity cannot be validated until the financial closing. In order to provide an estimated savings based on requested (.35 per DT) figures. A yearly savings is estimated at \$114,000 per year, \$570,000 in 5 years, \$3.4 million over the length of contract
 - ❖ Minimum = \$0.00 (This is if market dictates deal to close-out)
 - ❖ Minimal (.23) = \$75,000 per year, \$375,000 5 years, \$2.25 mil length of contract
 - ❖ Anticipated Discount Rate = (.35)
 - ❖ These figures are based on 90% of load at a heat rate at the plant of 6.4
 - ❖ Please note that the savings are based on heat rating and closing savings per DT
 - ❖ *At a worst case, we go back to the actual natural gas market pricing*
- This process is only made possible for qualifying municipal natural gas end-users
- The Town of Winterville is a qualified entity as set forth in the prepayment rules and regulations for natural gas prepayment transactions by the State/Federal Government
- These opportunities' only come around rarely and are made possible when the overall financial stability warrant's such a transaction. "i.e...when the market is favorable for bond issuances"

Prepaid Fuel Procurement for KMEC:

- As with any Contract/Agreements, one must evaluate the "pros verses cons" or "risk verses reward"
 - ❖ This process is being done as we speak, through the agreement discussion between all parties
- Our group along with our consultants and legal assistance are working through the process
- Below are general steps that are being taken:
 1. Solidify a interest from our group. (Complete)
 2. Hire Legal Counsel as a group. (Complete)
 3. Solidify consultant advisors to participate. (Complete)
 4. Council Work Session for presentation of program (Complete)
 5. Adopt Resolution Authorizing Execution of Gas Supply Contract and associated Certifications
 6. Execute Contract/Agreement as terms become acceptable and concurrence received from Legal Counsel.

Prepaid Fuel Procurement for KMEC:

Term and Bond Reset:

- Bonds are issued at a fixed interest rate for a defined initial period of approximately 6 years
- After the initial period, they are refunded at new interest rates for an additional period (6 year intervals, but may vary)
- After the initial term of the bonds, they will be refunded and based on the new interest rate the discount re-established at no less than \$0.23 per DT
- If the minimum discount is not achieved, the Town may accept a lower discount or decline to take gas during this remarketing period. (ie "1 is better than 0". If the bonds are not remarked at this time, or in a subsequent bond remarketing transaction, then the GSC is terminated.)

Obligation to the Town to take Gas and Remarketing:

- Nomination and scheduling of the gas is subject to the Tolling Agreement so that the Town takes nominated gas only for its needs to the NTE KMEC Power Plant
- If the quantity scheduled for the Town's load is less than the obligated requirements, the excess is resold and the Town is credited
- The Town can have our gas remarketed at no obligation in the event of substantial load loss
 - * This section was added to address the 30 year GSC vs. our existing NTE existing 20 year PPA Contract

Prepaid Fuel Procurement for KMEC:

Our Obligation to PEAK's Debt:

- The Town has no obligation for PEAK's bonds except to pay for gas that PEAK delivers
 - This doesn't include after year 20 unless we renew with NTE
 - There are provisions that allow under utilization and sharing among the group
 - Note: We will utilize conservative gas projection needs. 90% or less. Still to be agreed upon during discussions

Special Obligations by the Town:

- Because the sale from PEAK to the Town is a long term transaction backed by a municipal debt, the Town is required to take these extra steps. (Non- Typical contractual requests):
 - Resolution: Town Council approved. This insures the Town's intent
 - Tax Certificate: This insures the Town is eligible to participate by its municipal status
 - A Closing Certificate: To insure that all has been covered
 - An Opinion of Counsel: Evidence that the Town's legal Counsel agrees that the GSC was properly approved
- In addition to the above, the Town agrees to:
 - Purchase gas from revenues of our electric utility system and charge against such revenues as an operating expense
 - Charge rates high enough to insure payment of gas
 - Maintain adequate funding resource reserves
 - Comply with all regulations regarding municipal bonds

GAS PURCHASER'S AUTHORIZING RESOLUTION OF THE TOWN OF WINTERVILLE

RESOLUTION OF THE TOWN OF WINTERVILLE, NC ("TOWN") (i) AUTHORIZING THE EXECUTION OF ONE OR MORE GAS SUPPLY CONTRACT ("CONTRACTS") WITH THE PUBLIC ENERGY AUTHORITY OF KENTUCKY ("PEAK") FOR THE PURCHASE OF NATURAL GAS FROM PEAK; (ii) AUTHORIZING THE EXECUTION OF A LETTER AGREEMENT WITH NTE CAROLINAS, LLC ("NTE") PURSUANT TO WHICH TOWN WILL DELIVER FUEL UNDER AN EXISTING POWER SALES AGREEMENT ("LETTER AGREEMENT"), (iii) ACKNOWLEDGING THAT PEAK WILL ISSUE ITS GAS SUPPLY REVENUE BONDS TO FUND THE PURCHASE OF A SUPPLY OF NATURAL GAS FROM MORGAN STANLEY CAPITAL GROUP INC. ("MSCG"), WHICH GAS WILL BE USED TO MAKE DELIVERIES UNDER THE CONTRACTS; AND (IV) FOR OTHER PURPOSES AS SET FORTH HEREIN

WHEREAS, the Town of Winterville owns and operates a municipal electric utility as a public enterprise pursuant to North Carolina General Statutes Chapter 160A, Article 16, and is authorized by the provisions of the North Carolina General Statutes to enter into such contracts as may be beneficial and necessary to operate the municipal electric utility, including, but not limited to, for the procurement of fuel used to generate electric energy to meet the requirements of the residential, commercial and industrial retail electricity customers served by such municipal utility; and

WHEREAS, the acquisition of secure, reliable and economic supplies of natural gas as fuel to generate electric energy is beneficial and necessary for the prudent and businesslike operation of the electric utility owned by Town, the continued economic development of its community and the promotion of the public health, safety and welfare; and

WHEREAS, the Public Energy Authority of Kentucky which was formed pursuant to the Natural Gas Acquisition Authority Act, KRS 353.400 to 353.410, has offered to sell to the Town pursuant to the Contracts, a supply of natural gas in the quantities on the dates set forth in the Contract, on the condition that PEAK issues its Gas Supply Revenue Bonds, 2018 Series C (or 2019 Series A, if the bonds are issued in 2019), including multiple sub-series (the "Bonds"), the proceeds of which will be used to acquire a supply of natural gas (the "Gas Supply") pursuant to a Prepaid Agreement with MSCG (the "Prepaid Agreement"); and

WHEREAS, the Town and NTE are parties to that certain Power Sales Agreement dated as of June 24, 2015 (the "Power Sales Agreement") under which NTE will sell electricity to Town beginning in January 2018 and

WHEREAS, NTE has offered to enter into the Letter Agreement in order to authorize Town to deliver its own fuel under the Power Sales Agreement utilizing the Gas Supply; and

WHEREAS, the Town is a duly created, incorporated municipality under North Carolina law, as stated in the Gas Supply Contract, and desires to enter into the Contract with PEAK and the Letter Agreement with NTE.

NOW, THEREFORE, BE IT RESOLVED by the Town of Winterville as follows:

1. The Town hereby approves the execution and delivery of the Contracts, in substantially the forms previously submitted to the Town and attached hereto as Exhibit A, but as may be revised and subject to changes approved by Counsel for the Town to afford the equivalent or better benefits to the Town, pursuant to which the Town will agree to purchase specified quantities of Natural Gas the dates, at the volumes to be delivered at the specified Delivery Point and for the prices set forth in such Gas Supply Contract.

2. The Town hereby approves the execution and delivery of the Letter Agreement, in substantially the form previously submitted to the Town as attached hereto as Exhibit B but as may be revised and subject to changes approved by Counsel for the Town to afford the equivalent or better benefits to the Town, pursuant to which Town will deliver fuel under the Power Sales Agreement utilizing the Gas Supply.

3. The Mayor of the Town is hereby authorized to execute the Contracts, the Letter Agreement, and any such other closing documents or certificates, as approved by Counsel, which may be required or contemplated in connection with the execution and delivery of the Contracts or the Letter Agreement or carrying out the intent and purpose of this resolution.

Adopted this the 13th day of November, 2018.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk

Town Staff has determined that potential savings exists for power purchase through governmental pre-paid purchases of large volumes of gas over an extended period. Town Staff has been investigating cost-saving opportunities using governmental gas purchases and has had preliminary conversations with several parties along these lines. These parties include, other KMEC members, Morgan Stanley Capital Group (MSCG), Public Energy Authority of Kentucky (PEAK), Sequent Energy Management (Sequent), NTE Staff, Summit Utility Advisors and members of the legal community. The result of Staff's investigation and collaboration with the above-referenced entities is a multi-party approach that allows for the governmental pre-purchase of natural gas. PEAK is inviting KMEC members as well as other municipal entities to participate in a 30-year natural gas pre-payment transaction financed with tax-exempt municipal revenue bonds. PEAK will issue its Gas Supply Revenue Bonds to finance the pre-payment for an approximate 30-year supply of natural gas. PEAK will resell gas under a 30-year gas supply contract to participating KMEC members including the Town of Winterville. The price the Town will pay for natural gas will be the index/market price minus the agreed upon discount rate. Upon such time as the contractual deal occurs, we will know the actual amount of the discount rate. The attached resolution will authorize the execution of the Gas Supply Contract as long as the contract is equivalent or better than the provided draft and determined by legal counsel hired by the Town for review of the associated contract documents. The amount of savings realized by the Town of Winterville will fluctuate each year based on the amount of electric load used. The 30-year gas supply contract will have a discount rate reset period every 5-7 years based on sale of bonds.

Town Manager Parker asking for adoption of the resolution and execution of the Gas Supply Contract as long as the contract is equivalent or better than the provided draft as determined by legal counsel hired by the Town to review the associated contract documents.

Mayor Jackson asked for any questions or comments. Councilman Hines asked Ms. Ross if any of the other entities have reviewed the information. Ms. Ross noted others had considered or would consider shortly. Councilman Hines asked if she noticed any back doors. Ms. Ross said they are making sure the appropriate entity has the appropriate legal responsibility. Councilman Moye asked the difference in an attorney that advises versus represents. Ms. Ross stated their duty is to represent the Town. Town Manager Parker said Attorney Lassiter, who is sick tonight, has reviewed the information in an advisory role.

Motion made by Councilman Moore and seconded by Councilman Hines to approve the adoption of the Gas Purchasers Resolution authorizing the execution of the Gas Supply Contract as long as the contract is substantially equivalent or better than the provided draft and such is determined by the legal counsel hired by the Town for review of the associated contract documents. The motion carried unanimously, 5-0.

PUBLIC COMMENT: Mayor Jackson read the Public Comment Policy.

1. Valerie Cox Tyson - Request for Space Dedication for Ronnie Cox at the Winterville Library.

Valerie Cox Tyson spoke to request a space dedicated in the Winterville Library in memory of Ronnie Earl Cox. Councilman Hines asked if the library board needed to make this decision. Councilwoman Roberson, Council Representative to the library board, said Council should make the recommendation to the library.

Motion made by Councilman Moye and seconded by Councilwoman Roberson to approve a recommendation for a dedicated space at the Library including a photo and write-up in memory of Ronnie Cox. The motion carried unanimously, 5-0.

2. John Dupree, III for Nora Parker - Discuss reserving two drop off / pick up spaces in front of the dance studio.

John Dupree spoke on behalf of Nora Parker representing the L'Academie de Dance Studio concerning parking on Railroad Street. He presented a petition from over one hundred parents requesting two spaces for drop off / pick up from 2:30 pm - 8:00 pm Monday - Friday. This will allow the dance students to exit and enter the cars safely during drop off or pick up from dance. This will also allow traffic to continue to flow without blockage of traffic by the studio.

Councilman Hines asked the status of the changes to the street. Public Works Director Welborn noted that the project would begin shortly. He also described the improvements and new parking pattern proposed in that area. Councilman Moore noted that two spaces in front of Empress's Attic and Winterville Flower Shop, were designated parking on the west side of Railroad Street, limited to 20 minutes. (Ordinance 05-166, adopted May 9, 2005). Councilman Hines asked about the flow in that area. Police Chief Willhite said it is hectic and busy. Councilman Hines asked about the back of the building. Public Works Director Welborn noted the rear area is private. Mr. Dupree noted that area not conducive to an entrance due to lighting and undesirable conditions. Mayor Pro Tem Smith asked with the pending changes, would the situation improve.

Councilwoman Roberson said all businesses should know that this is happening. Should notify all businesses before a final decision. Councilman Moye asked how is drop off now, what is the situation, concerned about safety. Police Chief Willhite said new parking should help situation. Councilman Hines asked to get Public Works Director Welborn to look at situation and incorporate improvements into new plan. Town Manager Parker stated staff would do as directed. Councilman Moye safety needed front and back. Staff noted back is private and have no authority. Councilman Moore said denote the two spaces. Mayor Pro Tem Smith said we have a discussed for years this dilemma.

Staff will evaluate the best way to delineate and enforce the existing two (2) spaces already designated in the Ordinance, respond to Ms. Nora Parker concerning the action taken, and notify other businesses along the street of actions.

CONSENT AGENDA:

1. Approval of the following sets of Council Meeting Minutes:
 - September 10, 2018 Regular Meeting Minutes;
 - September 17, 2018 Special Meeting Minutes;
 - September 21, 2018 Special Meeting Minutes; and
 - October 8, 2018 Regular Meeting Minutes
2. Aquatic Holdings, LLC Annexation - Set Public Hearing for December 10, 2018.
3. Approval of Resolution Designation of Applicants Agent – FEMA and the State of North Carolina.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve the consent agenda. The motion carried unanimously, 5-0.

OLD BUSINESS:

1. Approval of Contract with Lowest Responsible Bidder for Cleaning and Inspection of Sewer Mains. Public Works Director Welborn gave the following presentation:

Staff received bids on Thursday November 8, at 2:00 pm for the cleaning and CCTV inspection of approximately 15,900 linear feet of gravity sanitary sewer main for the Town's Phase II Sewer System Evaluation & Survey. The Contractor will clean the designated portions of the sewer system and then camera them to look for leaks and other abnormalities. The data will prioritize the repairs needed to the Town's sewer system as part of the recently approved loan with the State Revolving Fund. Tri-State Utilities was the lowest responsible bidder with a bid amount of \$58,817.50. The money for this contract is budgeted as part of the Capital project Ordinance approved previously. The zero percent interest loan that the Town received from the State Revolving Fund will pay for the contract. This \$53,000 portion of the work in the loan application is slightly over budget will be made up in the professional services or construction portion of the contract. Blaine Humphrey with Rivers and Associates is available for any questions.

RIVERS AND ASSOCIATES, INC.
BID TABULATION SHEET

OWNER: Town of Winterville
 PROJECT: Clean & CCTV

LOCATION: Rivers & Associates, Inc.
 BIDS OPENED: Thursday, Nov. 8, 2018, 2:00pm

CERTIFICATION

I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.

Seth T. Anderson



CONTRACTOR ADDRESS		Tri-State Utilities Co. 2111 Smith Avenue Chesapeake, VA 23320 32169	Bio-Nomic Services 530 Woodlawn Street Belmont, NC 28012 73569			
LIC#						
ITEM NO.	QTY.	UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST
1.	1	LS Mobilization (Not to exceed 3% of Total Bid)	\$1,800.00	\$1,800.00	\$1,850.00	\$1,850.00
2.	9,830	LF Clean & CCTV 8" Gravity Sewer Mains	\$3.45	\$33,913.50	\$3.75	\$36,862.50
3.	4,340	LF Clean & CCTV 10" Gravity Sewer Mains	\$3.45	\$14,973.00	\$3.75	\$16,275.00
4.	1,730	LF Clean & CCTV 12" Gravity Sewer Mains	\$4.70	\$8,131.00	\$5.25	\$9,082.50
TOTAL BID			\$58,817.50		\$64,070.00	
E-Verify and Iran Divestment			Not Submitted		Submitted	

P:\Mun\Winterville\Clean&CCTV\G\Bid Submittal\BidTab



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

"Celebrating 100 Years of Service" 1918-2018

November 8, 2018

Mr. Travis Welborn, P.E.
Public Works Director
Town of Winterville
2936 Church Street
Winterville, North Carolina 28590

SUBJECT: Winterville SSES Phase II
Evaluation of Bids – Clean and CCTV Contract
File 2018123 C

Dear Travis:

Informal solicitation for the subject project was sent to four potential bidders. Informal Bids were received for the Winterville SSES Phase II Project on November 8, 2018. Two bids were received for the Project. The apparent lowest bidder is Tri-State Utilities of Chesapeake, Virginia base bid amount of \$58,817.50 is approximately \$5,252.50 (8% +/-) lower than the second lowest bidder, Bio-Nomic Services of Belmont, North Carolina. Attached is the Bid Tabulation Sheet for your reference.

After review of the bid documents, we are able to recommend that the Town of Winterville award this particular contract to Tri-State Utilities.

Please advise if you have any questions, or would like to discuss this matter further.

Sincerely,

Seth Anderson, P.E.
Project Engineer

Enclosure

cc: Ben Williams, Town of Winterville (w/enclosures)
Blaine Humphrey, P.E., Rivers and Associates (w/o enclosures)
File (w/enclosures)

P:\Muni\Winterville - Sanitary Sewer Rehab 2019 - 2018123\ADMIN\C-Corr\Ltr Welborn - Tentative Award.doc

107 East Second Street, Greenville, NC 27858 ▪ Post Office Box 929, Greenville, NC 27835 ▪ Phone: 252-752-4135 ▪ Fax: 252-752-3974
NCBELS Lic. No. F-0334 www.riversandassociates.com NCBOLA Lic. No. C-312

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the Contract with Tri-State Utilities for Cleaning and Inspection of Sewer Mains. The motion carried unanimously, 5-0.

2. Capital Project Fund Ordinance for Sewer System Rehabilitation. Finance Director Bowers gave the following presentation:

To rehabilitate the Town’s aging sewer infrastructure, the Town Council needs to approve the Capital Project Budget Ordinance. This ordinance is also required for financing the State Revolving Fund. General Statute 159-13.2 defines the adoption of a Capital Project Budget Ordinance. The statutes state that the project ordinance must clearly identify the purpose of the project. It must also establish that the budget be balanced with equal amounts of revenues and appropriations. The project ordinance will only last the life of the project. The establishment of this capital project fund will provide detailed background information that is for use by the LGC in the application process, Financing Process, and Accounting for the project. The total project budget is \$3,602,900. The funding of the project schedule is with debt proceeds from the NCDENR - State Revolving Fund. Annual debt service will be due one year from the closing date of the loan.

TOWN OF WINTERVILLE
CAPITAL PROJECT BUDGET ORDINANCE
Sewer System Rehabilitation Project

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The project authorized is for the Rehabilitation of the Town’s old and debilitated sewer lines most of which are over 40 years old. This project includes cleaning, slip lining and replacement of an estimated 22,800 feet of sewer line.

Section 2: The following amounts are appropriated for the project:

Construction	\$2,804,700
Contingency	\$ 280,500
Contracted Services	\$135,700
Engineering Cost	\$382,000
	<hr/>
	\$3,602,900

Section 3: The following revenue is anticipated to be available for this project:

Debt Proceeds	\$3,532,200
Sewer Fund Contribution	\$68,450
	<hr/>
	\$3,602,900

Section 4: The finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the financing agreements.

Section 5: Funds may be advanced from the Sewer Fund for the purpose of making payments that are due. Reimbursement requests should be made to the loan agency in an orderly and timely manner.

Section 6: The Finance Director is directed to report, on a monthly basis, the financial status of each project element in Section 2 and on the total revenues received or claimed.

Section 7: Copies of this capital project budget ordinance shall be furnished to the Town Clerk, Governing Board, Finance Director, and Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13th day of November, 2018

Douglas A. Jackson, Mayor

Attest:

Donald A. Harvey, Town Clerk

Motion made by Mayor Pro Tem Smith and seconded by Councilman Moore to approve the Capital Project Fund Ordinance for Sewer System Rehabilitation. The motion carried unanimously, 5-0.

3. Contract with DRC Emergency Services for Disaster Debris Removal. Public Works Director Welborn gave the following presentation:

On September 15, 2018, the Town received bids for Disaster Debris Clearance and Removal Services. These services are for the collection and disposal of all debris generated by natural disasters or fabricated emergencies. Debris includes but is not limited to vegetative debris such as trees, limbs, and leaves; construction and demolition debris such as sheetrock, drywall, and personal belongings; and other miscellaneous debris such as soil and/or animal carcasses. Two contractors (DRC and CERES) submitted quotes for the contract, and three contractors submitted no quotes or declined to offer a bid. After the past two hurricanes Town staff has fortunately been able to complete all debris removal operations in house, which saves time and money; however in the event that too much debris is generated for Town staff to handle DRC Emergency Services would provide the debris removal services. This is an open contract with no actual cost to the Town until the Town requests assistance from the Contractor. In addition to providing debris collection and removal services after an event, DRC is able to assist the Town with pre-event planning and training, service restoration and street clearing immediately following an event; and management of a temporary debris staging site. The base contract length is for one (1) year with an option for the Town to extend the contract for an additional four (4) years. Staff evaluated the two bids and determined that in the most likely scenario DRC would be the most cost effective contractor for the Town. They also have an office in Surf City, NC, which is only approximately 2 hours from the Town of Winterville. Upon approval by Town Council and review by the Town Attorney, the contractor has provided their standard contract document, for execution. No money is budgeted for natural disaster debris collection and removal each year. If an event were to occur that forced the Town to request assistance, a budget amendment would be made at that time. The estimated contract amount for that event would also be determined at that time based on conditions.

TOWN OF WINTERVILLE
WINNIEVILLE, NORTH CAROLINA
BID PROPOSALS FOR DISASTER DEBRIS CLEARANCE AND REMOVAL SERVICES CONTRACT
BID TABULATION
BID DEADLINE: 09/15/2018 TIME: 2:00PM

Item No.	DESCRIPTION	Unit		VENDOR NAME AND ADDRESS				
				Ceres	DRC	Ash Britt	Stone Mountain	Cowell
1	Mobilization and Demobilization (Lump Sum)	Lump Sum	Weighted %	\$500.00	\$0.00			
2	C&D Debris Removal from Public Property (Right-of-way and Hauling to Debris Management Site (DMS), based on one-way haul distance)	0-15.9 miles	Cubic Yd	0	\$9.44	\$12.15		
16-30.9 miles		Cubic Yd	0	\$9.98	\$13.15			
31-60 miles		Cubic Yd	0	\$10.48	\$14.15			
3	Vegetative Debris Removal from Public Property (Right-of-way and Hauling to DMS, based on one-way haul distance)	0-15.9 miles	Cubic Yd	12	\$9.44	\$8.75		
16-30.9 miles		Cubic Yd	0	\$9.98	\$9.45			
31-60 miles		Cubic Yd	0	\$10.48	\$9.45			
4	C&D Direct Haul to Final Disposal site from Public Property right of way (non DMS option)	0-15.9 miles	Cubic Yd	5	\$9.98	\$12.15		
16-30.9 miles		Cubic Yd	0	\$10.48	\$13.15			
31-60 miles		Cubic Yd	0	\$10.98	\$14.15			
5	Stumps greater than 24 inch diameter - Direct Haul to Final Disposal site from public property right of way (stump volume shall be calculated using FEMA approved conversion table)	0-15.9 miles	Cubic Yd	1	\$18.00	\$12.15		
16-30.9 miles		Cubic Yd	0	\$22.00	\$13.15			
31-60 miles		Cubic Yd	0	\$26.00	\$14.15			
6	Vegetative Direct Haul to Final Disposal site from Public Property right of way (non DMS opt on)	0-15.9 miles	Cubic Yd	70	\$9.28	\$8.75		
16-30.9 miles		Cubic Yd	0	\$9.78	\$9.45			
31-60 miles		Cubic Yd	0	\$10.78	\$9.45			
7	Disaster deposited silt, mud, or sand, hauled from the designated site to DMS or site of final disposition	0-15.9 miles	Cubic Yd	0	\$9.98	\$12.15		
16-30.9 miles		Cubic Yd	0	\$10.48	\$13.15			
31-60 miles		Cubic Yd	0	\$11.48	\$14.15			
8	Re-Haul of C&D or reduced vegetative material of previously documented Debris from DMS to site of final disposition	0-15.9 miles	Cubic Yd	2	\$3.50	\$4.75		
16-30.9 miles		Cubic Yd	0	\$4.75	\$5.75			
31-60.9 miles		Cubic Yd	0	\$5.20	\$6.75			
61-119.9 miles		Cubic Yd	0	\$7.30	\$8.95			
120-150 miles		Cubic Yd	0	\$11.50	\$10.95			
9	Cutting of standing tree determined by Town to be hazardous (cutting only)	6-11.99 inch diameter	Tree	0	\$55.00	\$50.00		
12-23.99 inch diameter		Tree	0	\$95.00	\$75.00			
24-35.99 inch diameter		Tree	0	\$155.00	\$100.00			
36-47.99 inch diameter		Tree	0	\$195.00	\$150.00			
48 inch diameter and greater		Tree	0	\$245.00	\$200.00			
10	Cutting and/ or removal of Dangerous Hazardous Limbs from tree (must be greater than 2" to be eligible) (cutting only)	1 to 2 limbs	Tree	0	\$82.00	\$85.00		
3 to 4 limbs		Tree	0	\$82.00	\$85.00			
5 or more limbs		Tree	0	\$82.00	\$85.00			
11	Cutting fallen trees on public right of way (if extending from private property, tree is cut from point of entry to ROW)	Tree	0	\$40.00	\$100.00			
12	Hazardous Stump Extraction. Each stump to be measured 2 feet from mean ground level. This item is for extraction fee only. For hauling purposes, stumps will be converted to cubic yard measurement and hauled under vegetative rate	>24-35.99 inch diameter	Each	0	\$125.00	\$250.00		
36-48 inch diameter		Each	0	\$175.00	\$350.00			
48 inch diameter and greater		Each	0	\$225.00	\$450.00			
13	Backfilling of stump root ball holes with suitable soil material	Each	0	\$125.00	\$75.00			
14	Collection, hauling and final disposition of eligible White Goods including but not limited to refrigerators, stoves, water heaters, washer, dryer, etc.	Per Unit	0	\$45.00	\$75.00			
15	Staging collection and hauling to Town designated solid waste facility of Refrigerator Contents or spoiled food	Ton	0	\$125.00	\$495.00			
16	Comprehensive Management of DMS and material handling Includes, loading of debris, sorting, segregation, preparation for re-haul and special equipment for handling materials. Includes roadway construction at site, traffic control and inspection tower construction as needed	Per Cubic Yd	5	\$1.68	\$1.25			
17	Reduction of DMS Materials by Grinding	Per Cubic Yd	5	\$2.55	\$3.49			
18	Reduction of DMS Materials by Incineration	Per Cubic Yd	0	\$0.75	\$2.75			
19	DMS preparation and reclamation. Include constructions of roadway at site, traffic control and inspection tower (s) as needed and maintenance throughout life of project. Close-out work includes reclamation and restoration by removal of constructions.	Per Site, per Month	0	\$500.00	\$5,000.00			
20	Load and Haul of storm deposited silt, sand or mud	Per Cubic Yd	0	\$9.98	\$13.25			
21	Clearing debris from ditches and drainage canals	1 foot to 30 feet (average width)	Per Linear Ft.	0	\$8.00	\$50.00		
10.1 to 20 feet (average width)		Per Linear Ft.	0	\$18.00	\$75.00			
20.1 to 35 feet (average width)		Per Linear Ft.	0	\$32.00	\$150.00			
Greater than 35 feet (average width)		Per Linear Ft.	0	\$38.00	\$200.00			
22	Collection, hauling and final disposal of dead animal carcasses.	Per lb.	0	\$0.89	\$2.00			

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Motion made by Councilman Moore and seconded by Councilman Hines to approve the Contract with DRC Emergency Services for Disaster Debris Removal. The motion carried unanimously, 5-0.

4. Approval of Contract with Charles W. Hughes Construction for 2018 Sidewalks Improvements Project. Public Works Director Welborn gave the following presentation:

On October 11, 2018, the Town received bids on the Sidewalks Improvements project. This includes removing and replacing the sidewalk downtown on Main Street between Railroad Street and Mill Street and along Mill Street from Main Street to Cooper Street. In addition, installing new sidewalk along Laurie Ellis Road from Mellon Downs to Ange Street and along the east side of Ange Street from Laurie Ellis Road approximately 550 feet north towards Division Street and removing damaged sections of sidewalk and replacing them in Coopers Point Subdivision along Windmill Drive and Cresset Drive. There were three (3) bids received, the lowest being from Charles W. Hughes Construction for \$131,691.50. Public Works staff recommends approval of the contract in this amount with an additional \$30,000.00 in contingency funds. In addition to unexpected issues arising during construction, the contingency funds will potentially remove and replace damaged sections of sidewalk on Little Gem Circle in the Magnolia Ridge Subdivision as well as possibly extend the new sidewalk along Ange Street a few hundred feet further north towards Division Street. The Town has already obtained sidewalk easement approximately 350 feet further north than the proposed end of the new sidewalk and staff recommends installing that additional 350 LF with this project. The additional 350 feet of sidewalk would cost approximately \$12,500. Since the design of this project, staff has received and verified multiple complaints from citizens that the sidewalk on Little Gem Circle is in poor condition and needs repair. The Town will save money and time by change ordering this work into the current project and therefore staff proposes to proceed with adding this work to the contract. In addition, staff had budgeted \$15,000.00 in the current budget for Magnolia Ridge sidewalk repairs. Including Magnolia Ridge staff had budgeted \$215,000.00 in the current budget for these sidewalk improvements. Including the \$30,000.00 for the extra sidewalk on Ange Street and Magnolia Ridge repairs, the total budget would only be \$161,691.50, which is still, much less than the budgeted amount and well under budget. \$215,000.00 was budgeted in Powell Bill for this project this fiscal year and even with a \$30,000.00 contingency, the project cost would only be \$161,691.50.



October 12, 2018

Ms. Terri Parker
Town Manager
2571 Railroad Street
Winterville, NC 28590

RE: Recommendation for Construction Contract Award
2018 Sidewalk Improvements
Winterville, NC
TWC No. 2853-AF

Ms. Parker:

This is a re-bid as the original bid date was on September 6, 2018 but did not receive enough bidders to open the formal bids. Construction bids for the above-referenced project were received on Thursday, October 11, 2018. Three (3) bids were received ranging from \$131,694.50 to \$164,270.40. We are recommending award of the construction contract to Charles W. Hughes Construction, LLC. (LaGrange, NC) based upon the acceptance of the Base Bid in the amount of One Hundred Thirty-One Thousand Six Hundred Ninety-Four Dollars and 50/100 (\$131,694.50) and contingent upon concurrence from the Town. The contractor meets the obligation of being the lowest responsive, responsible bidder.

A copy of the Certified Bid Tabulation, Unit Price Bid Summary and Notice of Award are enclosed for your reference.

If the Town of Winterville is in agreement with our recommendation, please sign and date all four (4) copies of the enclosed Notice of Award to Charles Hughes Construction, LLC, and return all copies to our office at your earliest convenience.

If you have any questions, please contact our office.

Best Regards,

THE WOOTEN COMPANY

By: 
William A. Larsen, P.E.

WAL/ads

Enc: Notice of Award
Certified Bid Tabulation
Unit Price Summary

Via: Email/Mail

Cc: TWC File

301 West 14th Street
Greenville, NC 27834

252.757.1096
Fax 252.757.3221

TOWN OF WINTERVILLE
2018 SIDEWALK IMPROVEMENTS
TWC PROJECT NO.: 2853-AF



October 11, 2018 @ 2:00 pm

	CONTRACTORS	LIC. NO.	CLASS	BID BOND	DBE Aff. A or B	TOTAL BASE BID	REMARKS
1	Charles Hughes Company 4675 Ben Dail Road LaGrange, NC 28551	74643	U	5%	B	\$131,691.50	Low Bidder
2	Tripp Brother's Paving 4158 Norris Store Road Ayden, NC 28513	52247	U	5%	B	\$158,687.50	
3	Carolina Earth Movers 2252 Allpine Taylor Road Greenville, NC 27834	38881	Intert	5%	A	\$164,270.40	

This is to certify that the bids received herein were publicly opened and read at 2:00 p.m. on October 11, 2018 at 2571 Railroad Street, Winterville, NC



William A. Larsen, PE

TOWN OF WINTERVILLE
2018 SIDEWALK IMPROVEMENTS
TWC Project No. 2853-AF

October 11, 2018 @ 2:00 pm											
				Charles W. Hughes Co.		Carolina Earth Movers		Tripp Brothers		Average of Three Low Bidders	
Item No.	Description	Est. Quantity	Unit	Unit Price	Total Extended Price	Unit Price	Total Extended Price	Unit Price	Total Extended Price	Unit Price	Total Extended Price
Sidewalk Improvements: Section 1 (Laurie Ellis/Ange Street)											
1	New Concrete Sidewalk	7,500	SF	\$7.16	\$53,700.00	\$7.05	\$52,875.00	\$8.00	\$67,500.00	\$7.74	\$58,025.00
2	18" RCP Driveway Culvert	30	LF	\$45.00	\$1,350.00	\$41.76	\$1,252.50	\$46.00	\$1,350.00	\$43.92	\$1,317.50
3	24" RCP Driveway Culvert	30	LF	\$114.80	\$3,444.00	\$56.68	\$1,670.40	\$50.00	\$1,500.00	\$73.49	\$2,204.80
4	Handicapped Ramps	2	EA	\$1,500.00	\$3,000.00	\$2,800.00	\$5,600.00	\$1,500.00	\$3,000.00	\$1,933.33	\$3,866.67
5	Temporary Straw-Filled Wattles	5	EA	\$150.00	\$750.00	\$32.00	\$160.00	\$150.00	\$750.00	\$110.67	\$553.33
Sidewalk Improvements: Section 2 (Cooper's Point)											
6	Repair Concrete (Cooper's Point)	1,800	SF	\$10.10	\$18,180.00	\$15.00	\$27,000.00	\$8.60	\$15,300.00	\$11.20	\$20,160.00
Sidewalk Improvements: Section 3 (Railroad Street/Mill Street)											
7	Remove EX. Sidewalk & Replace w/Typ. Concrete Walkway	3,500	SF	\$8.97	\$31,395.00	\$15.00	\$52,500.00	\$12.95	\$45,325.00	\$12.31	\$43,073.33
8	Remove Ex. Sidewalk & Replace w/Decorate Concrete Sidewalk	350	SF	\$17.36	\$6,072.50	\$23.75	\$8,312.50	\$14.75	\$5,162.50	\$18.62	\$6,515.83
9	Replace Water Meter Box	5	EA	\$300.00	\$1,500.00	\$250.00	\$1,250.00	\$350.00	\$1,750.00	\$300.00	\$1,500.00
10	Handicapped Ramps	3	EA	\$1,500.00	\$4,500.00	\$2,800.00	\$8,400.00	\$3,500.00	\$10,500.00	\$2,600.00	\$7,800.00
11	Concrete Ramp-Parking Lot Access	2	EA	\$3,150.00	\$6,300.00	\$1,800.00	\$3,600.00	\$2,900.00	\$5,800.00	\$2,616.67	\$5,233.33
12	Inlet Protection	3	EA	\$500.00	\$1,500.00	\$550.00	\$1,650.00	\$250.00	\$750.00	\$433.33	\$1,300.00
TOTAL					\$131,691.50		\$164,270.40		\$158,687.50		\$151,549.80

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the Contract with Charles W. Hughes Construction for 2018 Sidewalks Improvements Project.

Councilman Moye asked if there are any streets without sidewalks Public Works Director Welborn said a majority of the streets do not have sidewalks. Town Manager Parker said we are looking at the most needed major thoroughfares.

The motion carried unanimously, 5-0.

NEW BUSINESS:

1. Proposed Traffic Calming Measures - Sylvania Street. Parks and Recreation Director Johnston gave the following presentation:

Pedestrian traffic crossing Sylvania Street is significant during the spring and fall program seasons, leading up to and during game times. Specifically, heaviest pedestrian traffic occurs on the section of Sylvania Street between Winterville Recreation Park entrance (east entrance) and Ange Street. Pedestrians cross-mentioned section of Sylvania Street for any number of reasons including access to AG Cox softball field, access to Smith Field, access to Smith Field concession stand and/or restrooms, and access to vehicles. Sylvania Street also experiences significant vehicle traffic primarily due attendees coming and going from games. In an effort to calm traffic on Sylvania Street during spring and fall program seasons, Staff has reviewed and recommended traffic calming measures for section of Sylvania Street between Winterville Recreation Park entrance (east entrance) and Ange Street. Staff recommends utilizing six (6) ten foot long (10') portable speed bumps to slow speed of vehicle traffic and addition of three (3) ten foot long (10') no parking zones for ease of pedestrian access without navigating parked vehicles. On nights when games utilize Smith Field and or AG Cox Fields, the portable speed bumps would be set up around 5:00 p.m. Following the games, staff will remove the speed bumps each night. An aerial image of the referenced section of Sylvania Street and proposed traffic calming measures is included. Nominal cost to paint curb for no parking. Cost for six (6) portable speed bumps is \$1,131.24. Existing fiscal year budget funds will cover this expense. Town Staff recommends approving Sylvania Street traffic calming measures.

Proposed Traffic Calming Measures

Location Pictured: Sylvania Street between AG Cox softball field and Smith Field (Winterville Recreation Park).



Legend: Red Line – Proposed 10' Speed Bump Yellow Line – Existing No Parking Zone Blue Line – Proposed 10' No Parking Zone

Mayor Pro Tem Smith noted that a bigger problem is the parking allowed on both sides of road creating a narrow street. Councilman Hines reiterated that wider vehicles could not pass due to parking, consider allowing parking only on one side. Parks and Recreation Director Johnston said that would result in the loss of a significant amount of parking. Councilman Hines noted that we want to make sure we have a safe condition. Councilman Moore older folks need to park closer. Mayor Pro Tem Smith said we do need a crosswalk. Councilman Moore suggested angle parking. Councilman Moye asked if staff would be responsible for removing speed bumps. Parks and Recreation Director Johnston noted yes.

Motion made by Councilman Moore to approve the proposed Traffic Calming Measures on Sylvania Street as proposed with the addition of a painted crosswalk marking.

Motion seconded by Councilman Moye.

Parks and Recreation Director Johnston said calming traffic is intent. Councilwoman Roberson asked how do we make public aware of speed bumps. Councilman Hines said problem would exist. Councilman Moore noted Senator Pate promised curb and gutter down Ange Street. Town Manager Parker said staff would check into crosswalk.

The motion carried 4-1, Councilman Hines opposed.

2. Mary Beth McLawhorn – Final Plat. Planning Director Jones gave the following presentation:

Location: Reedy Brach Road south of its intersection with NC 903 S. Parcel Numbers: 16207. Site Data: 1 Lot, 1 Acre. Zoning District: AR. Planning and Zoning Board unanimously recommended approval. Recommend Approval Final Plat.

- Site Data:
 - Located on Reedy Branch Road south of its intersection with NC 903 S
 - Current Zoning: AR
 - Size: 1 Acre
 - Proposed Lots: 1
 - Planning and Zoning Board unanimously recommended approval of the Final Plat





SITE DATA	
TOTAL AREA IN TRACT	1.000 ACRES
NUMBER OF LOTS CREATED	1
AREA IN COMMON AREA	0
AREA IN PARKS, RECREATION AREAS, AND THE LIKE	0
LINEAR FEET IN STREETS	0
ZONING CLASSIFICATION	AR

GENERAL NOTES	
1.	ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
2.	THIS PLAT IS A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR JURISDICTION THAT HAS AN ORDINANCE THAT REQUIRES PLATS OF LAND.
3.	THE PROPERTY IS BEING PLACED IN A SPECIAL ZONING AREA AS DETERMINED BY THE PITTSBURGH PLANNING AND ZONING DEPARTMENT PITTS COUNTY FROM 3774284500, DATED JANUARY 2, 2004. REFERENCE TO STATE FILE 2018-191 OF THE PITTS COUNTY CLERK OF COURT'S OFFICE.
4.	THE DESIGNATION OVER WATER, SANITARY SEWER, DRAINAGE AND ELECTRIC LINES ARE FOR THE PURPOSES OF ESTABLISHING THE KIND OF DEVELOPMENTS THIS LANDSHOLDERS SHOULD NOT EXCLUDE AND WILL PERMIT THE UTILITY REGULATION OF WATER, SANITARY SEWER, DRAINAGE AND ELECTRIC LINES WITHIN THIS DESIGNATED AREA.
5.	THE SURVEY INCLUDES THE LOCATION OF ALL EXISTING UTILITIES AND ACCESSORIES, STRUCTURES AND ADJUNCTIONS ON KNOWN OR UNKNOWN TRACES, BOUNDARIES, FENCES, WALLS, FENCES, OR EQUIPMENT, CONCRETE, METALS, REBAR, CONCRETE, LANDSCAPE PLANTINGS, PLANT MATERIALS, TREES, SOIL, WATER COLLECTION CONDUITS, GAS, TELEPHONE AND TELEVISION SURFACES, SHALL INDICATE WITHIN ANY DESIGNATED TOLERANCE WITHOUT PRIOR WRITTEN APPROVAL OF THE TOWN OF WINTERVILLE.

LEGEND	
N/A	NOT A PART OF THIS PLAT
C/A	COMMON AREA
W/L	WATER LINE
S/S	SANITARY SEWER LINE
D/S	DRAINAGE LINE
E/L	ELECTRIC LINE
AR	ZONING CLASSIFICATION

CERTIFICATE OF SURVEY AND ACCURACY	
I, SANDY GALE SANDERSON, JR., HAS CERTIFIED THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTERESTS THEREIN AS SHOWN ON THE PLAT AND THAT THE PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTERESTS THEREIN AS SHOWN ON THE PLAT AND THAT THE PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTERESTS THEREIN AS SHOWN ON THE PLAT.	
SIGNED: <i>Sandy G. Sanderson, Jr.</i> WITNESSED BY ME: <i>[Signature]</i>	

REVIEW OFFICER	
NAME OF REVIEW OFFICER: _____	
TITLE: _____	
DATE: _____	

CERTIFICATE OF FINAL APPROVAL	
APPROVED FOR RECORDING BY THE TOWN CLERK OF THE TOWN OF WINTERVILLE, N.C. ON THIS _____ DAY OF _____, 2018.	
TOWN CLERK: _____	

PLANNING BOARD	
I HEREBY CERTIFY THAT THIS PLAT HAS BEEN REVIEWED AND APPROVED BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THIS _____ DAY OF _____, 2018.	
TOWN CLERK: _____	

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the Mary Beth McLawhorn Final Plat. The motion carried unanimously, 5-0.

3. Town of Winterville Electric Territory Expansion Design and Engineering. Electric Director Sutton gave the following presentation:

The Town's electric territory, through an agreement with Greenville Utilities Commission, has expanded into areas that will require the installation of new electric infrastructure. In anticipation of this and other projects, Staff advertised a RFQ for Electric Engineering Services. Staff received one response to the RFQ. The respondent, PowerServices has performed previous engineering work on behalf of the Town including ARC Flash Studies, Substation Design, System Expansion and Construction Administration and a Cost of Service Study. Staff has determined PowerServices possesses the required experience, technical abilities and staffing to complete the desired work. The FYE 19 Budget obligated sufficient funding for the needed engineering. Request approval for Staff to enter contract negotiations with PowerSecure, Inc. for the development and design of the required electric infrastructure required to serve the newly acquired territory.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve staff enter into contract negotiations with PowerServices, Inc. for the development and design of the electric infrastructure required to serve the newly acquired territory. The motion carried unanimously, 5-0.

4. Old Tar Road Widening Project Electric Relocation Engineering. Electric Director Sutton gave the following presentation:

The NCDOT has notified Town Staff of their intent to widen Old Tar Road. This project will require the relocation of the Town's electric utilities beginning near Winterfield Subdivision and continuing south just past the intersection of Worthington Road and Old Tar Road. In anticipation of this and other projects, Staff advertised a RFQ for Electric Engineering Services. Staff received one response to the RFQ. The respondent, PowerServices has performed previous engineering work on behalf of the Town including ARC Flash Studies, Substation Design, System Expansion and Construction Administration and a Cost of Service Study. Staff has determined PowerServices possesses the required experience, technical abilities and staffing to complete the desired work. The FYE 19 Budget obligated sufficient funding for the needed engineering. Request approval for Staff to enter contract negotiations with PowerSecure, Inc. for the development and design of the required electric infrastructure relocation related to the Old Tar Road Widening Project.

Motion made by Councilman Moore and seconded by Councilman Moya to approve staff enter into contract negotiations with PowerServices, Inc. for the development and design of the electric infrastructure relocation related to the Old Tar Road Widening Project. The motion carried unanimously, 5-0.

5. Public Buildings Fireproofing/Improvement Projects. Electric Director Sutton gave the following presentation:

During staff review of existing Public Building facilities, they noted two areas as being deficient for fire blocking. The first of these, located at the Town Public Safety Facility, will require the installation of a fire barrier (sprinkler) system interior to the existing truck bays. The second, located at the Town's Electric Department building will require the installation of a fire barrier between the existing office area and the adjacent truck bays immediately to the west. Additionally, staff has noted a need for the design and installation of approach steps at the northeast entrance to Town Hall (the entrance nearest the Executive Conference Room. Staff advertised a RFQ for Engineering Services Staff and received one response to the RFQ. The respondent, McLawhorn Engineering, PLLC, possesses an extensive background in the design and construction of several fireproof/fireblock systems. Staff has determined

McLawhorn Engineering, PLLC, possesses the required experience, technical abilities and staffing to complete the desired work. The FYE 19 Budget obligated sufficient funding for the needed projects and engineering. Request approval for Staff to enter contract negotiations with McLawhorn Engineering, PLLC for the design, bid and construction administration of the required fireproofing/fireblocking systems and the Town Hall northeast entrance approach steps.

Motion made by Councilman Moore and seconded by Councilman Hines to approve staff enter into contract negotiations with McLawhorn Engineering, PLLC for the design, bid and construction administration of the required fireproofing/fireblocking systems and the Town Hall northeast entrance approach steps. The motion carried unanimously, 5-0.

FUTURE AGENDA ITEMS:

Councilwoman Roberson asked staff to start conversation with property owners in and around the Depot location for a multipurpose building.

Motion made by Councilwoman Roberson and seconded by Councilman Moore to instruct staff to start communications with property owners around the Depot for land for the Multipurpose Site Building location. The motion carried unanimously, 5-0.

REPORTS FROM DEPARTMENT HEADS:

1. Assistant Town Manager Williams updated projects currently underway:
 - Regional Sewer Pump Station Project: near completion and wrapping up by Christmas.
 - Chapman Street Culvert - Nobel Canal Drainage Basin Study: engineer submitted 60% plans, reviewing to discuss easement needs.
 - 2018 SRF Application (Sewer Rehabilitation): cleaning and camera work approved, moving along with engineering work.
 - Multi-Purpose Building Site Plan: discussed earlier.
 - Winterville Market/Town Common Plan: consultant is preparing plan for presentation to Council. Councilwoman Roberson asked to consider an outside chessboard like the one at the main library.
 - Resurfacing of the Hillcrest Basketball Courts: first stage complete, final coat as weather allows. Main Park equipment installed and Hillcrest Park old equipment removed.
 - Fork Swamp Greenway Project: in the hands of the consultant
 - Minimum Housing/Code Enforcement – house moving forward. Nothing new to report still ongoing projects.

Councilman Moye ask the Boyd Street completion. Assistant Town Manager Williams and Public Works Director Welborn noted the issues with DOT and schedule. Town has no authority. DOT goal for west side is Christmas and east side by March-April.

Mayor Pro Tem Smith said Laurie Ellis Road paving is moving forward. Public Works Director Welborn noted they have turn around to complete at Highway 11.

Councilman Moye note that Pitt Community College students are crossing the four lane road. Assistant Town Manager Williams said a pedestrian intersection improvements is planned near Burger King through DOT.

Mayor Jackson asked on the Cooper Street area, if additional work was scheduled . Assistant Town Manager Williams noted that the work in that area was completed.

2. Planning Director Jones:
 - Horizon Land Use Plan: future land use plan is in infancy stage, had kick-off meeting with staff, consultant conducted community assessment, staff is getting together the steering committee, compiling stakeholders, and public engagement meeting after the new year.
3. Parks and Recreation Director Johnston:
 - Thanks to all for the Halloween event, impressed with the success of this event. Christmas events discussed including changes for this year, everything at Town Commons this year. Mayor Pro Tem Smith asked if there are plans to restripe parking at the park. Parks and Recreation Director Johnston noted plans are in place to complete. Mayor said there were plenty of kids playing at the park on the Monday holiday.
4. Finance Director Bowers:
 - Staff out on leave that prepares the report, it is late this month, forthcoming by end of week.

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

Councilman Moore: Thanks to all for the Veterans Day event. Attended the Aces for Autism event and the land bought and paid. Thank Jimmy Garris, going out as County Commissioner. Prepare a wish list for our new representatives. Asked concerning South Mill Street speed limit sign and street blocking situation on Cooper Street and Main Street. Public Works Director Welborn will follow up with DOT on these items. What is status of office space for Council in Town Hall? Town Manager Parker responded that The Chamber had packed up, and then staff can move some filing cabinets.

Councilwoman Roberson: Halloween event very good. Library Board evaluated the Director. Attended the chess set dedication. Mid-East Commission doing work on workforce development and getting people trained for jobs. Invite everyone this Saturday to Mt. Shiloh Missionary Baptist Church for our annual community dinner.

Mayor Pro-Tem Smith: Halloween event was great, kids had a good time and Veterans Day event was excellent as well.

Councilman Moye: Last meeting we had a citizen with intersection problem Town Manager Parker has copies of letters relating to that issue and the Post Office situation to email to Council. What is status of the subject of the Post Office and Amazon? Town Manager Parker we have received no response from Amazon, have a meeting this Thursday at 2:00 pm with the Post Office.

Councilman Hines: Fine, nothing additional.

Town Manager Parker: Good, thanks to staff for keeping all the events going.

Mayor Jackson: Impressed with Veterans Day event.

ANNOUNCEMENTS:

1. Planning and Zoning Board Meeting – November 19, 2018 – 7 pm – Town Hall Assembly Room.
2. Board of Adjustment Meeting – November 20, 2018 – 7 pm – Town Hall Assembly Room.
3. Town Office closed November 22 and 23, 2018 for the Thanksgiving Holiday.

4. Winterville Wonderland Christmas Market – November 29, 2018 – 4 pm to 8 pm – Market on the Square (252 Main Street).
5. Christmas Tree Lighting Ceremony – November 29, 2018 – 6 pm – Market on the Square (252 Main Street).
6. Winterville Wonderland Christmas Market – December 8, 2018 – 12 pm to Dusk – Market on the Square (252 Main Street).
7. Winterville Christmas Parade – December 8, 2018 – 2:00 pm.

ADJOURN: Motion made by Councilman Hines and seconded by Mayor Pro Tem Smith to adjourn regular meeting. Motion carried unanimously, 5-0.

Adopted this the 10th day of December, 2018.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 10, 2018

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: 2019 Regular Meeting Calendar and FY 2019-2020 Budget Calendar.

Action Requested: Approval of Draft Calendars.

Attachment: DRAFT Calendars.

Prepared By: Donald Harvey, Town Clerk

Date: 11/20/2018

ABSTRACT ROUTING:

TC 12/4/2018

FD _____

TM 11/20/2018

Final 11/20/2018

Supporting Documentation

The following DRAFT calendars have been included for Council's review and approval:

- Council Regular Meeting Calendar for 2019, and
- FY 2019-2020 Budget Calendar.

Budgetary Impact: N/A.

Recommendation: Approval of proposed calendars.

TOWN COUNCIL

DRAFT 2019 MEETING CALENDAR

DATE	DESCRIPTION	TIME	LOCATION
Monday, January 14, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, February 11, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, March 11, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, April 8, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, May 13, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, June 10, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, July 8, 2019	NO MEETING	NA	NA
Monday, August 12, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, September 9, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, October 14, 2019	Regular Council Meeting	7:00 pm	THAR
Tuesday, November 12, 2019	Regular Council Meeting	7:00 pm	THAR
Monday, December 9, 2019	Regular Council Meeting	7:00 pm	THAR

THAR: Town Hall Assembly Room
2571 Railroad Street
Winterville, NC 28590



TOWN OF WINTERVILLE

FY 2019-2020

DRAFT BUDGET CALENDAR

DATE	DESCRIPTION	TIME	LOCATION
Monday, January 28, 2019	Town Council Retreat/Budget Update/Establishment of 2019-2020 Priorities	5:30 p.m.	DEPOT
Monday, February 25, 2019	Distribution of Budget Work-sheets to Management Team	N/A	TMGR OFFICE
Friday, March 29, 2019	Management Team Recommendations Due	N/A	TMGR OFFICE
Monday, April 29, 2019	Town Council & Manager Progress Meeting	5:30 p.m.	THECR
May 13-17, 2019	Manager Review with Management Team	N/A	TMGR OFFICE
Thursday, May 23, 2019	Hand delivery of the Recommended Budget	N/A	N/A
Tuesday, May 28, 2019	Town Council Budget Work Sessions	6:00 p.m.	DEPOT
Wednesday, May 29, 2019	Town Council Budget Work Sessions	6:00 p.m.	DEPOT
Monday, June 3, 2019	Public Hearing	7:00 p.m.	THAR
Monday, June 10, 2019	Adoption of the FY 2019-2020 Budget Ordinance	7:00 p.m.	THAR
Monday, July 1, 2019	Fiscal Year Begins	N/A	N/A

THAR:
Town Hall Assembly Room
2571 Railroad Street
Winterville, NC 28590

THECR:
Executive Conference Room
2571 Railroad Street
Winterville, NC 28590

WCR:
Winterville Community Room
2571 Railroad Street
Winterville, NC 28590

DEPOT:
Winterville Train Depot
Railroad Street
Winterville, NC 28590

Approved by Council -
Please NOTE the times of the meetings vary.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 10, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Release and Refund of Taxes.

Action Requested: Approve the release and refund of the taxes.

Attachments: Listing of owners due release and refunds.

Prepared By: Anthony Bowers, Finance Director

Date: 11/29/2018

ABSTRACT ROUTING:

TC 12/4/2018

FD _____

TM 12/3/2018

Final 12/3/2018

Supporting Documentation

In general, tax refunds do not have a budgetary impact on the Town due to the fact that payments have been received twice for the same property. The total refunds are in the amount of \$24,549.04 and the total amount of releases are \$5,923.59

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

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

Budgetary Impact: None, as we will not amend the budget due to this small amount of releases.

Recommendation: Approve the release and refunds.

Town of Winterville
Tax Refunds and Releases
11/30/2018

Real Property Tax Refunds

Name	Year	Parcel	Date	Amount	Reason
Bill Clark Homes	2018	84190	9/27/2018	\$330.53	Overpayment
Kasey Leonard	2018	66958	10/8/2018	\$454.94	Overpayment
Nolan Commercial	2018	84035	10/8/2018	\$161.50	Overpayment
Nolan Commercial	2018	84219	10/8/2018	\$128.25	Overpayment
Nolan Commercial	2018	84204	10/8/2018	\$128.25	Overpayment
Nolan Commercial	2018	84207	10/8/2018	\$468.21	Overpayment
DMS Construction	2018	84217	10/22/2018	\$128.25	Overpayment
Barnhill, Michael	2018	74166	11/20/2018	\$213.75	Overpayment
Clifton, Randi	2018	83559	11/20/2018	\$867.73	Overpayment
Pippen, Larry	2018	66637	11/20/2018	\$643.76	Overpayment
Vandervoort, Teresa	2018	42092	11/20/2018	\$765.50	Overpayment
Fryer, Rober	2018	46540	11/20/2018	\$748.79	Overpayment
Doetzl, Jessica	2018	66799	11/20/2018	\$451.47	Overpayment
Lainden Residential	2018	28120	11/20/2018	\$201.89	Overpayment
Bray, Bradlee	2018	68077	11/20/2018	\$1,040.16	Overpayment
Knock Homes	2018	74313	11/20/2018	\$166.25	Overpayment
Beck, Robert	2018	82988	11/20/2018	\$898.37	Overpayment
Nolan Commercial	2018	84207	11/21/2018	\$468.21	Overpayment
Kelly, Michael	2018	62474	11/21/2018	\$489.40	Overpayment
Lawrence, Cornelius	2018	68459	11/21/2018	\$1,693.40	Overpayment
Leonard, Kasey	2018	66958	11/21/2018	\$683.04	Overpayment
Boucher, Paul	2018	46613	11/21/2018	\$993.83	Overpayment
DSM Construction	2018	84217	11/21/2018	\$128.25	Overpayment
Taft, Louise	2018	31290	11/21/2018	\$426.68	Overpayment
Bonner, Pamela	2018	31948	11/21/2018	\$365.59	Overpayment
Hopkins, Dail	2018	33539	11/21/2018	\$342.99	Overpayment
Person, Janet	2018	64085	11/21/2018	\$536.50	Overpayment
Artis, Yvonne	2018	79199	11/21/2018	\$213.75	Overpayment
Cox, Chloe	2018	80091	11/21/2018	\$819.20	Overpayment
Griggs, David	2018	43899	11/21/2018	\$684.69	Overpayment
Boyce, Derrick	2018	74153	11/21/2018	\$794.77	Overpayment
Walston, Alvin	2018	84231	11/21/2018	\$137.75	Overpayment
US Bank and Trust	2018	27613	11/21/2018	\$381.58	Overpayment
Campbell, Kevin	2018	56055	11/21/2018	\$614.61	Overpayment
Booker, Jeffery	2018	56835	11/21/2018	\$714.81	Overpayment
Anderson, Michael	2018	73223	11/21/2018	\$843.93	Overpayment
Bradshaw, Edwards	2018	8779	11/21/2018	\$581.75	Overpayment
Whichard, Joshua	2018	48820	11/21/2018	\$505.77	Overpayment
Smith, Jackie	2018	54596	11/21/2018	\$691.03	Overpayment
Muse, Tracey	2018	66658	11/21/2018	\$639.69	Overpayment
Min, Alexandria	2018	67442	11/21/2018	\$702.27	Overpayment
Lilley, Joshua	2018	68614	11/21/2018	\$901.46	Overpayment

Meridian Design	2018	69578	11/21/2018	\$130.63	Overpayment
Nolan Commercial	2018	84212	11/21/2018	\$128.25	Overpayment
WilliAMS, Ronald	2018	43888	11/21/2018	\$521.69	Overpayment
Allan, Brandon	2018	42090	11/21/2018	\$615.92	Overpayment

Total \$24,549.04

Personal Property Refunds

Name	Year	Account	Date	Refund	Reason
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Total \$0.00

Real Property Releases

Name	Year	Parcel	Date	Released	Reason
Smith, Gerret & Kimberly	2018	82897	10/24/2018	\$271.55	Annexation Proration
Artis, Yvonne	2018	79199	11/8/2018	\$213.75	Veteran Exemption
Barnhill, Michael	2018	74166	11/8/2018	\$213.75	Veteran Exemption
Alves, Alexander & Jennifer	2018	82646	11/9/2018	\$267.07	Annexation Proration
Carrowan, Matthew & Nicole	2018	82648	11/9/2018	\$260.40	Annexation Proration
Tucker, Julie	2018	82652	11/9/2018	\$321.28	Annexation Proration
Vernon, Jerimiah & April	2018	82877	11/9/2018	\$260.40	Annexation Proration
Lamb, Dytanyain	2018	82878	11/9/2018	\$276.64	Annexation Proration
Hardy, Amanda & Eric	2018	82882	11/9/2018	\$290.05	Annexation Proration
Richards, Keith	2018	82884	11/9/2018	\$383.75	Annexation Proration
Allen, Thomas & Tonya	2018	82887	11/9/2018	\$332.93	Annexation Proration
Jones, James & Kaitlyn	2018	82888	11/9/2018	\$309.77	Annexation Proration
Harrington, Vickie	2018	82890	11/9/2018	\$329.03	Annexation Proration
Brumsey, Javon & Shavonne	2018	82895	11/9/2018	\$260.40	Annexation Proration
Walt IV, Charles & Arden	2018	82898	11/9/2018	\$307.83	Annexation Proration
Collins, John & Ginny	2018	82899	11/9/2018	\$271.42	Annexation Proration
Zimmerman, Ryan	2018	82907	11/9/2018	\$386.88	Annexation Proration
Greisiger, Heather & Brian	2018	82909	11/9/2018	\$348.17	Annexation Proration

Total \$5,305.07

Personal Property Releases

Name	Year	Account	Date	Released	Reason
Ash Jr, Fred William	2018	1056580	8/30/2018	\$124.93	Outside City Limits
Privateer Tobacco Company	2018	1046610	8/30/2018	\$170.49	Outside City Limits
Williams, Brian Keith	2018	1064894	10/8/2018	\$133.57	Outside City Limits
Lake, James Bryan	2018	1065054	10/15/2018	\$189.53	Outside City Limits

Total \$618.52

Total Refunds	46	\$25,549.04
Total Releases	6	\$5,923.59

The Release (G.S. 105-381 or 382), Corrections (G.S. 105-325), or Refunds (G.S. 105-381 or 382) of tax bills outlined above are approved by The Town of Winterville Council.

Douglas Jackson, Mayor

Date Approved



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: December 10, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Brookfield, Section 4.

Action Requested: Approval of Preliminary Plat.

Attachments: Preliminary Plat.

Prepared By: Bryan Jones, Planning Director

Date: 11/27/2018

ABSTRACT ROUTING:

TC 12/4/2018

FD

TM 12/3/2018

Final 12/3/2018

Supporting Documentation

Brookfield, Section 4 – Preliminary Plat:

Location: Intersection of Old Tar Road and Laurie Ellis Road

Parcel Number: 25766

Site Data: 57 Lots, 23.557 Acres

Zoning District: R-10 CUD (Minimum 1,525 sq. ft. and have combination of brick and vinyl fronts)

Budgetary Impact: TBD.

Recommendation: Recommend Approval of Preliminary Plat

