



**WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, JUNE 8, 2020 - 7:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM
ELECTRONIC MEETING VIA ZOOM**

- I. CALL TO ORDER.**
- II. INVOCATION.**
- III. PLEDGE OF ALLEGIANCE.**
- IV. WELCOME.**
- V. APPROVAL OF AGENDA.**
- VI. PROCLAMATIONS:**
 1. LaRue Evans.
- VII. PRESENTATIONS:**
 1. Neuse River Basin Regional Hazard Mitigation Plan.
- VIII. PUBLIC HEARINGS:**
 1. Ange Plaza Lot 21 Annexation.
 2. Evergreen Construction Company Rezoning Request.
- IX. 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.*
- X. 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:
 - May 11, 2020 Regular Meeting Minutes;
 - May 26, 2020 Budget Work Session Minutes;
 - May 27, 2020 Budget Work Session Minutes; and
 - June 1, 2020 Budget Public Hearing Minutes.
 2. Merizio Property Rezoning Request – Schedule Public Hearing.
 3. Pitt County Shrine Club Rezoning Request – Schedule Public Hearing.
 4. Budget Amendment 2019-2020-7.

XI. NEW BUSINESS:

1. 2020-2021 Fiscal Year Budget Ordinance.
2. School Resource Officer (SRO) Contract between the Town of Winterville and Pitt County Schools
3. Reverter Clause for Parcel Number 23091 – Habitat for Humanity of Pitt County
4. Highway 11 Right of Way and Ditch Mowing Contract.
5. Chapman Street Culvert Replacement Project: Engineering Contract Amendment #1.
6. Chapman Street Culvert Replacement Project: Chatham Civil Contracting Change Order #1.
7. 2020 Sanitary Sewer Pump Station Rehabilitation Project: Award Engineering Contract.
8. Ange Plaza Lots 20 & 21: Final Plat.
9. Board of Adjustment Member Appointments.
10. Planning and Zoning Board Member Appointments.
11. Recreation Advisory Board Member Appointments.
12. Stormwater Advisory Board Member Appointments.
13. Updated Funding for the Winterville Watermelon Festival

XII. OTHER AGENDA ITEMS:

XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

XIV. REPORTS FROM DEPARTMENT HEADS:

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

XV. ANNOUNCEMENTS:

1. Recreation Advisory Board: Tuesday, June 23, 2020; 6:30 pm – Operation Center.
2. Happy Birthday USA Market: Thursday, July 2, 2020; 4 – 8 pm – Town Square.
3. Town Offices Closed: Friday, July 3, 2020 for the Independence Day Holiday.
4. No Town Council Meeting: July 13, 2020.

XVI. REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.

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: Proclamations

Meeting Date: June 8, 2020

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: LaRue M. Evans.

Action Requested: Approval of Proclamation.

Attachment: Proclamation Honoring LaRue M. Evans.

Prepared By: Donald Harvey, Town Clerk

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Approval of Proclamation Honoring LaRue M. Evans.

Budgetary Impact: NA.

Recommendation: Approval of Proclamation.



PROCLAMATION
Honoring LaRue M. Evans

WHEREAS, LaRue M. Evans was born May 21, 1919 in Stokes, NC and was 101 years old; and

WHEREAS, LaRue M. Evans attended the Stokes schools and graduated valedictorian of her class in 1936; and

WHEREAS, LaRue M. Evans graduated from East Carolina Teachers College in 1940 with an A.B. Degree in English, French and history; and

WHEREAS, LaRue M. Evans married her husband, James Alex Evans, Jr., in 1943 of Winterville and has continued to be a resident; and

WHEREAS, LaRue M. Evans and her husband had one son Delyle M. Evans; and

WHEREAS, LaRue M. Evans graduated from East Carolina College in 1960 with a Master's Degree; and

WHEREAS, LaRue M. Evans did post graduate study at the University of North Carolina in Chapel Hill in 1966; and

WHEREAS, LaRue M. Evans taught school from 1940-1981 including history at Winterville High School from 1942-1946; and

WHEREAS, LaRue M. Evans was active in promoting the growth and improvement of the Town of Winterville, chaired the town's Centennial Committee, served as secretary of the Winterville Chamber of Commerce, and led the fund raising drive for and directed the restoration of the A.W. Ange house for a museum and cultural center; and

WHEREAS, LaRue M. Evans established an endowment fund for the maintenance of the Winterville museum, served on the Board of Directors for the Winterville Historical and Arts Society and in 2011 she received citizen of the year award from the Winterville Chamber of Commerce, and

WHEREAS, LaRue M. Evans continues to be a viable part of the Winterville Community, and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby honor the contribution and legacy of LaRue M. Evans to the Winterville Community; and

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 8th day of June, 2020.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Neuse River Basin Regional Hazard Mitigation Plan.

Action Requested: Adopt the Resolution.

Attachment: Draft Strategies in the Plan, Resolution of Adoption.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Neuse River Basin Regional Hazard Mitigation Plan

The attached Resolution of Adoption relates to the Neuse River Basin Regional Hazard Mitigation Plan. The Neuse River Plan involves Greene, Jones, Lenoir, Pitt and Wayne County, as well as all incorporated municipalities throughout the Region. The planning process was initiated early last year (2019), and will be completed following adoption by the Town Council followed by formal certification of the plan for the next five year cycle.

Development of the draft document involved a series of four Hazard Mitigation Planning Committee meetings, as well as two public input meetings. Each jurisdiction was represented by Staff, as well as two Citizen Stakeholders. Attached are the draft strategies relating to the Town of Winterville (included in Pitt County) as well as the proposed Resolution of Adoption. A full copy of the draft plan, as well as materials associated with the planning process can be viewed through the following web link:

www.neuseriverhmp.com .

Budgetary Impact: TBD.

Recommendation: Adopt the Resolution.

PITT COUNTY MITIGATION STRATEGIES

Number	Strategy	Applicable Jurisdictions	Hazards Addressed	Goal	Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2019 Status	Comments/Explanation
P1	Review the County's Comprehensive Land Use Plan (adopted December 5, 2011) annually to ensure that the Future Land Use Map adequately delineates portions of the County deemed unsuitable for development due to existing environmental conditions.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail), Earthquake, Tornado	1	1.3	P	<ul style="list-style-type: none"> Pitt County Planning Department Pitt County Board of Commissioners Municipal Administrations 	Staff Time	General Fund	High	In Progress – Carry Forward	The Comprehensive Plan has been amended to address recommendations outlined in the Southwest Bypass LUP. An NC 43 S corridor land use plan is scheduled for FY19/20
P2	Continue to coordinate and collaborate with East Carolina University and Pitt Community College through the development of their respective hazard mitigation plans. Through implementation of this update, Pitt County Planning will incorporate Vidant, GUC, and Duke Energy into the County's Mitigation Planning efforts.	Pitt County	All Hazards	3	3.2	ES	<ul style="list-style-type: none"> Pitt County Administration Municipal Administrations East Carolina University Pitt Community College 	Staff Time	General Fund, NCDPS, UNC University System	High	In Progress – Carry Forward	Planning staff works closely with ECU & PCC on annual mitigation planning efforts.
P3	Continue to impose a two-foot freeboard requirement for all development located within a defined flood hazard area. Through this plan update, Pitt County will consider amending its Flood Damage Prevention Ordinance to require two feet finished floor elevation above the lowest adjacent grade within the FEMA defined shaded X zone.	Pitt County	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	1	1.3	P	<ul style="list-style-type: none"> Pitt County Board of Commissioners Pitt County Planning Board 	Staff Time	General Fund	High	In Progress – Carry Forward	Pitt County continues to impose a two-foot freeboard requirement for development in the SFHA.
P4	Maintain all FEMA Elevation Certificates and FEMA Floodproofing Certificates for residential and non-residential structures for all structures built or floodproofed since application to the CRS. Non-CRS communities will also carry out this strategy in an effort to prepare for a potential application to the CRS Program.	Pitt County, Farmville, Greenville, Grifton, Winterville, Ayden, Bethel, Falkland, Fountain, Grimesland, Simpson	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	2	2.2	P	<ul style="list-style-type: none"> Pitt County Planning Department Municipal Administration 	Staff Time	General Fund	High	In Progress – Carry Forward	Pitt County keeps all elevation certificates submitted for SFHA development in Pitt County's jurisdiction.
P5	Consider the data and recommendations outlined within this plan when preparing updates to the County's Capital Improvements Plan. All recommendations regarding capital expenditures will focus on siting all infrastructure and critical facilities outside of the Flood Hazard Area.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	1	1.3	P	<ul style="list-style-type: none"> Pitt County Planning Department Pitt County Board of Commissioners Municipal Administrations 	Staff Time	General Fund, Grant Funds	High	In Progress – Carry Forward	Pitt County will continue to seek funding for Special Medical Needs Shelter and may include this project in the County's Capital Improvements Plan.
P6	Continue to proactively seek out grant funding through NCEM and FEMA for mitigation of repetitive loss properties (RLP's) from future flooding events. The County will maintain a list of RLP's and will apply for funding for all structures that meet cost-benefit thresholds as defined by FEMA. Pitt County will assist all municipal jurisdictions in working through the structural mitigation grant funding process.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	1	1.2	SP	<ul style="list-style-type: none"> Pitt County Board of Commissioners Municipal Administrations 	To be Determined	General Fund, NCPS, FEMA	High	In Progress – Carry Forward	This effort was carried out following the effects of Hurricanes Irene, Matthew, and Florence. Five properties were acquired after Hurricane Irene through 2 HMGP grant cycles. The County is in the process of acquiring units funded after Matthew, while applications for acquisition following Florence are still under review.
P7	Coordinate with NCDEQ to enforce all NC State Erosion and Sedimentation and Erosion Control Regulations.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	2	2.2	P	<ul style="list-style-type: none"> Pitt County Planning Department Municipal Administrations 	Staff Time	General Fund, NCDEQ	High	In Progress – Carry Forward	This is an ongoing activity.

Number	Strategy	Applicable Jurisdictions	Hazards Addressed	Goal	Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2019 Status	Comments/Explanation
P8	Continue to expand upon the Alert Emergency Notification System available to all residents. Pitt County Emergency Management will coordinate with all municipal jurisdictions regarding registration through the Pitt County Emergency Notification Registration Portal (https://pittcountync.onthealert.com). The County will work with NCDPS to incorporate the "Know Your Zone" program into this process. Efforts will be made to educate the public about the location and published resources defining evacuation zones and procedures.	Pitt County	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail), Earthquake, Tornado	4	4.2	PIO	<ul style="list-style-type: none"> Pitt County Emergency Management Municipal Administrations 	Staff Time	General Fund, NCDPS	High	In Progress – Carry Forward	Ongoing activity for Pitt County Emergency Management.
P9	Pitt County Emergency Management, in conjunction with the County Planning Department, will evaluate and assess the availability and effectiveness of all critical facilities outlined within this plan. Pitt County will coordinate with NCEM, Red Cross, local animal shelters, local care homes etc. in making determinations relating to need and capacity.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail), Earthquake, Tornado	4	4.1	ES	<ul style="list-style-type: none"> Pitt County Emergency Management American Red Cross Municipal Administrations 	Staff Time	General Fund, American Red Cross	High	Not Started – Carry Forward	The County is currently investigating the need and location for a Special Medical Needs Shelter. Refer to updated strategy P12 and the top priority.
P10	Pitt County Emergency Management, in conjunction with annual EOP updates, will determine if access to all critical facilities is readily available in the event of a flooding event. Careful consideration should be given to localized flooding issues that may restrict access along limited access thoroughfares. Where access issues are identified, Pitt County will establish a plan for alternative transportation.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	3	3.2	ES	<ul style="list-style-type: none"> Pitt County Emergency Management American Red Cross Municipal Administrations 	Staff Time	General Fund, American Red Cross	High	Not Started – Carry Forward	The County is currently investigating the need and location for a Special Medical Needs Shelter.
P11	Continue to maintain the County's Continuity of Operations Plan (COOP). This effort will include an annual update addressing risk management, service retention, alternative staffing procedures and recovery checklist for each County department.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	All Hazards	2	2.2	ES	<ul style="list-style-type: none"> Pitt County Emergency Management Municipal Administration 	Staff Time	General Fund, NCDPS	High	In Progress – Carry Forward	The County COOP is reviewed annually by each department and updated by Pitt County Emergency Management.
P12	Pitt County Emergency Management will review and update the County Emergency Operations Plan on an annual basis. This update will involve coordination with all municipalities to ensure that all emergency contacts are accurate.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	All Hazards	2	2.2	ES	<ul style="list-style-type: none"> Pitt County Emergency Management Municipal Administration 	Staff Time	General Fund, NCDPS	High	In Progress – Carry Forward	The County EOP is reviewed annually and utilized during the County's annual tabletop exercise whereby EOP and COOP effectiveness are evaluated. The results of this effort are outlined in a detailed after-action report.
P13	Pitt County in coordination with all municipalities, will maintain the County's Special Medical Needs Registry (SMNR). The SMNR is available to all County residents. Effective participation will require close cooperation between County EM and local government staff members. All jurisdictions will work to advertise the availability of this service within their respective communities.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	All Hazards	4	4.2	PIO	<ul style="list-style-type: none"> Pitt County Social Services Pitt County Emergency Management Municipal Administrations 	Staff Time	General Fund, NCDPS	High	In Progress – Carry forward	Pitt County Emergency Management maintains the list and it is utilized by Social Services.
P14	Continue to maintain the County's Local Emergency Planning Committee (LEPC) focused on monitoring the presence and proliferation of hazard materials throughout the County. The LEPC and County staff will continue to utilize E-Plan to monitor these materials. Pitt County will support efforts of the State of NC to develop an alternative to the Federal E-Plan system.	Pitt County	All Hazards	3	3.2	P	<ul style="list-style-type: none"> Pitt County LEPC 	Staff Time	General Fund	High	In Progress – Carry forward	The LEPC meets quarterly and monitors hazardous materials in Pitt County.

Number	Strategy	Applicable Jurisdictions	Hazards Addressed	Goal	Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2019 Status	Comments/Explanation
P15	Continue to maintain a library of materials focused on educating citizens, builders, realtors and developers about the dangers associated with floodplain development. This information will also provide material outlining sound techniques for floodplain development and floodproofing of existing structures. The County will also maintain staff educated on these issues to work with prospective builders.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	4	4.2	PIO	<ul style="list-style-type: none"> Pitt County Planning Department Municipal Administrations 	Staff Time	General Fund, NCDPS	High	In Progress – Carry forward	Pitt County continues to provide this information to interested parties and employs a certified floodplain manager to assist citizens with construction in the SFHA.
P16	Continue to work closely with real estate agents to ensure that prospective buyers are educated about development within a flood hazard area. The County will prepare materials for dissemination to local real estate agents to assist in this education process.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	4	4.2	PIO	<ul style="list-style-type: none"> Pitt County Planning Department Municipal Administrations 	Staff Time	General Fund, NCDPS	High	In Progress – Carry forward	Pitt County regularly supplies floodplain certifications and other SFHA information to real estate agents.
P17	Work closely with the Greenville Utilities Commission and the Neuse Regional Water & Sewer Authority to establish a memorandum of understanding regarding supplemental resource and capacity availability in the event of an emergency.	Pitt County, Greenville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail), Earthquake, Tornado	3	3.2	ES	<ul style="list-style-type: none"> Pitt County Board of Commissioners Municipal Administrations 	Staff Time	General Fund	Medium	Not Started - Carry Forward	Greenville Utilities Commission and the Neuse Regional Water & Sewer Authority have the ability to share water resources.
P18	Utilize recently upgraded storm surge inundation data provided through NCEM. This data will be utilized when making changes to land use policy and regulatory documents. This data will also be utilized as a component of the NCDPS “Know Your Zone” program.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	4	4.2	PIO	<ul style="list-style-type: none"> Pitt County Emergency Management Municipal Administrations 	Staff Time	General Fund	Medium	New	N/A
P19	Work closely with the American Red Cross, NCDPS, and local care homes to identify a location for and ultimately establish a special medical needs shelter for County residents.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail), Earthquake, Tornado	4	4.2	ES	<ul style="list-style-type: none"> Pitt County Board of Commissioners Municipal Administrations 	\$6 to \$7 million dollars	General Fund, NCDPS, FEMA	Low	New	N/A
P20	Work to proactively implement the recommendations of the Hurricane Matthew Resilient Redevelopment Plan developed in coordination with the NCDPS.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail), Earthquake, Tornado	1	1.3	SP	<ul style="list-style-type: none"> Pitt County Board of Commissioners Municipal Administrations 	To be determined	General Fund, NCDPS, FEMA, NCDEQ	Low	New	N/A
P21	The City of Greenville will strengthen the City’s existing stormwater control ordinances to require new residential development to provide 10-year flood ponds, instead of 1-year flood ponds. The City will ensure that development complies with all stormwater regulations.	Greenville	Flood, Hurricane & Tropical Storm, Dam & Levee Failure, Severe Weather (Thunderstorm, Lightning, Hail)	1	1.3	PP	<ul style="list-style-type: none"> Greenville City Council Greenville Community Development Department 	Staff Time	General Fund	Low	Not Started – Carry Forward	Final determination has not been made regarding this standard; the City will continue to consider operations relating to local stormwater management policy during implementation of this plan.
P22	The Town of Farmville will build a new 500,000 gallon above ground storage tank to enhance/increase the town’s storage capacity to 1.8 million gallons of water, which exceeds current average daily consumption.	Farmville	All Hazards	1	1.1	ES	<ul style="list-style-type: none"> Farmville Town Council Farmville Staff 	To be determined	General Fund; Grant Funding	Low	Not Started – Carry Forward	The town will continue to research options regarding logistics and funding to carry out this capital improvement project.

TOWN OF WINTERVILLE

**RESOLUTION ADOPTING THE
NEUSE RIVER BASIN REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Winterville is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Winterville desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Winterville Town Council to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Winterville Town Council to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Winterville; and

WHEREAS, the Town of Winterville actively participated in the planning process for the Neuse River Basin Regional Hazard Mitigation Plan and has prepared a regional hazard mitigation plan update with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency will review the Neuse River Basin Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Winterville, North Carolina hereby:

1. Adopts the Neuse River Basin Regional Hazard Mitigation Plan; and
2. Vests the Planning Director with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
3. Appoints the Planning Director to assure that, in cooperation with the other participating jurisdictions, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Winterville Town Council for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2020 Neuse River Basin Regional Hazard Mitigation Plan.

Adopted this the 8th day of June, 2020.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Ange Plaza, Lot 21 – Annexation.

Action Requested: Hold the Public Hearing for the Annexation.

Attachment: Annexation Petition, Annexation Map, Legal Description, and Certification of Sufficiency.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The property owner of a portion of Parcel 76141 (Ange Plaza, Lot 21) is applying for annexation into the Town limits.

Ange Plaza, Lot 21:

Location: Beacon Drive east of its intersection with Winterville Parkway.

Size: 1.2397 Acres.

Zoned: GB.

Annexation Process:

1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (3/9/2020).

2nd Council Meeting: Schedule a Public Hearing for the Annexation (5/11/2020).

3rd Council Meeting: Hold Public Hearing on the Annexation (6/8/2020).

- Adjacent property owners were mailed notification on 2/27/2020.
- Notice was published in the Daily Reflector on 5/28/2020 and 6/4/2020.

Budgetary Impact: TBD.

Recommendation: Hold the Public Hearing.

PETITION REQUESTING ANNEXATION

Date: February 4, 2020

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

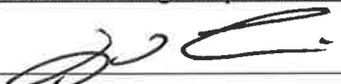
1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.
2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

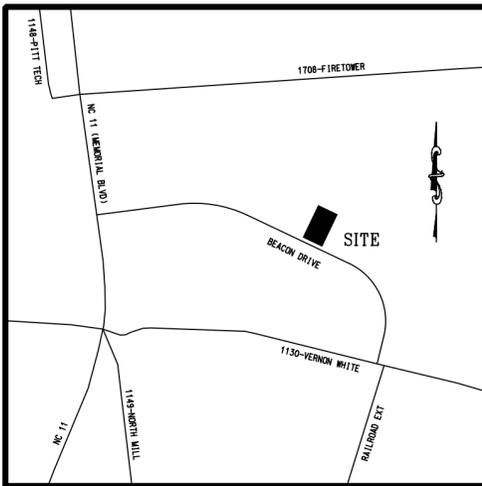
Description

Ange Plaza Lot 21

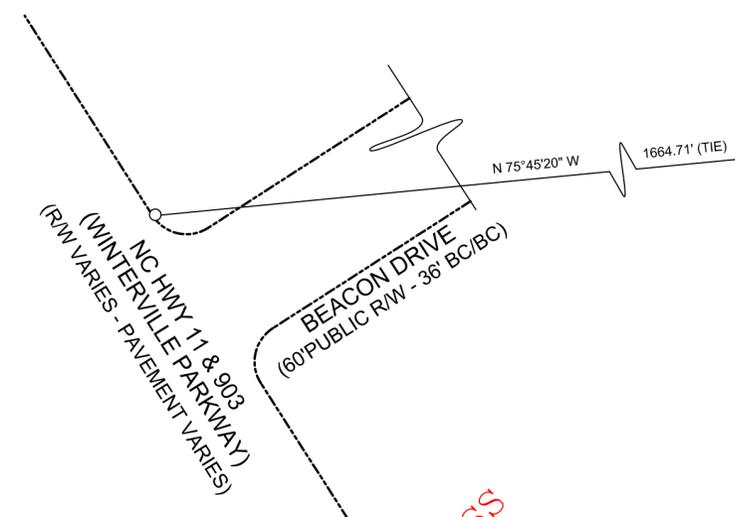
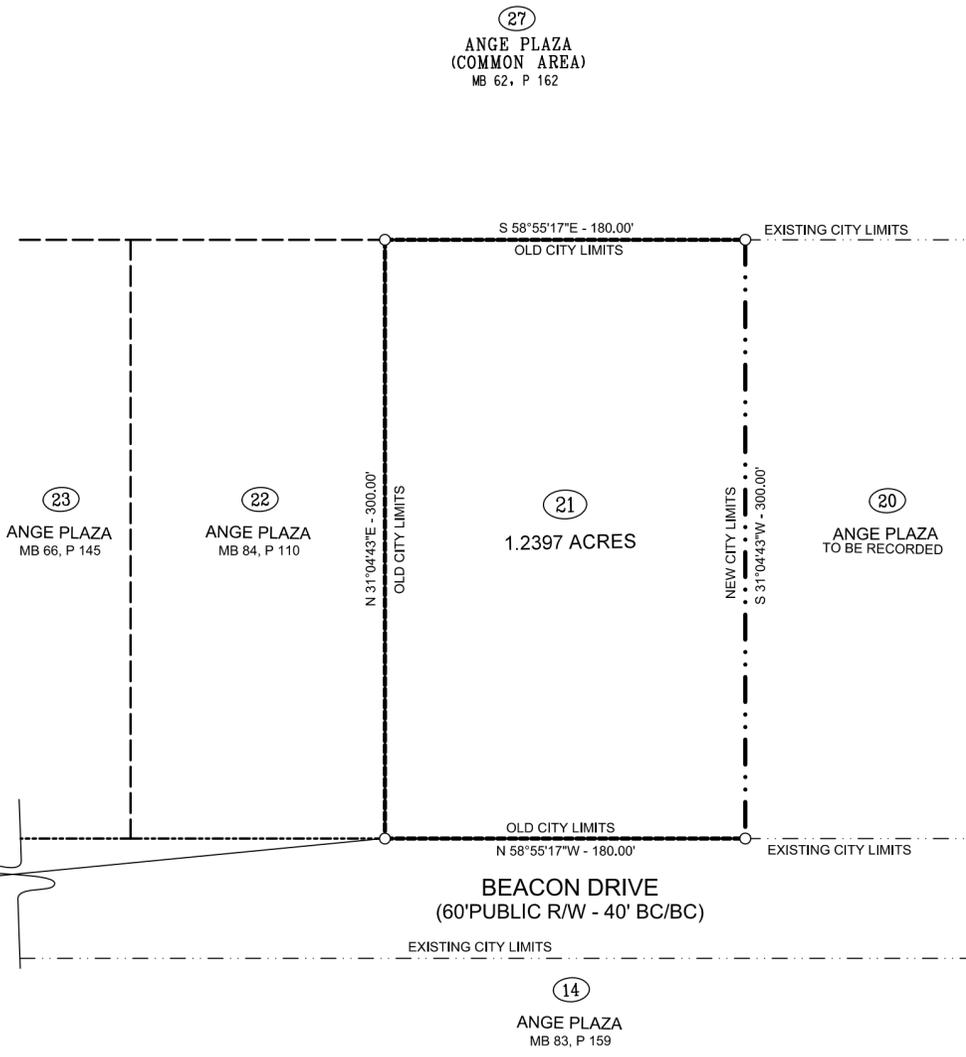
Name Cedar Landing Properties, LLC

Address 3 Rest Haven Road Extension
Bath, NC 27808

Signature  _____



VICINITY MAP
1" = 1000'



**PROGRESS
DRAWING**

ANNEXATION MAP FOR
ANGE PLAZA - LOT 21
A PORTION OF THE PROPERTY IN DEED BOOK 3748 PAGE 300 OF THE PITT COUNTY REGISTRY

WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA

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

MALPASS & ASSOCIATES 1645 E. ARLINGTON BLVD., SUITE D GREENVILLE, N.C. 27858 (252) 756-1780	SURVEYED: CEP	APPROVED: CEP
	DRAWN: WCO	DATE: 02/03/20
	CHECKED: CEP	SCALE: 1" = 60'

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



MAP NO.	PLATS RECORDED	BOOK	PAGE

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

DATE: _____; ORDINANCE NUMBER: _____; AREA: 1.2397 ACRES
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

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

THIS _____ DAY OF _____ A.D., 2020.

CARLTON E. PARKER L-2980

Legal Description For
Ange Plaza Lot 21 Annexation

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

Beginning at a point in the northern right of way of Beacon Drive said point being located S 75-45-20 E – 1664.71' from the intersection of the northern right of way of Beacon Drive and the eastern right of way of NC Hwy 11 and being the southeast corner of Ange Plaza Lot 22 as recorded in map book 84, page 110 of the Pitt County Registry, thence from said point of beginning **N 31-04-43 E – 300.00'**, thence **S 58-55-17 E – 180.00'**, thence **S 31-04-43 W – 300.00'** to the northern right of way of Beacon Drive, thence with the northern right of way of Beacon Drive **N 58-55-17 W – 180.00'** to the point of beginning containing **1.2397 acres.**

CERTIFICATE OF SUFFICIENCY

Ange Plaza, Lot 21

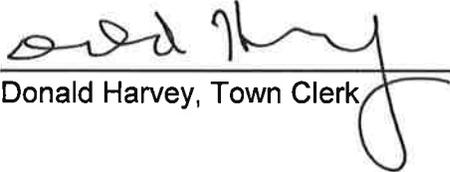
To the Town Council of the Town of Winterville, North Carolina:

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 10th day of March, 2020.

SEAL




Donald Harvey, Town Clerk

Town of Winterville
Annexation Ordinance

Ordinance No: 20-O-061

Property Annexed: Cedar Landing Properties, LLC – Ange Plaza, Lot 21

Ordinance Adopted: June 8, 2020

Effective Date: June 30, 2020

Mail to:

Town of Winterville
Attn: Planning Department
2571 Railroad Street
Winterville, NC 28590

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF WINTERVILLE, NORTH CAROLINA**

Cedar Landing Properties, LLC – Ange Plaza, Lot 21

WHEREAS, the Town Council has been petitioned under NCGS 160A-31 to annex the area described below; and

WHEREAS, the Town Council has, by resolution, directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Winterville Town Hall at 7:00 pm on June 8, 2020 after due notice was given by publication on May 28, 2020 and June 4, 2020; and

WHEREAS, the Town Council finds that the petition meets the requirements of NCGS 160A-31;

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

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described territory is hereby annexed and made part of the Town of Winterville as of June 30, 2020:

Cedar Landing Properties, LLC – Ange Plaza, Lot 21

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

Beginning at a point in the northern right of way of Beacon Drive said point being located S 75-45-20 E – 1664.71’ from the intersection of the northern right of way of Beacon Drive and the eastern right of way of NC Hwy 11 and being the southeast corner of Ange Plaza Lot 22 as recorded in map book 84, page 110 of the Pitt County Registry, thence from said point of beginning **N 31-04-43 E – 300.00’**, thence **S 58-55-17 E – 180.00’**, thence **S 31-04-43 W – 300.00’** to the northern right of way of Beacon Drive, thence with the northern right of way of Beacon Drive **N 58-55-17 W – 180.00’** to the point of beginning containing **1.2397 acres**.

Section 2. Upon and after June 30, 2020, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Winterville and shall be entitled to the same privileges and benefits as other parts of the Town of Winterville. Said territory shall be subject to municipal taxes according to NCGS 160A-58.10.

Section 3. The Mayor of the Town of Winterville shall cause to be recorded in the Office of the Register of Deeds of Pitt County, and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above,

together with a duly certified copy of this ordinance. Such map shall also be delivered to the County Board of Elections, as required by NCGS 163-288.1.

Adopted this the 8th day of June, 2020.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk

North Carolina

Pitt County

I hereby certify that the foregoing is a true and accurate copy of an ordinance duly adopted by the Town Council of the Town of Winterville, North Carolina, at a meeting held on June 8, 2020 at 7 o'clock pm at the Town Hall in the Town of Winterville.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the official corporate seal of the Town of Winterville to be affixed, this ____ day of _____, 2020.

Donald Harvey, Town Clerk

North Carolina

Pitt County

I, Kristin L. Godley, a Notary Public, do hereby certify that Donald Harvey, Town Clerk, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purpose therein expressed.

WITNESS my hand and notarial seal this ____ day of _____, 2020.

Notary Public

My Commission Expires: _____



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Evergreen Construction Company – Rezoning Request (Conditional Zoning District).

Action Requested: Hold the Public Hearing for Rezoning Request.

Attachment: Rezoning Application, Rezoning Map, Legal Description, and Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Applicant: Evergreen Construction Company.

Location: Hwy 11/Chapman Street north of its intersection with Main Street.

Parcel Number: 20628 / 28376.

Site Data: 3.27 Acres.

Current Zoning District: R-6 / GB

Proposed Zoning District: Multifamily – Residential (MR) Conditional

Conditional Zoning Request: “To allow for subject parcels to be developed as 48 unit (55+) age restricted senior rental housing.”

- Notice published in the Daily Reflector on May 28, 2020 and June 4, 2020.
- Notice mailed to adjacent property owners on May 27, 2020.
- Notice posted on site February 10, 2020 and verified still there on May 27, 2020.

Budgetary Impact: TBD

Recommendation: Hold the Public Hearing.



**REZONING APPLICATION
TOWN OF WINTERVILLE**

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

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Evergreen Construction Co.

Address: 7706 Six Forks Road - Raleigh, NC 27615

Phone #: 919-848-2041 ext 201 Email: tim@eccmgt.com

Owner: Brock Family

Address: 134 Howard Boulevard - Newport, NC 28570-7924

Phone #: Listing Agent: 252-355-0088 (Debbie W. Barber)
Kittrell & Armstrong, LLC

PROPERTY INFORMATION

Parcel #: 20628 & 28376 Area (square feet or acres): 3.27 acrs

Current Land Use: Vacant

Location of Property: 2576 Chapman Street

ZONING REQUEST

Existing Zoning: General Business & R-6 Requested Zoning: Multifamily-Residential w/ Conditional Use

Reason for zoning change: _____

To allow for subject parcels to be developed as 48unit (55+) age restricted senior rental housing.

This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, _____, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 2 / 17 / 2020.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance may result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Signature Date

NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.

I, Linda Brock Best, Executive, being the Owner of the property described herein, do hereby authorize Evergreen Construction Co., or its assigns as agent for the purpose of this application.

Linda Brock Best _____
Signature Date 1-28-2020

Sworn to and subscribed before me, this 28th day of January, 2020

Heather Griffin
Notary Public

My Commission Expires:
3/25/2022



Staff Use Only

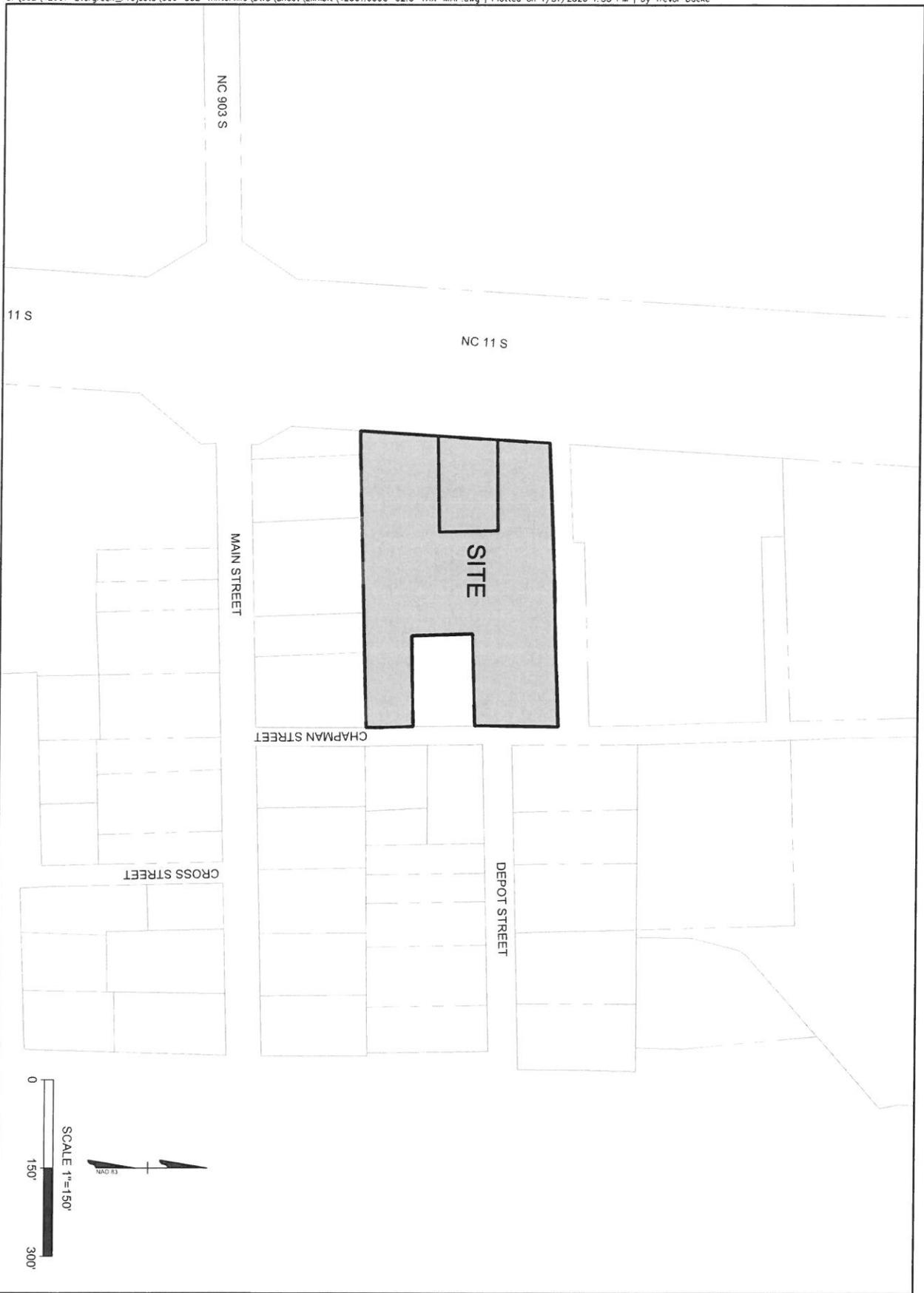
Appl. #: _____ Fee Amount _____ Date Paid _____

Planning Board Recommendation: APPROVED Meeting Date: _____
DENIED

Conditions/Comments: _____

Town Council Decision: APPROVED Meeting Date: _____
DENIED

Conditions/Comments: _____



TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.

THIS DRAWING PREPARED AT THE
RALEIGH OFFICE
 5410 Trinity Road, Suite 107 | Raleigh, NC 27607
 TEL 919.866.4951 FAX 919.833.8124 www.timmons.com

01/31/2020 42601.006C EX1.0	EVERGREEN - WHITE SPRING PITT COUNTY, NORTH CAROLINA VICINITY MAP	DATE 01/31/2020	REVISION DESCRIPTION
	DRAWN BY: J. DUFFEE ESTIMATED BY: R. BAFFER CHECKED BY: R. BAFFER SCALE: AS SHOWN	DATE DATE DATE DATE	REVISION DESCRIPTION REVISION DESCRIPTION REVISION DESCRIPTION REVISION DESCRIPTION

These plans and associated documents are the exclusive property of Timmons Group and may not be reproduced in whole or in part and shall not be used for any purpose whatsoever, including, but not limited to construction, bidding, and/or construction staking without the express written consent of Timmons Group.

Situated in Winterville Township, Pitt County, North Carolina more particularly described as follows: Beginning at an iron in the western right-of-way line of Chapman Street, said iron being the northeast corner of the Barber property; and running thence North 83 deg. 46 min. West 497 feet to an iron, said iron being the northwest corner of the Hardee property and NC HWY 11 right of way; thence running North 11 deg. 45 min. East 713 feet along the NC HWY 11 right of way to an iron, and thence running South 83 deg. 46 min. East 477 feet to an iron, said iron being located in the western right-of-way line of Chapman Street, and thence along the western right-of-way of Chapman Street in a South 06 deg. 44' West 150 feet to an iron; and thence North 83 deg. 45 min. West 150 feet to an iron; and thence South 06 deg. 44 min. West 100 feet to an iron; and then South 83 deg. 46 min. East 150 feet to an iron, said iron being in the western right-of-way of Chapman Street, and thence along the western right-of-way of Chapman Street in a southerly direction 80 feet to an iron, the point of beginning.

Subject Properties

Parcel #20628

Best, Linda Brock and Brock, David Earl Heirs
2576 Chapman St Winterville NC 28590

Parcel #28376

Best, Linda Brock and Brock, David Earl Heirs
0 Winterville Pkwy Winterville NC 28590

Adjoining Properties

Parcel #12669

Joyner, Harvey Lee Life Estate and Joyner, Barbara Hines Life Estate
104 Depot St Winterville Nc 28590

Parcel #13997

Barber, Clyn Willard Jr and Barber, Edna Paramore
137 Main St Winterville Nc 28590

Parcel #20393

Barber, Clyn Willard Jr and Barber, Edna Paramore
147 Main St Winterville Nc 28590

Parcel #20695

Hardee, Travis Oscar and Hardee, Ellen Roebuck
105 Main St Winterville Nc 28590

Parcel #20696

Hardee, Travis Oscar and Hardee, Ellen Roebuck
0 Main St Winterville Nc 28590

Parcel #28373

Gateway Christian Center of Greenville Inc
2538 Chapman St Winterville Nc 28590

Parcel #01538

Morris, Bonnie Lee and Tucker, Belvin Maynard Jr
2570 Chapman St Winterville Nc 28590

Parcel #03954

Barber, Clyn Willard Jr and Barber, Edna Paramore
127 Main St Winterville Nc 28590

Parcel #04666

Winterville Rescue and Ems Inc
2579 Chapman St Winterville Nc 28590

Parcel #05590

R E Davenport Jr Family Ltd Partnership
2612 Nc 903 S Winterville Nc 28590

Parcel #19296

Ross, Kenneth R
0 Main St Winterville Nc 28590

Parcel #27100

Gateway Christian Center
105 Depot St Winterville Nc 28590



**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	Evergreen Construction Company
HEARING TYPE	Rezoning Request
REQUEST	R-6 and General Business (GB) to Multi-Family Residential (MR) – Conditional District
CONDITIONS	"To allow for subject parcels to be developed as 48 unit (55+) age restricted senior rental housing."
LOCATION	2576 Chapman Street
PARCEL ID NUMBER(S)	20628 and 28376
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on March 30, 2020. Notification was posted on site on February 10, 2020. 14 properties were mailed notification.
TRACT SIZE	3.27 Acres
TOPOGRAPHY	Flat
VEGETATION	Partially Cleared / Partially Wooded

SITE DATA

EXISTING USE	Vacant
---------------------	--------

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	GB	Church
E	GB / AR	HWY 11 S, residential, vacant
W	R-6 / CB	Residential, commercial, vacant
S	GB / R-6	Residential, commercial



ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	R-6 and GB	Multi-Family Residential
MAX DENSITY	n/a	n/a
TYPICAL USES	R-6 meant to mainly accommodate high-density residential. GB intended to accommodate business that serve the traveling public and require large amounts of land for display and parking.	MR is intended to provide a quiet, relatively high-density neighborhood consisting of apartment complexes.

SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	N/A
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site plan submittal is required for any change of use in existing building

**These regulations may not reflect all requirements for all situations. See the Town of Winterville Zoning Ordinance for all applicable regulations for site requirements for this zoning district.

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements).



TRANSPORTATION

STREET CLASSIFICATION	Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS	None available (per NCDOT Annual Average Daily Traffic Mapping)
TRIP GENERATION	N/A
SIDEWALKS	Depending on site plan submittal, sidewalks may be required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A

UTILITIES (Availability)

Water	Available	TOW
Sewer	Available	TOW
Electric	Available	TOW

IMPACT ANALYSIS

Land Use Compatibility

The proposed Multi-Family Residential zoning district would allow land uses that are compatible with the general character of the area.



Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this location as **Mixed Use Center character area**. The requested **Multi-Family Residential** zoning district is generally consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Land Use Policy 6 - Support Higher Density Housing Options in Strategic Locations:

- Encourage housing options in locations within walking distance off commercial and mixed use areas.

Economic Development Policy 5 - Promote Retirement-focused living:

- Continue participation in the N.C. Department of Commerce's Certified Retirement program.
- Remove barriers to and consider incentives for senior-friendly housing types in downtown and other appropriate locations
- Recruit developers for individually owned patio homes and life care facilities to broaden market offerings to the retirement age demographic.

Downtown Policy 1 - Live/work/play downtown:

- Allow people to live near downtown Winterville, by encouraging and allowing more dense residential development within walking distance to downtown.

Downtown Policy 3 - Encourage Investment and Redevelopment:

- Encourage and allow high density residential in and around downtown.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

Applicant is encouraged to discuss this proposed rezoning with owners of surrounding properties.



Staff Analysis

The 3.27 acre property is currently vacant. North of the request is a church, zoned General Business (GB). East of the request NC Hwy 11 S. South of the request are single-family dwellings and commercial businesses, zoned R-6 and GB. West of the request are single-family dwellings, vacant land, and commercial businesses, zoned Central Business, R-6, and General Business. The request is consistent with the intent and purpose of the Zoning Ordinance, the Comprehensive Land Use Plan, and is generally compatible with the existing development and trend in the surrounding area.

Staff Recommendation

Staff recommends approval of the requested Multi-Family Residential District with the condition of being specifically for an age restricted (55+) senior housing complex.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 8, 2020

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of Minutes.

Attachment: Draft Minutes of the Council meetings listed below.

Prepared By: Donald Harvey, Town Clerk

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Approval of the following sets of Council Meeting Minutes:

- May 11, 2020 Regular Meeting Minutes;
- May 26, 2020 Budget Work Session Minutes;
- May 27, 2020 Budget Work Session Minutes; and
- June 1, 2020 Budget Public Hearing Minutes.

Budgetary Impact: NA.

Recommendation: Approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, MAY 11, 2020 – 7:00 PM
REGULAR MEETING MINUTES
ELECTRONIC VIA ZOOM**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 PM electronically via ZOOM with Mayor Pro Tem Veronica W. Roberson presiding. The following were present the entire length of the meeting:

Douglas A. Jackson, Mayor (absent due to illness)
Veronica W. Roberson Mayor Pro Tem
Richard (Ricky) E. Hines, Councilman
Tony P. Moore, Councilman
Johnny Moye, Councilman
Mark C. Smith, Councilman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Travis Welborn, Public Works Director
Robert Sutton, Electric Director
Anthony Bowers, Finance Director
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Willie Gay, Code Enforcement Officer
Donald Harvey, Town Clerk

CALL TO ORDER: Mayor Pro Tem Roberson called the meeting to order.

INVOCATION: Councilman Moye gave the Invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Roberson led everyone in the Pledge of Allegiance.

WELCOME: Mayor Pro Tem Roberson welcomed the public.

APPROVAL OF AGENDA:

Motion made by Councilman Moye and seconded by Councilman Smith to approve the agenda. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0.

PROCLAMATIONS: Town Clerk Harvey read the following Proclamations.

National Emergency Medical Services Week:



PROCLAMATION
National Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and,

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and,

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and,

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and,

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and,

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and,

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby in recognition of this event do hereby proclaim the week of May 17-23, 2020 as Emergency Medical Services Week; and,

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of May, 2020.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
National Public Works Week

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Winterville; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Winterville to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville do hereby designate the week of May 17–23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life; and

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of May, 2020.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
National Police Week

WHEREAS, law enforcement is a vital public service; and,

WHEREAS, the members of law enforcement are ready to provide services 24 hours a day, seven days a week; and,

WHEREAS, in 1962, President John F. Kennedy signed a proclamation which designated May 15 as Peace Officers Memorial Day and the week in which that date falls as Police Week. Currently, tens of thousands of law enforcement officers from around the world participate in a number of planned events which honor those that have paid the ultimate sacrifice.

WHEREAS, the Memorial Service began in 1982 as a gathering in Senate Park of approximately 120 survivors and supporters of law enforcement. Decades later, the event, more commonly known as National Police Week, has grown to a series of events which attracts thousands of survivors and law enforcement officers.

WHEREAS, The National Peace Officers Memorial Service, which is sponsored by the Grand Lodge of the Fraternal Order of Police, is one in a series of events which includes the Candlelight Vigil, which is sponsored by the National Law Enforcement Officers Memorial Fund by the Concerns of Police Survivors.

WHEREAS, National Police Week draws in between 25,000 to 40,000 attendees. The attendees come from departments throughout the United States as well as from agencies throughout the world. This provides a unique opportunity to meet others who work in law enforcement.

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby in recognition of this event do hereby proclaim the week of May 10-16, 2020 as National Police Week; and,

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of May, 2020.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk

Robert Lee Blount:



PROCLAMATION
Honoring Robert Lee Blount

WHEREAS, Robert Lee Blount was born on September 16, 1924, was 95 years old, and lived most of his life in the Winterville Community; and

WHEREAS, Robert Lee Blount was married to Effie Moye Blount, they had five children, 17 grandchildren, 14 great grandchildren, and 6 great-great grandchildren; and

WHEREAS, Robert Lee Blount owned and operated National Cleaning Service for 63 years; and

WHEREAS, Robert Lee Blount was employed by Eastern Lumber Company Winterville, Ayden Building Supply, and the Brody School of Medicine; and

WHEREAS, Robert Lee Blount was a faithful member of Waterside Free Will Baptist Church, where he served as a Deacon for 70 years; and

WHEREAS, Robert Lee Blount served on the Planning and Zoning Board for the Town of Winterville and ran for the Office of Town Alderman in 1981; and

WHEREAS, Robert Lee Blount was a member of the Winterville Masonic Lodge #232, Order of the Eastern Star #170, Shriners and the Roanoke Consistory; and

WHEREAS, the Town of Winterville recognizes and appreciates Robert Lee Blount for his contributions to our community; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby honor the contribution and legacy of Robert Lee Blount to the Winterville Community; and

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of May, 2020.

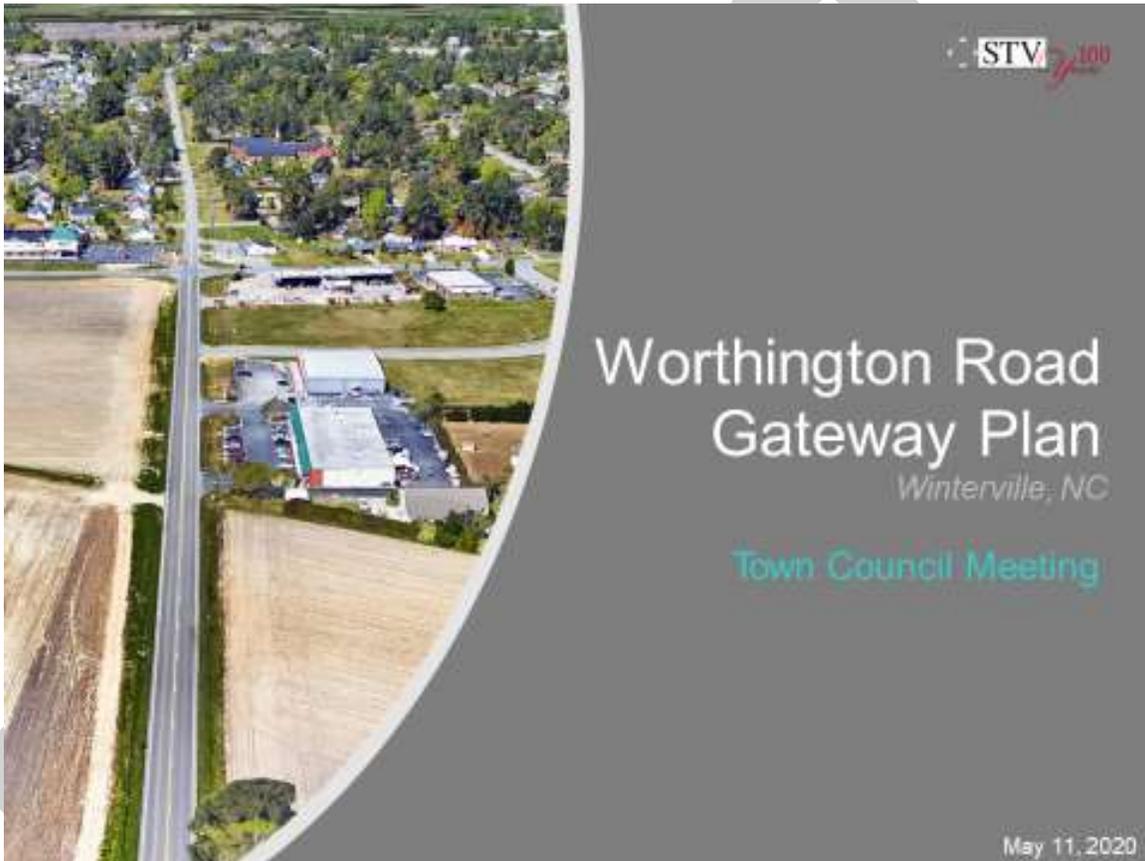
Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk

PRESENTATIONS: Worthington Road Corridor Study.

The purpose of this corridor study is to develop a corridor plan for Worthington Road, between Mill Street and Corey Road that establishes long-term capacity under a balanced land use plan. The corridor study evaluates current and future planned conditions, identify deficiencies and make recommendations to enhance connectivity and access for all modes of transportation and travel along the corridor, as well as create a vision for the corridor. Land and development patterns as well as strategies for a balanced transportation system have also been considered. Worthington Road will function as a gateway into the Town of Winterville and will connect future development with the downtown area, as well as providing connectivity for bicyclists and pedestrians. Maintaining a quality aesthetic context will also be important along the corridor. Planning Director Jones introduced Katie Curry, AICP, Project Manager and Justin Carroll, PE, Traffic Engineer with STV that gave the following presentation.



Agenda

- Project Overview
- Vision and Goals
- Traffic / Access Management
- Concept Development
- Recommended Concept

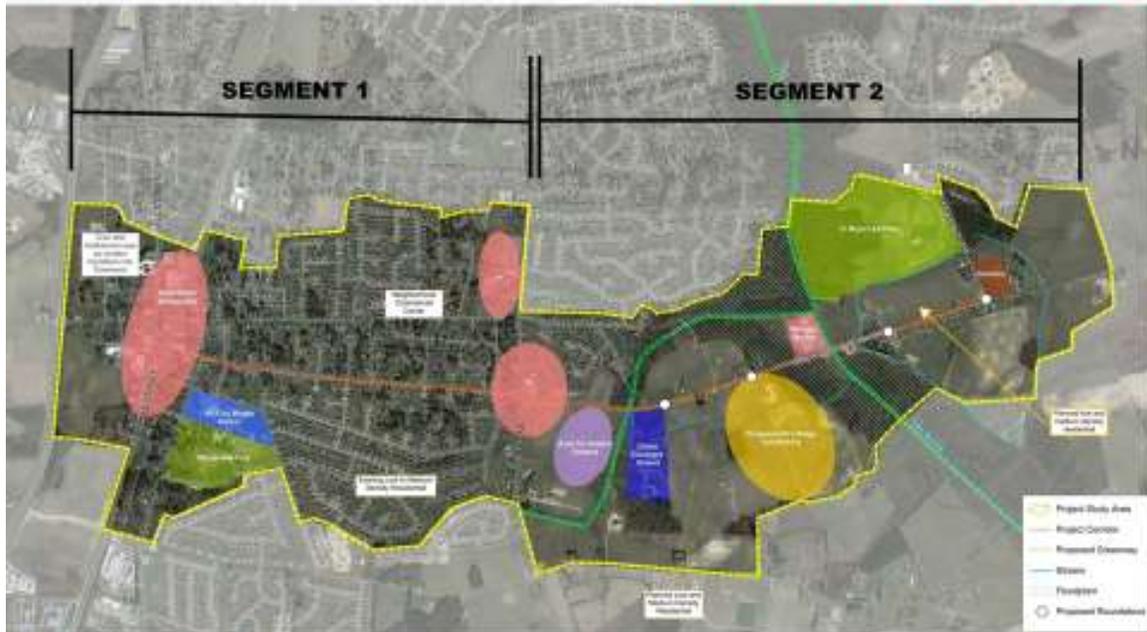


Project Overview

- Transportation and Land Use
- Growth and Development
- Accessibility, Connectivity and Complete Streets



Corridor Context



 Worthington
Road
Gateway Plan

Vision

"To create and implement a vibrant corridor for all users that improves multimodal connectivity, capacity and access, and safety and security."

 Worthington
Road
Gateway Plan

Goals

- Multimodal Access
- Strengthen Connectivity
- Improve Safety and Aesthetics
- Guide Sustainable Development
- Integrate Land Use and Transportation
- Assess Long Term Network Capacity

Traffic

- **Base Year Traffic Volumes (2016)**
 - Between Mill Street and Old Tar Road: 5,800 vpd
 - Between Old Tar Road and Corey Road: 9,000 vpd
- **Future Year Traffic Volumes (2040)***
 - Between Mill Street and Old Tar Road: 9,100 vpd
 - Between Old Tar Road and Corey Road: 11,000 vpd
- **Travel Lane Capacity**
 - Two lane roadway: 16,000 – 20,000 vpd

Access Management



Safety and Mobility

- Curb cut consolidation
- Median islands
- Roundabouts
- Right-in-right-out points
- Street Connectivity



Access Management Benefits

- Raised medians reduce crash rates by 40% in urban areas
- Raised medians reduced pedestrian-involved crashes by 45% and fatalities by 78%, compared to two way left-turn lanes
- Studies shown that corridors with access control improvements experienced an 18% increase in property values after construction

FHWA Benefits of Access Management
https://ops.fhwa.dot.gov/access_mgmt/docs/benefits_ami_infold.htm



Concept Development

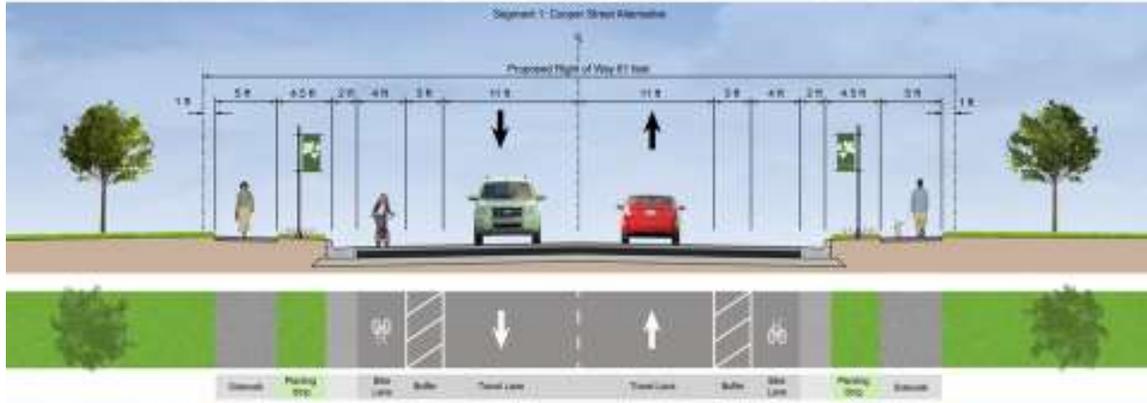
- Connectivity
- Right-of-way impact
- Traffic volumes and accessibility
- Bicycle and pedestrian accommodations
- Landscaping and signage



Segment 1: Cooper Street Existing



Recommended Concept Segment 1: Cooper Street



Existing RCW - 60 feet



- Two-lane
- Buffered bike lanes
- Separated sidewalks
- Curb and gutter
- Landscaping
- Signage

Cooper Street Concept



Segment 2: Worthington Road Existing



Recommended Concept Segment 2: Worthington Road



Existing RCW - 60 feet



- Two-lane, planted median divided
- Buffered bike lanes
- Separated sidewalks
- Curb and gutter
- Roundabouts
- Landscaping
- Signage

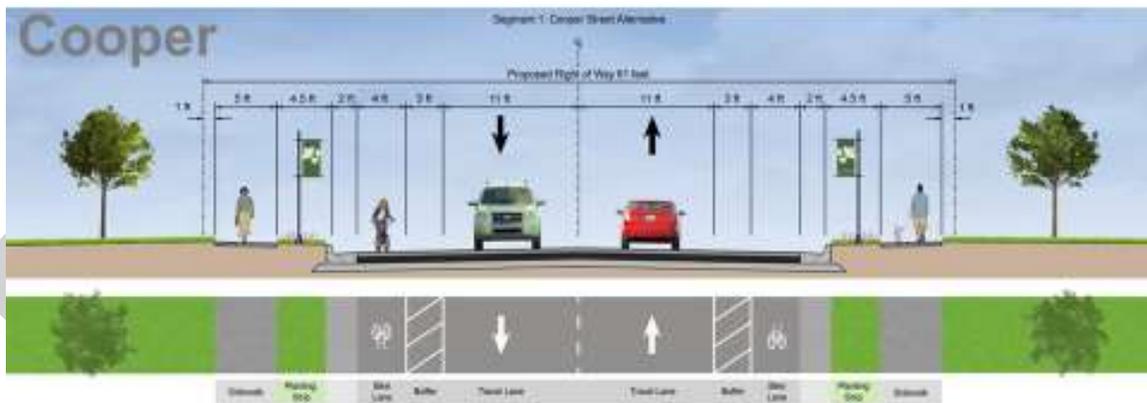
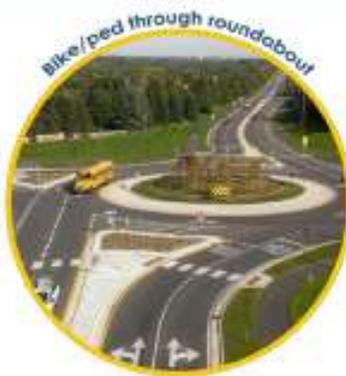
Worthington Road Concept



Roundabouts

- Improve safety for vehicles
- Reduce delays
- Improve traffic flow
- Contribute to Town gateway







Questions?

Katie Curry, AICP – Project Manager
Justin Carroll, PE – Traffic Engineer

May 11, 2020

Questions and discussion on the Plan took place.

Motion made by Councilman Hines and seconded by Councilman Moye to approve the Worthington Road Corridor Study. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, no. Motion carried, 4-1.

PUBLIC COMMENT: No public comments where requested.

CONSENT AGENDA:

1. Approval of the following sets of Council Meeting Minutes:
 - April 13, 2020 Regular Meeting Minutes; and
 - April 27, 2020 Budget Progress Meeting Minutes.
2. Ange Plaza Lot 21 Annexation – Reschedule Public Hearing.
3. Evergreen Construction Rezoning Request – Reschedule Public Hearing.
4. FEMA Assistance Resolution Designation of Applicants Agent (COVID-19).

Motion made by Councilman Hines and seconded by Councilman Moye to approve the consent agenda. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0.

OLD BUSINESS:

Nobel Canal Grant Application Update.

Assistant Town Manager Williams gave an update on current funding application and associated timeline for streambank stabilization of Nobel Canal. Councilman Moye thanked staff for the report.

NEW BUSINESS:

Highway 11 Force Main Bore Contract.

The existing force main from the Church Street Lift Station under Highway 11 is an 8-inch PVC force main. The Town has experienced multiple failures of this line in the past few years, and the State has instructed the Town to begin replacing it to avoid future SSO's. In order to accommodate future growth staff intends to replace the existing 8-inch force main with a new 12" force main. This is the next step in upsizing the entire force main, and staff hopes to accomplish this in small sections over a several year period to avoid a large upfront cost. Bids were opened on Tuesday, May 5, 2020. Four bids were received, with Borco being the lowest responsible bidder with a bid of \$142,673.40.

Motion made by Councilman Hines and seconded by Councilman Smith to approve the Highway 11 Force Main Contract. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0.

2018 Sidewalks Improvements Project Change Order #2.

The Contractor for the 2018 Sidewalk Improvements Project completed the project in December 2019. The Contractor was delayed in completing the project due to the acquisition of an easement from the owner of the Dixie Queen Restaurant. Due to the delay being no fault of the Contractors the contract completion date shall be extended until after the project was completed. The change order also includes the cost of the additional work related to extra sidewalk on Ange Street and additional sidewalk repairs in Magnolia Ridge Subdivision. The Town Council had previously approved both of these items when the original contract was approved for \$30,000. Other additional items included in the change order are additional handicap ramps (one at Dixie Queen and one at Mellon Downs), an additional culvert pipe at the ditch across from Mellon Downs, additional curb removal and replacement along Mill St., a curb head adjacent to Main & Mill, and some additional sidewalk repairs in the Copper Creek Subdivision. All of these items were necessary to complete the project and/or were requested by the Town. Staff recommends approving this change order for \$35,190.43 for the additional work.

Motion made by Mayor Pro Tem Roberson and seconded by Councilman Moye to approve the 2018 Sidewalks Improvements Project Change Order #2. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0.

Urgent Repair List.

Staff submitted one (1) qualified applicant to Council for approval to send to Rebuilding Together for vetting and inclusion in the Town's Urgent Repair Program for Spring 2020.

Motion made by Councilman Moore and seconded by Councilman Moye to approve the Urgent Repair List. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, no; Councilman Hines, yes; and Councilman Moore, yes. Motion carried, 4-1.

Schedule Town Manager's Performance Review

It is time to set a Special Called Meeting Date to conduct the Town Manager's Performance Review. Unless the Council deems it necessary to change the process, the Manager will author a Self-Evaluation and forward it to Council, in addition to sending the Performance Review instrument (which is a Council-adopted instrument). Each Board member will complete the Performance Review form and forward to Keen Lassiter and he will work with Council during the meeting to conduct said Performance Review. Council set Tuesday, June 2, 2020 at 5:30 pm in the Executive Conference Room for the evaluation.

Motion made by Councilman Moore and seconded by Councilman Moye to schedule the Town Manager's Performance Review for Tuesday, June 2, 2020 at 5:30 pm in the Executive Conference Room. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

Discussion on COVID-19 Re-opening (Councilman Smith). Thanks to business owners for this time and impact, we are looking at Governor to reopen the State. We have not had any hot spots, and businesses need to open.

Motion made by Councilman Smith and seconded by Councilman Moore for the Town to send a Resolution to Governor Cooper to skip Phase 1 and go directly into Phase 2 of COVID-19 Reopening.

General questions and discussions relating to measures and timetables with positive and negative impacts.

The poll vote results are as follows: Mayor Pro Tem Roberson, no; Councilman Moye, no; Councilman Smith, yes; Councilman Hines, no; and Councilman Moore, yes. Motion failed 2-3.

Discussion on restrictions of duplexes within certain areas of Town (Councilman Moore). Councilman Moore asked for duplex restrictions in certain areas of historic area near AG Cox. Town Manager Parker noted that Staff would look into the limitations.

Motion made by Councilman Moore and seconded by Councilman Smith to restrict duplexes in certain areas of Town.

General questions and discussions relating to duplex restrictions in certain areas of historic area near AG Cox and impacts.

The poll vote results are as follows: Mayor Pro Tem Roberson, no; Councilman Moye, no; Councilman Smith, yes; Councilman Hines, no; and Councilman Moore, yes. Motion failed 2-3.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Councilman Moore asked the status of the summer program. Town Manager Parker said we hoped to resume program as soon as feasibly possible. Parks and Recreation Director Johnston noted that staff is keeping eyes on guidelines and accordingly align plans.

REPORTS FROM DEPARTMENT HEADS:

- ❖ Minimum Housing/Code Enforcement (TLP)

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

Councilman Moore asked the plans of the building across from public safety. Town Manager Parker noted that it was scheduled in May for fire training, not burned to save the tree.

Assistant Town Manager Williams reported on the Multi-Purpose building site. No longer working with one property, continue working with another, and looking at additional locations.

Public Works Director Welborn noted that Chapman Street culvert is nearing completion and anticipate a change order. Road replacement is being investigated. Mayor Pro Tem Roberson noted an odor from the area.

ANNOUNCEMENTS:

None.

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

Attorney Lassiter: None

Councilman Moore: None

Mayor Pro Tem Roberson: Noted the parade for Ms. Smith and thanked those that helped, also, thanks to Staff during COVID-19.

Councilman Smith: Thanks to Staff for hard work.

Councilman Moyer: Urged citizens that we are all in this together.

Councilman Hines: Mentioned the Cemetery dump, paving and road was in disrepair. Public Works Director Welborn noted that the County was working to get a contractor out there to make repairs.

Manager Parker: None

Mayor Jackson: None

ADJOURN:

Motion made by Councilman Hines and seconded by Councilman Moyer to adjourn the meeting. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moyer, yes; Councilman Smith, yes; Councilman Hines, yes; and Councilman Moore, yes. Motion carried unanimously, 5-0. All Council Members were present the entire length of the meeting and the meeting it adjourned at 9:18 pm.

Adopted this the 8th day of June, 2020.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
TUESDAY, MAY 26, 2020 - 6:00 PM
BUDGET WORK SESSION MINUTES
TOWN HALL ASSEMBLY ROOM
ELECTRONIC VIA ZOOM**

The Winterville Town Council met in a Budget Work Session on the above date at 6:00 PM in the Town Hall Assembly Room and electronically via Zoom, with Mayor Douglas A. Jackson presiding. The following were present the entire length of the meeting:

Douglas A. Jackson, Mayor
Veronica W. Roberson Mayor Pro Tem
Richard (Ricky) E. Hines, Councilman
Tony P. Moore, Councilman
Johnny Moye, Councilman
Mark C. Smith, Councilman
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
Willie Gay, Code Enforcement Officer
Amy P. Barrow, Executive Staff Assistant/Human Resource Assistant
Donald Harvey, Town Clerk

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

INVOCATION: Mayor Pro Tem Roberson gave the Invocation.

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA:

Motion made by Councilman Hines and seconded by Councilman Moye to approve the agenda. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; Councilman Moore, yes. Motion carried unanimously, 5-0.

DINNER: Short break for dinner.

ITEMS FOR DISCUSSION: Fiscal Year 2020-2021 Recommended Budget: Town Manager Parker gave the following summary of the draft budget noting it is out of balance by \$2,545,470.

UNBALANCED DRAFT BUDGET VERSION #1 – FY 2020-2021

May 22, 2020

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

RE: Unbalanced Draft Annual Budget (Version #1) for the 2020-2021 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the Version #1 of Draft Budget for Fiscal Year 2020-2021, beginning July 1, 2020 and ending June 30, 2021. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

It goes without saying that the end to 2019 and 2020 thus far has been more than challenging. I do not think any of us anticipated having to grapple with a global Pandemic and the associated economic effects of such. Please keep in mind this Version #1 of the Draft Budget is unbalanced.

The Unbalanced Draft Budget:

- *includes no tax adjustments;*
- *includes no rate adjustments;*
- *includes no new positions;*
- *includes a few capital outlay requests;*
- *includes reduced funding for Non-Town Agency requests – **discussion item**;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes no merit or COLA for employees – **discussion item**;*
- *Health Insurance costs increased 7% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums did not increase;*
- *Moneys are included in Finance for Phase 2 for the new ERP software;*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve;*
- *A \$372,420 transfer to the Fire Grant Fund is included to cover the Town's portion of costs of new personnel and benefits.*

Below is a brief budgetary summary of point of interests:

General Fund:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a 97% collection rate for ad valorem taxes and a slight increase in local option sales tax. The inspections line references a full year's worth of anticipated revenue.

This Fund is **out of balance** by **(\$1,282,109)**. There is no General Fund balance appropriation included current, but there is a transfer from the Electric Fund to the General Fund in an amount of \$500,000 for the time being. This transfer amount is the same as FY 2019-2020.

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

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

- Continued funding for the Summer Worker Program.
- Non-Town agency requests for FY 2020-2021 total \$103,000. The cash allocation requests for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$50,000 – *discussion item*;
 - *Boys and Girls Club* - \$0;
 - *Winterville Chamber of Commerce* - \$22,500;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$6,000;
 - *Rebuilding Together, Pitt County, NC* - \$15,000;
 - *Winterville Senior Citizens Club* - \$5,000;
 - *Senior Adult Fellowship* - \$4,000 and;
 - *Pitt County Girls Softball* - \$0.
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$11,750.
- The in-kind amount for the Winterville Chamber - \$1,000.
- Sheppard Memorial Library has requested a total of \$166,700.

The recommended Non-Town Agency allocations total - \$41,680.

Recreation Fund:

Recreation revenues and expenditures have been estimated in a manner similar to the General Fund budget. This Fund was hit especially hard due to the effects COVID-19 had on programs, but is **currently balanced**.

A transfer from General Fund to Recreation in the amount of \$930,711 has been included for budgetary purposes at this time.

Enterprise Funds Summary:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of \$500,000 as is done annually to assist in covering the costs of operations. This amount is currently the same as FY 2019-2020.

The Electric Fund does not include any request for new positions however, due to the rapid expansion of our Town, substantial amount of capital work continues. This Fund is **currently out of balance** by (\$565,221).

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

\$394,000 is included for water purchases for resale (which is less than FY 2019-2020). This amount covers the water currently purchased from Greenville Utilities. This Fund is **currently out of balance** by (\$430,799).

Sewer Fund – No requests for additional personnel have been made in this Fund, however there are capital requests. This Fund is **out of balance** by (\$267,341).

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share based on a formula, which contains several components. The Town's appropriation to CMSD increased to \$1,075,431 that reflects the continued implementation of the system for charging member entities based entirely on flow.

Storm Water Fund – this Fund is **currently balanced** with some projects included.

Conclusion:

It is with great stress and caution that Staff presents the **Version #1 FY 2020-2021 Unbalanced Draft Budget**. Attempting to balance this budget in uncertain times will be quite an undertaking for us all. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while planning.

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

Thank you.

Terri L. Parker
Terri L. Parker
Town Manager

Anthony Bowers
Anthony Bowers
Finance Director

Town Manager Parker noted that the pandemic created revenue stream problems. She all items in the letter especially the highlighted unbalanced items. She noted that there is no tax adjustment or utility rate adjustments in the existing budget.

There was additional discussion on status of non-town agency funding, Watermelon Festival allocation merit and cost of living increases for employees.

Council and Staff conducted general discussions on the remainder of the items in the budget. Questions and answers clarified specific issues.

Town Manager Parker noted that we have to make it work. There is a short time to work out the revenue shortfalls to expenditure needs until tomorrow night. We can talk about rate increases and there is much going on affecting the budget in different ways.

Town Manager Parker discussed the scheduling of the meeting for her performance evaluation. Council agreed to reschedule until Monday, June 8 at 5:30 pm in Executive Conference Room with dinner served.

Town Clerk Harvey noted that the ElectriCities Conference was cancelled for this year.

RECESS:

Motion made by Councilman Hines and seconded by Mayor Pro Tem Roberson to recess the meeting. Meeting will resume on Wednesday, May 27, 2020 at 6:00 pm. Meeting will be in the Town Hall Assembly Room (electronically remote via ZOOM). The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; Councilman Moore, yes. Motion carried unanimously, 5-0. All Council Members were present the entire length of the meeting and it recessed at 8:24 pm.

Adopted this the 8th day of June, 2020.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
WEDNESDAY, MAY 27, 2020 - 6:00 PM
BUDGET WORK SESSION MINUTES
TOWN HALL ASSEMBLY ROOM
ELECTRONIC VIA ZOOM**

The Winterville Town Council met in a Budget Work Session on the above date at 6:00 PM in the Town Hall Assembly Room and electronically via ZOOM, with Mayor Douglas A. Jackson presiding. The following were present the entire length of the meeting:

Douglas A. Jackson, Mayor
Veronica W. Roberson Mayor Pro Tem
Richard (Ricky) E. Hines, Councilman
Tony P. Moore, Councilman
Johnny Moye, Councilman
Mark C. Smith, Councilman
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
Willie Gay, Code Enforcement Officer
Amy P. Barrow, Executive Staff Assistant/Human Resource Assistant
Donald Harvey, Town Clerk

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 poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; Councilman Moore, yes. Motion carried unanimously, 5-0.

DINNER: Short break for dinner.

ITEMS FOR DISCUSSION: Fiscal Year 2020-2021 Recommended Budget: Town Manager Parker gave an update on the revenue and budget sheets and reported it looked better.

Town Manager Parker noted the sheets out of balance last night are currently balanced. Staff and Council discussed the items addressed to adjusting the budget.

Town Manager Parker said sewer is the big topic with the challenge of large and continued projects. Assistant Town Manager Williams noted the impact of projects on rates and the necessary improvements to create growth areas. Our rates are low compared to other systems and funding agencies said we need rate increases to pay for the debt service. We have missed projects due to rate structure. We asking council for a \$3.50 monthly rate increase in the flat sewer rate. Discussion continued on opportunities and obstacles with sewer service.

Motion made by Councilman Hines and seconded by Mayor Pro Tem Roberson to approve a \$3.50 monthly flat rate increase on sewer service.

Mayor Pro Tem Roberson noted that at workshops funding agencies indicate that localities need to have adequate rates. Poor sewer can be health hazards. Councilman Moore said many citizens are unemployed and not getting money and most do not have a guaranteed income. Mayor Pro Tem Roberson said I have it, but I do not want sewer in my house, sewer rates are lower than the surrounding towns. Mayor Jackson noted that a \$3.50 month increase would equal \$42 year.

The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moyer, no; Councilman Smith, no; Councilman Hines, yes; Councilman Moore, no. Motion failed 2-3.

DIRECTION FROM COUNCIL/DISCUSSION;

Town Manager Parker asked for direction. Councilman Moyer asked that she look for funds.

Assistant Town Manager Williams said we would have to turn back funds received. Town Manager Parker noted the Public Hearing is scheduled for Monday. Mayor Pro Tem Roberson said loosing projects would cost. Town Manager Parker noted that Staff and Council has committed a substantial amount of time and effort already to the projects. Assistant Town Manager Williams said Council passed a Resolution accepting the offer. Councilman Moore said \$135,000 spent on the project; however, we have an unemployment problem. Mayor Pro Tem Roberson said she appreciated the efforts for the applications. Town Manager Parker noted that everyone has worked hard during the pandemic. Mayor Pro Tem Roberson said it bothers me not to get started on this project. Councilman Moore noted we have bumps in the road. Assistant Town Manager Williams said this project would fix that area, help flow to CMSD, helps our costs, and ability to bring on new homes not limit new homes in the Town. Councilman Hines thanked staff for showing the problems, said it helps show determination, and the federal side of the funding cycle is important. Councilman Moyer said he never said he was against the project; it is just a bad time for increase.

Town Manager Parker said she would need half a day to review the budget for ways to balance. Councilman Moyer asked that she check, and see if there is a way without any increases. Town Manager Parker noted she would review and report to Council.

Motion made by Councilman Moyer and seconded by Mayor Pro Tem Roberson for the Town Manager to look at ways to make the budget cuts and forward those to Council for review. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moyer, yes; Councilman Smith, yes; Councilman Hines, no; Councilman Moore, yes. Motion carried 4-1.

ADJOURN:

Motion made by Councilman Moye and seconded by Councilman Hines to adjourn the meeting. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Moye, yes; Councilman Smith, yes; Councilman Hines, yes; Councilman Moore, yes. Motion carried unanimously, 5-0. All Council Members were present the entire length of the meeting and it adjourned at 8:29 pm.

Adopted this the 8th day of June, 2020.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
MONDAY, JUNE 1, 2020 – 7:00 PM
BUDGET PUBLIC HEARING MINUTES
WINTERVILLE TOWN HALL ASSEMBLY ROOM
(ELECTRONIC MEETING VIA ZOOM)**

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

Douglas A. Jackson, Mayor
Veronica W. Roberson Mayor Pro Tem
Richard (Ricky) E. Hines, Councilman
Tony P. Moore, Councilman (absent)
Johnny Moye, Councilman (absent)
Mark C. Smith, Councilman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Tony Klontz, Fire Retention, Recruitment and Member Officer
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: Councilman Smith gave the Invocation.

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA:

Motion made by Councilman Hines and seconded by Councilman Smith to approve the agenda. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Smith, yes; Councilman Hines, yes. Motion carried unanimously, 3-0.

PUBLIC HEARING:

Fiscal Year 2020-2021 Recommended Budget.

Mayor Jackson declared the public hearing open and asked if there were any comments.

Town Manager Parker said that no comments had been received. She noted that comments would be accepted for 24 hours from the end of the meeting.

Mayor Jackson asked for any further discussion or any more questions. Hearing none, Mayor Jackson declared the public hearing closed.

(Notation to the minutes: no comments were received during the 24-hour period following the meeting.)

Town Manager Parker said a \$3.50 sewer rate increase would result in additional revenue of \$13,692 a month or \$164,304 for the year.

Town Manager Parker noted that budget adoption is scheduled for next week on Monday, June 8, 2020.

Attorney Lassiter said motions could be made tonight.

Motion made by Councilman Hines to approve a \$3.50 monthly flat rate increase on sewer service. Motion died for lack of a second.

Pro Tem Roberson noted she preferred not to vote until the entire Council was present.

Pro Tem Roberson said the Library needs entire amount requested, an additional \$1,400.

Motion made by Mayor Pro Tem Roberson to increase the Library amount in the budget to their request. Motion died for lack of a second.

ADJOURN:

Motion made by Councilman Hines and seconded by Councilman Smith to adjourn the meeting. The poll vote results are as follows: Mayor Pro Tem Roberson, yes; Councilman Smith, yes; Councilman Hines, yes. Motion carried unanimously, 3-0.

Adopted this the 8th day of June, 2020.

Douglas A. Jackson, Mayor
Veronica W. Roberson, Mayor Pro Tem

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Merizio Property – Rezoning Request (3018 Church Street Ext – parcel 68782).

Action Requested: Schedule Public Hearing for August 10, 2020.

Attachment: Rezoning Application, Rezoning Map, Legal Description, and Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Applicant: Patricia Merizio.

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

Parcel Number: 68782.

Site Data: 1.36 Acres.

Current Zoning District: AR.

Proposed Zoning District: General Business (GB).

- Planning and Zoning Board recommended approval of the request at the May 18, 2020 meeting.
- Adjacent property owners were mailed notification of the rezoning request on March 4, 2020 and May 6, 2020.
- Notification was posted on the site on March 4, 2020.

Budgetary Impact: TBD.

Recommendation: Schedule the Public Hearing.



**REZONING APPLICATION
TOWN OF WINTERVILLE**
2571 Railroad Steet
P O Box 1459
Winterville, NC 28590
Phone: (252) 756-2221

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Patricia Merizio

Address: 200 Prancer Drive, Beaufort, NC 28516

Phone #: 252-241-1226

Owner: Patricia Merizio

Address: 200 Prancer Drive, Beaufort, NC 28516

Phone #: 252-241-1226

PROPERTY INFORMATION

Parcel #: 68782 Area (square feet or acres): 1.36 acres

Current Land Use: Wharehouse

Location of Property: 3018 Church Street Ex, Winterville, NC 28590

ZONING REQUEST

Existing Zoning: AR Requested Zoning: General Business

Reason for zoning change: To allow flexibility in uses of existing building.

This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, Scott T. Anderson, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 3 / 16 / 2020.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance may result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Scott T. Anderson Signature 3/2/2020 Date

NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.

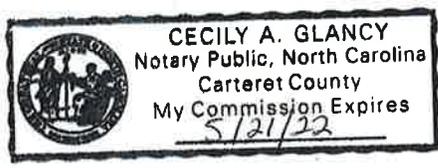
I, Patricia Merizio, being the Owner of the property described herein, do hereby authorize Scott Anderson as agent for the purpose of this application.

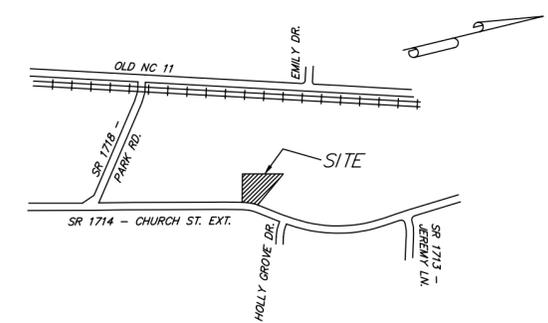
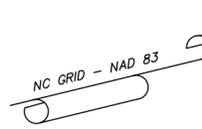
Patricia Merizio Signature 03/02/2020 Date

Sworn to and subscribed before me, this 2nd day of March, 2020.

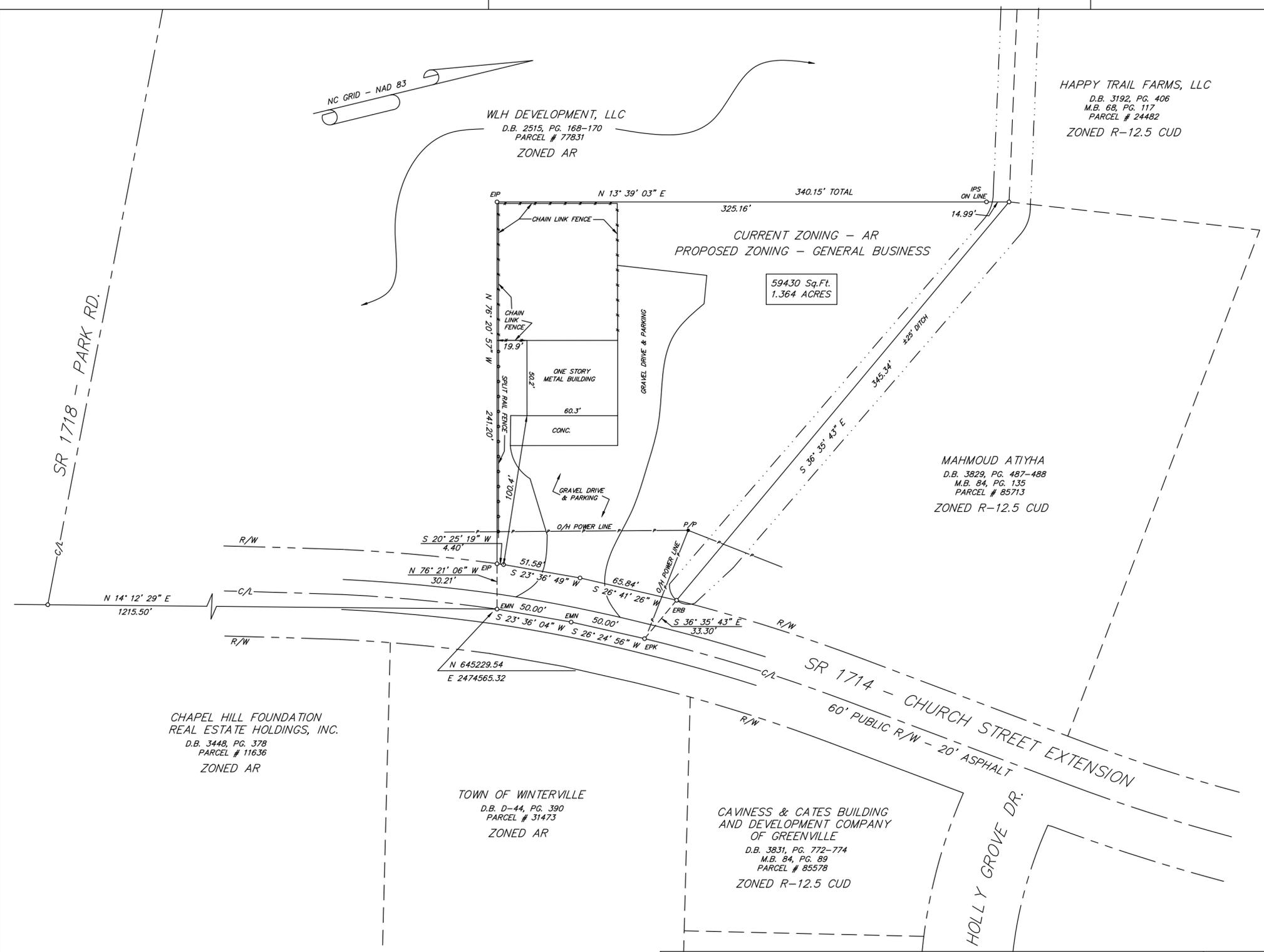
Cecily A. Glancy
Notary Public

My Commission Expires:
May 21, 2022





VICINITY MAP 1" = 1,000'



CHAPEL HILL FOUNDATIONS
REAL ESTATE HOLDINGS, INC.
D.B. 3448, PG. 378
PARCEL # 11636
ZONED AR

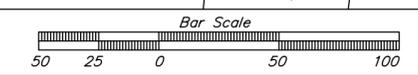
TOWN OF WINTERVILLE
D.B. D-44, PG. 390
PARCEL # 31473
ZONED AR

CAVINESS & GATES BUILDING
AND DEVELOPMENT COMPANY
OF GREENVILLE
D.B. 3831, PG. 772-774
M.B. 84, PG. 89
PARCEL # 85578
ZONED R-12.5 CUD

HAPPY TRAIL FARMS, LLC
D.B. 3192, PG. 406
M.B. 68, PG. 117
PARCEL # 24482
ZONED R-12.5 CUD

MAHMOUD ATIYHA
D.B. 3829, PG. 487-488
M.B. 84, PG. 135
PARCEL # 85713
ZONED R-12.5 CUD

NOTE: NO POINT SET UNLESS OTHERWISE NOTED.



REFERENCE:
PARCEL # 68782
DEED BK. 3765, PG. 368-370



I, Gary S. Miller, certify to the following:

This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;

that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 3765, Page 368-370 or other reference source _____); that the boundaries not surveyed are indicated as drawn from information in Book _____, Page _____ or other reference source SEE REF. _____; that the ratio of precision or positional accuracy is 1:10,000+; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600).
Witness my hand and seal this 27th day of FEBRUARY, 2020.

Signed *G. Miller*
Professional Land Surveyor No. L-2562

- LEGEND:
EIP - EXISTING IRON PIPE
IPS - IRON PIPE SET
EPK - EXISTING PARKER/KALON NAIL
C/L - CENTERLINE
R/W - RIGHT OF WAY
EMN - EXISTING MAGNETIC NAIL
P/P - POWER POLE
O/H - OVERHEAD
ERB - EXISTING RE-BAR

SURVEY FOR
REZONING MAP FOR
PATRICIA MERIZIO
3018 CHURCH STREET EXT. 28590
WINTERVILLE, WINTERVILLE TOWNSHIP
PITT COUNTY, NORTH CAROLINA

WO 20028 FB 384

OWNER(S) PATRICIA MERIZIO
ADDRESS 200 PRANCER DR., BEAUFORT, NC 28516
PHONE 252-241-1226

GARY S. MILLER & ASSOCIATES, P.A. LAND SURVEYORS	SURVEYED: MCP	APPROVED: GSM
GARY S. MILLER, PLS Phone (252)756-7878 Fax (252)756-0785	DRAWN: BLW	DATE: 02-27-2020
1803 South Charles Blvd. Greenville, N.C. 27858 License # C-0225	CHECKED: GSM	SCALE: 1" = 50'

REZONING LEGAL DESCRIPTION

FOR

PATRICIA MERIZIO

Beginning at a point located in the centerline intersection of SR 1718 – Park Road and SR 1714 – Church Street Extension thence N 14-12-29 E, 1,215.50 feet to an existing magnetic nail located in the centerline of SR 1714 – Church Street Extension; thence leaving the centerline of SR 1714 – Church Street Extension N 76-21-06 W, 30.21 feet to an existing iron pipe located on the western right of way of SR 1714 – Church Street Extension the POINT OF BEGINNING; thence from said point of beginning and leaving the western right of way of SR 1714 – Church Street Extension N 76-20-57 W, 241.20 feet to an existing iron pipe; thence N 13-39-03 E, 325.16 feet to an iron pipe set; thence continuing N 13-39-03 E, 14.99 feet to a point located in a +-25 foot ditch; thence running along a +-25 foot ditch S 36-35-43 E, 345.34 feet to an existing re-bar located on the western right of way of SR 1714 – Church Street Extension; thence running along the western right of way of SR 1714 – Church Street Extension the following courses and distances S 26-41-26 W, 65.84 feet to a point; thence S 23-36-49 W, 51.58 feet to the point of beginning containing 1.364 acres.



**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	Patricia Merizio
HEARING TYPE	Rezoning Request
REQUEST	Agricultural Residential (AR) to General Business
CONDITIONS	n/a
LOCATION	3018 Church Street Ext
PARCEL ID NUMBER(S)	68782
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on March 4, 2020. Notification was posted on site on March 4, 2020. 10 properties were mailed notification.
TRACT SIZE	1.36 Acres
TOPOGRAPHY	Flat
VEGETATION	Cleared / Existing building on site

SITE DATA

EXISTING USE	Vacant
---------------------	--------

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	GB	Commercial (HVAC Business)
E	R-12.5 / AR	Residential / Vacant
W	AR	Vacant
S	AR	Vacant

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	Agricultural Residential (AR)	General Business (GB)
MAX DENSITY	n/a	n/a
TYPICAL USES	Large residential lots to accommodate septic systems	Accommodate businesses that serve the traveling public



SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	Stream feature located on northern property line
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site plan submittal is required for any change of use in existing building

**These regulations may not reflect all requirements for all situations. See the Town of Winterville Zoning Ordinance for all applicable regulations for site requirements for this zoning district.

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements).

TRANSPORTATION

STREET CLASSIFICATION	Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS	None available (per NCDOT Annual Average Daily Traffic Mapping)
TRIP GENERATION	N/A
SIDEWALKS	Depending on site plan submittal, sidewalks may be required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A



IMPACT ANALYSIS

Land Use Compatibility

The proposed General Business zoning district would allow land uses that are compatible with the general character of the area.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this location as a Suburban Residential character area. However, given that there is an existing non-residential structure on the property and the property is adjacent to existing General Business, staff recommends amending the Future Land Use Plan and designate the subject property as **Office and Employment**. The requested **General Business** zoning district is generally consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Land Use Policy 1 – Encourage a balanced tax base while managing growth:

- (1.2) Encourage non-residential growth in the form of retail, restaurants, professional offices and industrial development.

Economic Development Policy 2 – Improve self-sufficiency and reduce retail leakage:

- (2.1) Support Winterville’s transformation from a “bedroom community” to a “neighboring community” of Greenville.

Economic Development Policy 6 – Focus on business recruitment, expansion and retention:

- (6.2) Encourage and support local businesses, especially in expansion efforts.
-



STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

Applicant is encouraged to discuss this proposed rezoning with owners of surrounding properties.

Staff Analysis

The 1.364 acre property has an existing commercial building on it. The property North of the request currently vacant, but is zoned General Business (GB) and has been permitted for a commercial business (Anderson HVAC). East of the request (across Church Street Ext) is zoned R-12.5 and AR. Holly Grove subdivision is located diagonally across the street and the property south of the subdivision is vacant. South of the request is vacant and AR. West of the request is vacant and zoned AR. The request is consistent with the intent and purpose of the Zoning Ordinance, the Comprehensive Land Use Plan and is generally compatible with the existing development and trend in the surrounding area.

Staff Recommendation

Staff recommends approval of the requested General Business District and amending the Future Land Use Plan to designate this property as Office and Employment.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Pitt County Shrine Club – Rezoning Request (3100 Church Street Ext – Parcel 73685).

Action Requested: Schedule Public Hearing for August 10, 2020.

Attachment: Rezoning Application, Rezoning Map, Legal Description, and Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Applicant: Pitt County Shrine Club

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

Parcel Number: 73685

Site Data: 2.99 Acres

Current Zoning District: AR

Proposed Zoning District: Office and Institutional – Conditional District

The following conditions would apply: to operate a fraternal organization (Pitt County Shrine Club); to use the facility for fraternal meetings and fundraising efforts to support Shriners Hospital for Children; to allow the facility to be rented to the public for wedding receptions on Saturdays/Sundays and business meetings and luncheons during the week; public rental events on Saturday would not begin before 8 am and would conclude by 11 pm.

- Planning and Zoning Board recommended approval at the May 18, 2020 meeting.
- Adjacent property owners were mailed notification of the rezoning request on May 8, 2020.
- Notification was posted on the site on May 8, 2020

Budgetary Impact: TBD.

Recommendation: Schedule the Public Hearing.



REZONING APPLICATION
TOWN OF WINTERVILLE
2571 Railroad Street
P O Box 1459
Winterville, NC 28590
Phone: (252) 756-2221

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Pitt County Shrine Club Holding Corporation

Address: 3100 Church Street Winterville, NC 28590

Phone #: 252-714-1062

Owner: Pitt County Shrine Club Holding Corporation

Address: 3100 Church Street Winterville, NC 28590

Phone #: 252-714-1062

PROPERTY INFORMATION

Parcel #: 73685 Area (square feet or acres): 2.990

Current Land Use: Society Building

Location of Property: NCSR 1714 (Church Street Extension)

ZONING REQUEST

Existing Zoning: AR Requested Zoning: OI - Conditional District

Reason for zoning change: To allow for renting facility. See attached addendum for proposed conditions.

This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, Pitt County Shrine Club Holding Corporation, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 05 / 18 / 2020.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance my result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

[Signature] 05/07/2020
Signature Date

NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.

I, _____, being the Owner of the property described herein, do hereby authorize _____ as agent for the purpose of this application.

Signature Date 05/07/2020

Sworn to and subscribed before me, this 7th day of MAY, 2020.

[Signature]
Notary Public

My Commission Expires:
08/21/2024



Staff Use Only

Appl. #: _____ Fee Amount _____ Date Paid _____

Planning Board Recommendation: APPROVED Meeting Date: _____
DENIED

Conditions/Comments: _____

Board of Aldermen Decision: APPROVED Meeting Date: _____
DENIED

Conditions/Comments: _____

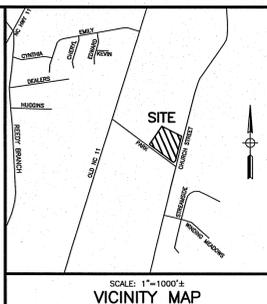
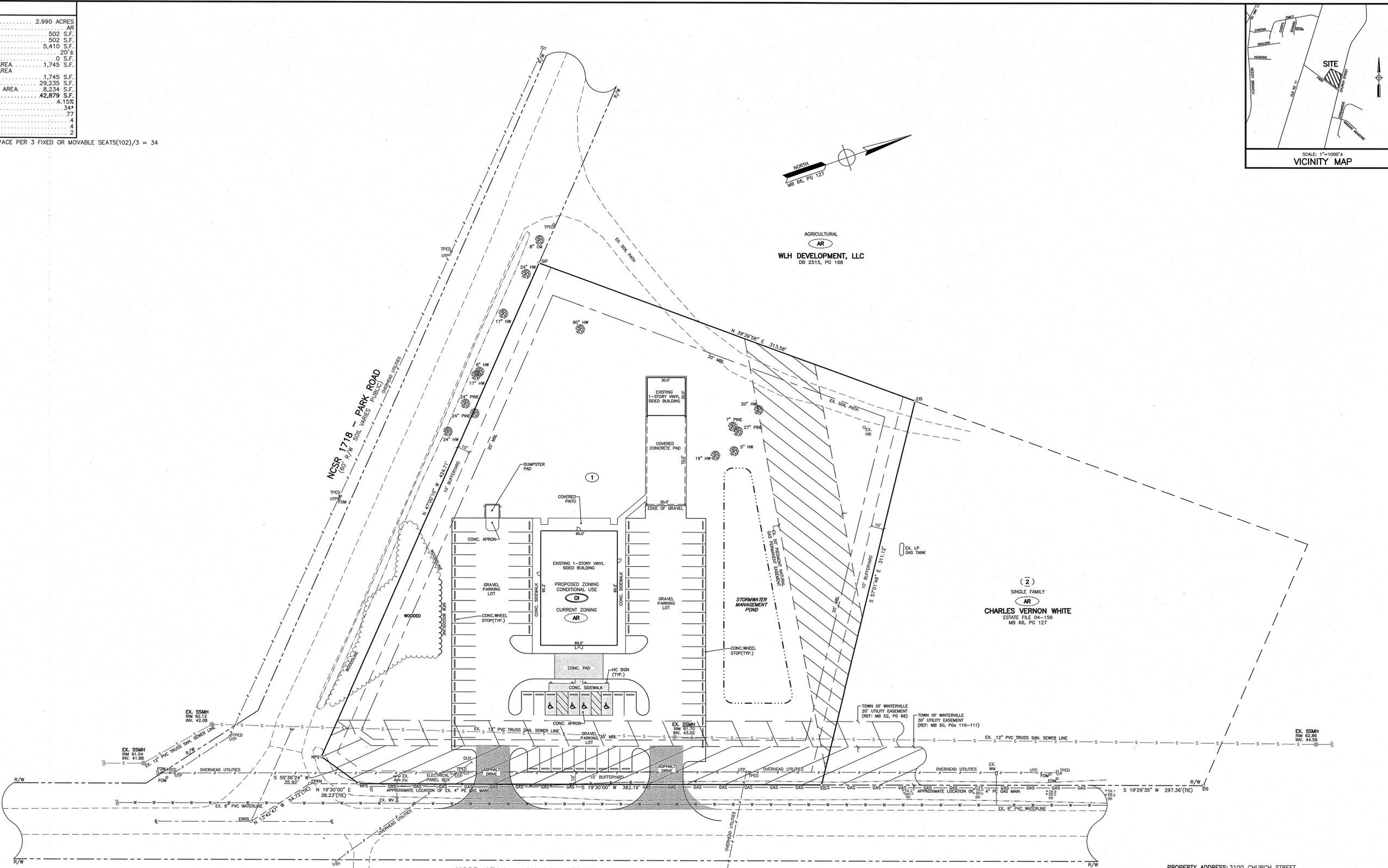
SITE DATA

TOTAL AREA IN TRACT	2.990 ACRES
ZONING CLASSIFICATION	AR
EXISTING BUILDING AREA	502 S.F.
EXISTING BUILDING AREA (TO BE REMOVED)	502 S.F.
PROPOSED BUILDING AREA	5,410 S.F.
BUILDING HEIGHT (1 STORY)	20'±
EXISTING IMPERVIOUS PARKING AREA	0 S.F.
EXISTING IMPERVIOUS SIDEWALK & CONC. AREA	1,745 S.F.
EXISTING IMPERVIOUS SIDEWALK & CONC. AREA (TO BE REMOVED)	1,745 S.F.
PROPOSED IMPERVIOUS PARKING AREA	29,235 S.F.
PROPOSED IMPERVIOUS SIDEWALK & CONC. AREA	8,234 S.F.
TOTAL PROPOSED IMPERVIOUS AREA	42,879 S.F.
TOTAL % OF BUILDING LOT COVERAGE	4.15%
NO. OF PARKING SPACES REQUIRED	34*
NO. OF PARKING SPACES PROVIDED	77
NO. OF HC SPACES REQUIRED	4
NO. OF HC SPACES PROVIDED	4
LUC	2

*NO. OF PARKING SPACES REQUIRED = 1 SPACE PER 3 FIXED OR MOVABLE SEATS(102)/3 = 34

LEGEND

- ABS = ACRYLONITRILE-BUTADIENE-STYRENE
- BB = BOTTOM OF BANK
- B/C = BACK OF CURB TO BACK OF CURB
- BC = BACK OF CURB
- BFE = BASE FLOOD ELEVATION
- BLD = BUILDING CORNER
- BM = BENCH MARK
- BMP = BEST MANAGEMENT PRACTICE
- BO = BLOW OFF
- BSP = BACTERIOLOGICAL SAMPLING POINT
- CATV = CABLE TELEVISION BOX
- CB = CATCH BASIN
- CLD = CENTERLINE DITCH
- CLF = CHAIN LINK FENCE
- CLP = CENTERLINE PATH
- CLR = CENTERLINE ROAD
- CMF = CORRUGATED METAL PIPE
- CO = CLEAN OUT
- CONC = CONCRETE
- CPI = CORRUGATED PLASTIC PIPE
- DI = DROP INLET
- DIP = DUCTILE IRON PIPE
- DS = DOWNSPOUT
- DW = DRAINWAY
- ECM = EXISTING CONCRETE MONUMENT
- EIA = EXISTING IRON AXLE
- EIP = EXISTING IRON PIPE
- EIS = EXISTING IRON STAKE
- ELEC = ELECTRICAL
- ECP = ELECTRICAL CONDUIT PIPE
- ELM = ELECTRIC METER BOX
- ELMH = ELECTRIC MANHOLE
- EP = EDGE OF PAVEMENT
- E PATH = EDGE OF PATH
- EPKN = EXISTING PARKER KALON NAIL
- ER = EDGE OF ROAD
- ERRS = EXISTING RAILROAD SPIKE
- ESCP = EXTRA STRENGTH CONCRETE PIPE
- FES = FLARED END SECTION
- FTE = FINISHED FLOOR ELEVATION
- FI = FIRE HYDRANT
- FIRM = FLOOD INSURANCE RATE MAP
- FM = FORCE MAIN
- F/O = FIBER OPTIC MAKER
- GM = GAS METER
- GV = GAS VALVE
- GW = GUY WIRE
- HB = HOSE BIB
- ICV = IRRIGATION CONTROL VALVE
- INV = INVERT
- JB = JUNCTION BOX
- LP = LIGHT POLE
- LSA = LANDSCAPED AREA
- MB = MAIL BOX
- MBL = MINIMUM BUILDING LINE
- MH = MANHOLE
- MHW = MEAN HIGH WATER
- MP = METAL PIPE
- MW = MONITORING WELL
- NTS = NOT TO SCALE
- OCS = OUTLET CONTROL STRUCTURE
- OUP = OVERHEAD UTILITY POLE
- PC = POINT OF CURVATURE
- PCC = POINT OF CONCAVE CURVATURE
- PRC = POINT OF REVERSE CURVATURE
- PIV = POST INDICATOR VALVE
- PT = POINT OF TANGENCY
- PVC = POLYVINYL CHLORIDE
- PH = PUMP HOUSE
- RA = RADIUS
- RCP = REINFORCED CONCRETE PIPE
- R/W = RIGHT-OF-WAY
- SEP = SET IRON PIPE
- SPKN = SET PARKER KALON NAIL
- SRKS = SET RAILROAD SPIKE
- SS = SEWER SERVICE
- SSMH = SANITARY SEWER MANHOLE
- SSMH = STORM SEWER MANHOLE
- SW = SIDEWALK
- SWP = SMOOTH WALL HOPE
- SWPP = SMOOTH WALL PLASTIC PIPE
- TB = TOP OF BANK (TOPD ONLY)
- TK = TOP OF BLOCK
- TC = TOP OF CURB
- TOCONC = TOP OF CONCRETE
- TG = TOP OF GRAVEL
- TMH = TELEPHONE MANHOLE
- TP = TOP OF PAVEMENT
- TSP = TOP OF SIDEWALK
- TLMH = TELEPHONE MH
- TPED = TELEPHONE PEDESTAL
- TRANS = ELECTRICAL TRANSFORMER
- TSP = TRAFFIC SIGNAL SUPPORT POLE
- UTP = UTILITY POLE
- VS = VALVE GUYER
- WDL = WOODSLINE
- WM = WATER METER BOX
- WP = WETLAND POINT
- WSE = WATER SURFACE ELEVATION
- WV = WATER VALVE
- = NOT TO SCALE
- = CLASS "B" STONE APRON
- = CONSTRUCTION ENTRANCE/EXIT
- = EXISTING OVERHEAD UTILITIES
- = EXISTING SANITARY SEWER LINE
- = EXISTING WATER LINE
- = LIMITS OF CONSTRUCTION
- = SLOPE
- = DRAINAGE EASEMENT
- = RIPARIAN BUFFER
- = SIGHT TRIANGLE
- = SIGN EASEMENT
- = SIGN
- = ZONING CLASSIFICATION
- = AREA TO BE DEMOLISHED
- = TREE



PROPERTY ADDRESS: 3100 CHURCH STREET
WINTERVILLE, NC 28590

GRAPHIC SCALE: 1" = 30'

SHEET 1 OF 1
CONDITIONAL USE REZONING MAP
TAX MAP #4574-44-1431
PARCEL #73685

PITT COUNTY SHRINE CLUB

LOT 1, CHARLES WHITE SUBDIVISION
REFERENCE: DEED BOOK 3670, PAGE 51 OF THE
PITT COUNTY REGISTER OF DEEDS
WINTERVILLE, WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

OWNER: PITT COUNTY SHRINE CLUB HOLDING CORPORATION
ADDRESS: P.O. BOX 1845
WINTERVILLE, NC 28590
PHONE: 252-756-7090



Baldwin Design Consultants, PA ENGINEERING - SURVEYING - PLANNING 1700-D EAST HURSTON BOULEVARD GREENVILLE, NC 27608 252.756.1390	DESIGNED: MWB	APPROVED: MWB
	DRAWN: NRW	DATE: 05/05/20
CHECKED: MWB	CHECKED: MWB	SCALE: 1" = 30'

CLOSURE CHECK BOUNDARY	
CHECKED: JGG	DATE: 12/05/17



- CONTRACTOR IS FULLY RESPONSIBLE FOR CONTACTING APPROPRIATE PARTIES AND ENSURING THAT ALL EXISTING UTILITIES ARE LOCATED PRIOR TO CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR PLACING BARRICADES, USING FLAG MEN, ETC., AS NECESSARY TO ENSURE SAFETY OF THE PUBLIC.
- ALL PAVEMENT CUTS, CONCRETE OR ASPHALT, ARE TO BE PLACED ACCORDING TO THE STANDARDS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, OR LOCAL JURISDICTION, WHICHEVER IS MORE STRINGENT.
- SHORING SHALL BE IN ACCORDANCE WITH OSHA TRENCHING STANDARDS, 29 PART 1926, SUBPART, OR AS AMENDED.

Y:\DRAWINGS\17-197 TO GOODWIN CONST\CONDITIONAL USE MAP.dwg Thu, May 07, 2020 - 7:51 am RWELLS

**LEGAL DESCRIPTION OF PROPERTY
TO BE REZONED FROM AR TO OI – CONDITIONAL USE
PITT COUNTY SHRINE CLUB
WINTERVILLE, WINTERVILLE TOWNSHIP, PITT, NC
MAY 7, 2020**

Beginning at a point where the western right-of-way of NCSR 1714 (Church Street Extension) intersects the northern right-of-way of NCSR 1718 (Park Road). From the above described beginning, so located, running thence as follows:

With the northern right-of-way of NCSR 1718 (Park Road), N 47°00'10" W 424.71', thence leaving the northern right-of-way of NCSR 1718 (Park Road), N 39°39'58" E 313.58', thence S 57°01'46" E 311.12' to a point on the western right-of-way of NCSR 1714 (Church Street Extension), thence with the western right-of-way of NCSR 1714 (Church Street Extension), S 19°30'00" W 362.19' and S 55°36'24" W 35.92' to the point of beginning containing 2.990 acres.



**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	Pitt County Shrine Club
HEARING TYPE	Rezoning Request
REQUEST	Agricultural Residential (AR) to Office and Institutional Conditional District (OI-CD)
CONDITIONS	n/a
LOCATION	3100 Church Street Ext
PARCEL ID NUMBER(S)	73685
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on May 8, 2020. Notification was posted on site on May 8, 2020. 7 properties were mailed notification.
TRACT SIZE	2.99 Acres
TOPOGRAPHY	Flat
VEGETATION	Cleared / Existing building on site

SITE DATA

EXISTING USE	Fraternal Organization – CUP issued on 12/19/17
---------------------	---

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	AR	Residential
E	AR	Vacant
W	AR	Residential / Vacant
S	AR	Vacant

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	Agricultural Residential (AR)	Office and Institutional - CD
MAX DENSITY	n/a	n/a
TYPICAL USES	Large residential lots to accommodate septic systems	General business and professional offices.



--	--	--

SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	N/A
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site plan approved by DRC 7/26/18

**These regulations may not reflect all requirements for all situations. See the Town of Winterville Zoning Ordinance for all applicable regulations for site requirements for this zoning district.

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements).

TRANSPORTATION

STREET CLASSIFICATION	Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS	None available (per NCDOT Annual Average Daily Traffic Mapping)
TRIP GENERATION	N/A
SIDEWALKS	N/A
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A



IMPACT ANALYSIS

Land Use Compatibility

The proposed General Business zoning district would allow land uses that are compatible with the general character of the area.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this location as a Suburban Residential character area. Per the Comprehensive Land Use Plan, civic organizations are potentially allowed within future land use category. The property and existing building are already approved for the operation of the Pitt County Shrine Club. Therefore, the requested **Office and Institutional – Conditional District** is generally consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Land Use Policy 5 – Maintain and improve neighborhood character.

- (5.1) Identify places that make Winterville unique.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

Applicant is encouraged to discuss this proposed rezoning with owners of surrounding properties.

Staff Analysis

The 2.99 acre property has an existing building on it that has already been approved for the Pitt County Shrine Club. The property North of the request currently vacant and is zoned Agricultural-Residential (AR). East of the request (across Church Street Ext) is zoned AR and has a single family home located on it. South of the request is vacant and AR. West of the request is vacant and zoned AR. The request is consistent with the intent and purpose of the Zoning Ordinance, the Comprehensive Land Use Plan and is generally compatible with the



existing development and trend in the surrounding area.

Staff Recommendation

Staff recommends approval of the requested Office and Institutional – Conditional District.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 8, 2020

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2019-2020-7.

Action Requested: Approve the Budget Amendment.

Attachment: Budget Amendment 19-20-7.

Prepared By: Anthony Bowers, Finance Director

Date: 5/29/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

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

This amendment addresses several items.

The first item reduces sales tax due to economic slowdown as a result of COVID 19. The anticipated shortfall is \$154,423

The second item address FEMA reimbursements for both Hurricane Dorian and Florence. We received \$59,286 to date.

The third item addresses reduced debt proceeds in the amount of \$300,000 for the software purchase that is being pushed out to next FY.

The fourth item addresses the reduction in recreation programing as a result of COVID 19. The anticipated shortfall is \$69,630.

The fifth item addresses the Chapman Street Nobel Canal funding received from FEMA for bank stabilization in the amount of \$20,744.

The sixth item addresses the close out of three capital project funds. This transfers the remaining cash back to the parent fund. The total transfer is \$231,202

The seventh item addresses the reduced electric sales as a result of rate changes for COVI 19 response. The lost revenue is estimated to be \$258,000

Budgetary Impact: The total budget amendment will have net reductions of \$607,630.

Recommendation: Approve the Budget Amendment.

BUDGET ORDINANCE AMENDMENT 19-20-7

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION	Account	Fund	Increase	Decrease
Fund Balance Contribution	10 3831	General Fund	\$ 132,737	
Fund Balance Contribution	10 3831	General Fund		\$ 35,920.00
Grant Revenue	10 3420	General Fund	\$ 35,920	
Asset Forfeiture Funds	10 3435	General Fund	\$ 15,330	
Sales Tax Revenue	10 3210	General Fund		\$ 154,423.00
FEMA Reimbursements	10 3425	General Fund	\$ 59,286	
EMS Reimbursements	10 3861	General Fund	\$ 25,000	
Debt Service Proceeds	10 3811	General Fund		\$ 300,000.00
Subdivision Recreation Fee	15 3627	Recreation Fund	\$ 24,345	
Adult Softball	15 3615	Recreation Fund		\$ 7,630.00
Rec Programs	15 3620	Recreation Fund		\$ 11,000.00
Concessions	15 3624	Recreation Fund		\$ 30,000.00
Donations and Sponsorship	15 3622	Recreation Fund		\$ 1,000.00
Fund Raising	15 3628	Recreation Fund		\$ 9,000.00
Tournament Revenue	15 3632	Recreation Fund		\$ 11,000.00
Contribution from General Fund	41 3884	Chapman St	\$ 20,744	
Contribution from Fund Balance	43 3940	Water CIP	\$ 136,313	
Contribution from Fund Balance	48 3940	Water Elevated Tank CIP	\$ 52,009	
Contribution from Fund Balance	49 3940	Sewer Church St Mit, CIP	\$ 42,880	
Connection Fee	60 3902	Electric	\$ 17,875	
Electric Sales	60 3901	Electric		\$ 258,000.00
Connection Fee	61 3922	Water	\$ 12,475	
Contribution from CIP	61 3946	Water Fund	\$ 136,313	
Contribution from CIP	61 3946	Water Fund	\$ 52,009	
Sewer System Imp Fee	62 3934	Sewer Fund	\$ 11,902	
Contribution from CIP	62 3946	Sewer Fund	\$ 42,880	
Total			\$ 818,018	\$ 817,973

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Account	Department	Fund	Increase	Decrease
Subdivision LOC	1041950000	5121 Non - Departmental	General Fund	\$ 21,856	
Asset Forfeiture Appropriation	1043431000	4263 Police	General Fund	\$ 15,330	
Contribution to CIP	1041950000	9107 Non - Departmental	General Fund	\$ 20,744	
Capital Outlay	1041412001	7150 Finance	General Fund		\$ 280,000.00
Construction	4180801000	7109	Chapman St Culvert	\$ 20,744	
Contribution to Capital Reserve	1560601000	9112	Recreation	\$ 24,345	
Cal Ripken All-stars	1560601000	4275	Recreation		\$ 15,400.00
New Equipment	1560601000	4274	Recreation		\$ 4,000.00
Departmental Improvement	1560601000	4260	Recreation		\$ 14,000.00
Football	1560601000	4280	Recreation		\$ 4,000.00
Rec Programs	1560601000	4282	Recreation		\$ 11,230.00
Senior Programs	1560601000	4284	Recreation		\$ 1,000.00
Fall Ball	1560601000	4298	Recreation		\$ 3,000.00
Babe Ruth Baseball	1560601000	4287	Recreation		\$ 5,000.00
Concessions	1560601000	4283	Recreation		\$ 12,000.00
Contribution to Water Fund	4380801000	9117	Water CIP	\$ 136,313	
Contribution to Water Fund	4880801000	9117	Water Elevated Tank CIP	\$ 52,009	
Contribution to Sewer Fund	4980801000	9104	Sewer Church St Mit, CIP	\$ 42,880	
Contribution to Capital Reserve	6071711000	9112	Electric	\$ 17,875	
Capital Outlay	6071711000	7150	Electric		\$ 258,000.00
Contribution to Capital Reserve	6172721000	9112	Water Fund	\$ 12,475	
Contingency	6172721000	4250	Water Fund	\$ 188,322	
Contribution to Capital Reserve	6273732021	9112	Sewer Fund	\$ 11,902	
Contingency	6273732021	4250	Sewer Fund	\$ 42,880	
Total				\$ 607,675	\$ 607,630

Adopted the 8th day of June 2020.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: 2020-2021 Fiscal Year Budget Ordinance.

Action Requested: Adoption of Ordinance.

Attachment: Draft FY 2020-2021 Budget Ordinance.

Prepared By: Terri L. Parker, Town Manager

Date: 6/2/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Attached please find the Draft Budget Ordinance for the 2020-2021 Fiscal Year. The Budget Ordinance reflects totals for the Draft Balanced Budget as presented and discussed at the Budget Public Hearing held on Monday, June 1, 2020.

Budgetary Impact: As presented.

Recommendation: Staff recommends Council adoption of the Ordinance and thus of the FY 2020-2021 Draft Budget.

**TOWN OF WINTERVILLE
BUDGET ORDINANCE
FISCAL YEAR 2020-2021**

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

SECTION 1: It is estimated that the following revenues will be available in the General Fund for the Fiscal year beginning July 1, 2020 and ending June 30, 2021:

Ad Valorem Taxes	4,164,406.00
Other Taxes and Licenses	2,410,439.00
Permits and Fees	12,250.00
Sanitation Fees	557,052.00
Investment Income	82,264.00
Inspections	177,247.00
Miscellaneous Income	210,359.00
Grant Revenue	210,682.00
Inter-Fund Transfer Services	1,153,139.00
Electric Fund Contribution	650,000.00
EMS Contribution	127,961.00
Fund Balance Appropriation	130,021.00
Debt Proceeds	1,163,673.00
	\$11,049,493.00

SECTION 2: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

Governing Board	105,823.00
Administration	645,974.00
Finance	1,300,386.00
Inspections	299,701.00
Human Resources	139,808.00
Information Technology	436,772.00
Planning Department	148,154.00
Public Buildings	788,504.00
Grounds and Maintenance	32,000.00
Police Department	2,212,028.00
Fire Department	906,388.00
EMS Department	126,334.00
Animal Control	13,100.00
Mosquito Control	8,600.00
Public Works	1,306,553.00
Sanitation	553,000.00
Non-Departmental	2,026,368.00
	\$11,049,493.00

SECTION 3: The following revenues will be available in the Recreation Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

Program Fees	\$124,530
Concession Income	\$37,500
<u>General Fund Transfer</u>	<u>\$930,711</u>
	\$1,092,741

SECTION 4: The following amount is hereby appropriated in the Recreation Fund for operation of the Winterville Recreation Programs during the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Recreation Department</u>	<u>\$1,092,741</u>
	\$1,092,741

SECTION 5: It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal year beginning July 1, 2020 and ending June 30, 2021:

Grant Funding	\$251,494
<u>Interest Income</u>	<u>\$2,452</u>
	\$253,946

SECTION 6: The following amount is hereby appropriated in the Powell Bill Fund for the operation of the Powell Bill Program for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Powell Bill</u>	<u>\$253,946</u>
	\$253,946

SECTION 7: It is estimated that the following revenues will be available in the Home Housing Program Fund for the Fiscal year July 1, 2020 and ending June 30, 2021:

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

SECTION 8: The following amount is hereby appropriated in the Home Housing Program Fund for the operation of the Urgent Repair and Housing Program for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

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

SECTION 9: It is estimated that the following revenues will be available in the Fire Grant Fund for the Fiscal year July 1, 2020 and ending June 30, 2021:

Grant Funding	\$630,610
<u>General Fund Contribution</u>	<u>\$417,005</u>
	\$1,047,615

SECTION 10: It is estimated that the following appropriations will be available in the Fire Grant Fund for the Fiscal year July 1, 2020 and ending June 30, 2021:

<u>Fire Grant Fund</u>	<u>\$1,047,615</u>
	\$1,047,615

SECTION 11: It is estimated that the following revenues will be available in the Electric Enterprise Fund for the Fiscal year July 1, 2020 and ending June 30, 2021:

Sales and Service	\$7,115,800
<u>Retained Earnings</u>	<u>\$361,227</u>
	\$7,477,027

SECTION 12: The following amount is hereby appropriated in the Electric Enterprise Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Electric Department</u>	<u>\$7,477,027</u>
	\$7,477,027

SECTION 13: It is estimated that the following revenues will be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Sales and Service</u>	<u>\$1,570,198</u>
	\$1,570,198

SECTION 14: The following amount is hereby appropriated in the Water Enterprise Fund for the operation of the water utility for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Water Department</u>	<u>\$1,570,198</u>
	\$1,570,198

SECTION 15: It is estimated that the following revenues will be available in the Sewer Enterprise Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Sales and Service</u>	<u>\$2,512,834</u>
	\$2,512,834

SECTION 16: The following amount is hereby appropriated in the Sewer Enterprise Fund for the operation of the sewer utility for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Sewer Department</u>	<u>\$2,512,834</u>
	\$2,512,834

SECTION 17: It is estimated that the following revenues will be available in the Stormwater Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Sales and Service</u>	<u>\$507,090</u>
	\$507,090

SECTION 18: The following amount is hereby appropriated in the Stormwater Fund for the operation of the Storm Water utility for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

<u>Storm Water Department</u>	<u>\$507,090</u>
	\$507,090

SECTION 19: There is hereby levied a tax at the rate of forty-seven and one-half cents (\$.475) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$724,258,681 and an estimated rate of collection of 97% for real and personal property; 100% for vehicles.

SECTION 20: The Town Manager (Budget Officer) is hereby authorized to transfer appropriations as contained herein under the following conditions:

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

SECTION 21: The attached Fee and Utility Rate Schedules are hereby adopted for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

SECTION 22: The attached Pay and Classification Plan is hereby adopted for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

SECTION 23: Copies of the Budget Ordinance shall be furnished to the Town Clerk to the Governing Board and to the Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 8th day of June, 2020.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Ryan C. Willhite, Chief of Police

Item to be Considered

Subject: The Police Department is requesting our continued participation and contract with Pitt County Schools for the Town of Winterville to supply one (1) School Resource Officer at A.G. Cox (primarily) and secondary duties at W.H. Robinson and Creekside Elementary Schools.

Action Requested: Enter into the SRO contract with Pitt County Schools.

Attachment: Contract.

Prepared By: Ryan C. Willhite, Chief of Police

Date: 6/3/2020

ABSTRACT ROUTING:

TC: 6/3/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Pitt County Schools has requested that the Town of Winterville enter into a contract to supply a School Resource Officer (SRO) in the County schools in our jurisdiction. The County has proposed a one-year contract which will pay the Officers salary and benefits (\$64,340.54) and the Town of Winterville is responsible for the equipment, uniforms, vehicle and training. This Officer will primarily be assigned to A.G. Cox Middle School, but will frequent W.H. Robinson Elementary as well as Creekside Elementary as needed or prudent. The County will make 12 -monthly installments to the Town to reimburse the salary and benefits cost. As with other SRO's throughout the County, this contract is renewed annually to address changes in salary or details

Budgetary Impact: The Department's current budget will absorb personal equipment, uniforms and training costs.

Recommendation: Approval of Contract.

NORTH CAROLINA
PITT COUNTY

WINTERVILLE POLICE DEPARTMENT
SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT
2020–2021

This Winterville Police Department School Resource Officer Program Agreement for the 2020–2021 School Year (“Agreement”) is made and entered into this the 1st day of June, 2020, by and between The Pitt County Board of Education, a body politic and corporate, organized and existing under the laws of the State of North Carolina (the “School System”) and the Town of Winterville, a municipal corporation in the State of North Carolina (the “Town”) (individually “Party” and collectively the “Parties”).

WITNESSETH:

WHEREAS, the Town has established, organized, and maintained an accredited law enforcement agency, the Winterville Police Department (“WPD”), with territorial jurisdiction and all law enforcement powers as authorized by statute, case law, and the common law of the State of North Carolina within the corporate limits of the Town, pursuant to N.C.G.S. § 160A-281 and N.C.G.S. § 160A-285;

WHEREAS, the School System currently serves more than 23,000 students in 37 schools in Pitt County;

WHEREAS, the Parties have a close working relationship and desire to create a safe and secure environment on the campuses of the School System which are located within the corporate limits of the Town;

WHEREAS, this Agreement establishes the Parties’ duties and obligations concerning the Town’s involvement in the School System’s School Resource Officer (“SRO”) Program (the “SRO Program”) utilizing WPD officers in and upon the School System’s schools, which are located within the corporate limits of the Town and are part of this Agreement;

WHEREAS, the Parties recognize the benefits of the Town’s participation in the SRO Program;

WHEREAS, the Town agrees to provide to the School System and manage one (1) full-time SRO and provide supplies and equipment necessary to support the SRO, and the School System agrees to reimburse the Town for its expenses in providing the said SRO for the SRO Program, as set forth herein; and

WHEREAS, the Parties desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by the Parties pursuant to the SRO Program.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements contained herein below, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1.0 Goals and Objectives. The Parties share the following goals and objectives regarding the SRO Program.

- 3.1.3** If the SRO's temporary absence was not scheduled in advance (e.g. sickness, death of a family member, medical emergency, etc.) or the SRO is absent from work for a scheduled absence (e.g. vacation, continuing education, etc.), the Town, to the extent reasonably practicable, agrees to assign another officer to substitute for the SRO. In no event, shall the School System be without a certified law enforcement officer for more than five (5) consecutive school days, and on any day that the School System is without a replacement certified law enforcement officer, the Town will increase patrols in the vicinity of the SRO's assigned schools, walkthrough the SRO's assigned schools at least three times per day during each day that the SRO is absent, and shall have an officer meet at least once daily with school administration to discuss any concerns.
- 3.1.4** Except as otherwise may be required by the Town in its sole discretion to address a serious emergency, the Town should not utilize the SRO during the designated workday for duties other than those set forth in this Agreement.
- 3.2** The Town agrees to provide and administer the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the Town, including but not necessarily limited to: sick leave, annual leave, retirement compensation, workers' compensation insurance, dental insurance, and health insurance. The SRO shall be subject to all other personnel policies and practices of the Town. To the extent that there are conflicts between Town policy related to salary and employment benefits and the terms and conditions of this Agreement, Town policy related to salary and employment benefits shall control.
- 3.3** The Town shall only assign an SRO to the School system who meets all of the following basic qualifications:
- 3.3.1** Have at least three (3) years of law enforcement experience, unless this requirement is waived by the Parties.
- 3.3.2** Complete an SRO training course which is approved by the North Carolina Criminal Justice Education and Training Standards Commission. If the SRO does not possess certification of completion of an SRO training course which is approved by the North Carolina Criminal Justice Education and Training Standards Commission, the Town will ensure that the SRO participates in the next available SRO training course offering which is approved by the North Carolina Criminal Justice Education and Training Standards Commission to obtain this certification.
- 3.3.3** Complete Crisis Intervention Training ("CIT") certification through an accredited college, or other CIT provider approved by the Town. If the SRO does not possess CIT certification, the Town will ensure that the SRO participates in the next available course offering to obtain CIT certification.
- 3.3.4** Possess knowledge of the applicable federal and state laws, Town and Pitt County ordinances, and the School System's policies and regulations.

- 3.3.5** Be capable of conducting in-depth criminal investigations and investigations of delinquencies.
 - 3.3.6** Possess an even temperament.
 - 3.3.7** Be capable of setting a good example for students.
 - 3.3.8** Receive annual training in school-based violence.
 - 3.3.9** Possess positive experience working with youth and/or in a school setting and should be willing and able to serve as mentors for students.
 - 3.3.10** Have no substantiated evidence of harassment, discrimination, improper use of force, or other serious performance issues in his or her work history that would make the officer inappropriate for performing duties as an SRO.
 - 3.3.11** Possess communication skills that would enable the officer to function effectively within the school environment.
- 3.4** The Town acknowledges that the requirements of N.C.G.S. § 115C-332.1 apply to this Agreement. The Town shall conduct an annual check of all sworn law enforcement officers assigned as SROs on the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry. The Town certifies that no individual may provide services to the School System under this Agreement if he or she appears on any of the herein stated sex offender registries.
- 3.5** The Town agrees to provide each SRO with all equipment which is not school-specific, including but not limited to the following equipment:
- 3.5.1** The standard issue firearm and rounds of ammunition for each SRO.
 - 3.5.2** Office supplies and forms required in the performance of each SRO's duties.
 - 3.5.3** Appropriate Town vehicles to perform the duties and assignments under this Agreement.
- 3.6** The Town shall ensure that the SRO maintain minimum in-service training and certification requirements as would normally apply to all other certified officers in addition to any training and certifications required for SROs. Except in rare circumstances when training is not otherwise available, all training shall be conducted during the summer months when school is not in session.
- 3.7** The Town shall designate a regularly employed law enforcement officer ("SRO Supervisor") to supervise the assigned SRO and to coordinate the functions of the SRO in the SRO Program with the Security Department. The duties of the SRO Supervisor shall include ensuring SRO compliance with directives and policies of the Town and the School System, coordinating SRO scheduling and work hours (e.g. vacation requests, sick leave, training, etc.), communicating all emergencies or any other useful information to the

School System's Security Town, communicating any temporary SRO replacements with the name of the officer and contact information to the School System's Security Town, addressing concerns and complaints regarding performance and conduct of SROs in collaboration with the School System and in accordance with Town protocols.

3.8 The Town shall ensure that the SRO Supervisor and any other required representatives attend meetings with School System to discuss issues relevant to the SRO Program and its operations. The Town shall also ensure that the SRO meets with School System personnel at least once annually to discuss issues relevant to the SRO Program and its operations. The School System shall ensure that the scheduling of the herein stated meetings does not conflict with the Town's needs, including SRO assignments.

3.8.1 The School System shall provide annual training to the SRO no later than September 30, 2020. This annual training shall include training on the School System's behavioral support and discipline policies, the School System's SRO policies and procedures, a discussion of the School System's commitment to using its policies to ensure a safe and orderly educational environment and the fair and equitable treatment of all students when addressing student behavior, the role of SROs in making disciplinary referrals when necessary, the limited role of SROs within the School System's behavioral support and discipline system, and the documentation that must be developed and maintained by SROs in the SRO Program.

4.0 The School System's Obligations.

4.1 The School System shall reimburse the Town for the SRO provided at a total annual cost of **SIXTY-FOUR THOUSAND THREE HUNDRED FORTY DOLLARS and 54/100** (\$64,340.54). The School System shall reimburse the Town in twelve (12) monthly payments payable in advance or on the day before the last day of each month starting July 1, 2020 and continuing through June 30, 2021. Overtime and additional duty assignments are not included in this reimbursement and may not be added to the monthly invoice or invoiced separately.

4.1.1 If the SRO ceases to serve as an SRO and no replacement is appointed and assigned by the Town for the remainder of the term of this Agreement, monthly payments due from the School System pursuant to paragraph 4.1 will be reduced accordingly.

4.1.2 Except as provided in Section 4.2.2, in the event an SRO is absent or unable to perform the duties under this Agreement, the reasons for such absence or unavailability are not attributable to the School System (either the Town requires the SRO to be absent or the SRO is absent due to sickness, disability, otherwise not available), and the Town fails to provide the School System with adequate supplemental coverage as set forth in Section 3.1.3, then the School System may reduce the compensation payable to the Town under this Agreement on a prorated basis and such reduction shall be credited or repaid to the School System.

4.1.3 In the event of an emergency when the SRO is ordered by the Town to leave his/her school duty station during normal duty hours as described in Section 3.1.4 above and to perform other services for the Town, the time spent shall not be considered hours worked under this Agreement. In such an event, the monthly

compensation paid by the School System to the Town shall be reduced by the number of hours of SRO services not provided to the School System or the hours shall be made up in a manner determined by mutual agreement of the Parties.

4.2 The maximum number of hours that the SRO shall be on-duty in a work day under this Agreement shall not exceed the maximum number of hours allowed by APD's policy. Specific SRO duty hours at a particular school shall be set by mutual agreement between the School System, at the direction of the principal of the school to which the SRO is assigned, and the Town. The duty hours shall begin when the SRO arrives at the destination assigned by the principal and shall end when the SRO leaves the destination assigned by the principal, thereby ending the SRO's work day. The actual duty hours for each officer shall be recorded on time sheets provided by the Town, and the principal or the principal's designee of the school to which the SRO is assigned shall review and sign the time sheet of the SRO each work period. The principal, or the principal's designee of the school to which the SRO is assigned, shall approve in writing any overtime of any SRO, and such overtime costs shall be reimbursed by the School System to the Town upon receipt of proper documentation. The principal of the school to which the SRO is assigned shall provide the Town with an executed copy of the approved overtime for any SRO and the amount of overtime approved. Such overtime will be compensated as indicated below and pursuant to personnel policy and practices of the Town and APD ("Town policy") and overtime regulations contained in the Fair Labor Standards Act.

4.2.1 The Parties agree any overtime hours worked during the SRO's pay period shall be compensated by the Town at the rate of time and one half for the overtime hours worked unless the SRO is permitted to adjust the SRO's work schedule during that same pay period to reduce or eliminate the extra work hours, or a combination of both overtime pay and time off as agreed by the School System, the SRO, and the Town.

4.2.2 Subject to the approval of the School System and Town, if an SRO elects to adjust the work schedule by taking time off to reduce or eliminate the extra work hours during a pay period, the Town will not be required to provide a law enforcement officer as a substitute, nor may the School System reduce the compensation paid to the Town for the time off taken by the SRO.

4.2.3 It is understood and agreed that time spent by the SRO attending court cases arising from and/or out of his/ her employment as an SRO shall be considered as hours worked under this Agreement.

4.3 The School System agrees to provide each SRO with the following:

4.3.1 Suitable accommodations at school (i.e. a lockable room with limited access, telephone, desk, chair, computer, and filing cabinet).

4.3.2 A radio with all school frequencies.

4.3.3 Keys and key-card access and/or other identification to all assigned schools.

- 4.3.4 Reasonable opportunities to address students, teachers, school administrators, and parents about criminal justice, safety, and security issues.
- 4.3.5 A dedicated parking space in an approved location for the SRO patrol car.
- 4.3.6 A School System-issued cell phone.

5.0 Employment, Assignment, and Control of School Resource Officers.

- 5.1 The SRO under this Agreement will be employees of the Town and not an employee of the School System. The SRO will be subject to the administration, supervision, and control of the Town, except as such administration, supervision, and control is subject to the terms and conditions of this Agreement.
- 5.2 The Town, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the SRO. However, the School System shall evaluate annually the SRO Program and the performance of the SRO on forms developed jointly by the Parties and attached hereto as **Attachment C**. Attachment C is hereby incorporated into this Agreement. It is further understood that the School System's evaluation of the SRO is advisory only and that the Town retains the final authority to evaluate each SRO.
- 5.3 In addition to annual evaluations as herein stated, school administrators have been instructed by the School System to immediately advise the Security Specialist, John Jenkins, of the Security Department (the "Security Specialist"), in writing, if the SRO is not effectively performing his or her duties or responsibilities, and/or receives a complaint from a staff member, student, parent, or other member of the school community about actions or conduct of the SRO. The Security Specialist will report written complaints to the SRO Supervisor, provide a copy of the written complaint to the SRO Supervisor, undertake an investigation into the allegations of the complaints, prepare a written investigative report which shall include findings of the Security Department's investigation ("Security Department investigative report"), and shall provide the SRO Supervisor with a copy of the Security Department investigative report.
 - 5.3.1 If a school administrator observes or is advised that the SRO is continuing to engage in conduct that was the subject of a written complaint or a school administrator makes a third written complaint within two (2) academic years to the Security Department about the SRO and the allegations of this third written complaint within two (2) academic years is substantiated by the Security Department in a Security Department investigative report, the Security Department shall then recommend to the SRO Supervisor that the SRO be removed from the SRO Program, shall prepare a written report recommending removal, which shall include the factual basis for the recommendation and contain the written approval by the School System's Superintendent ("Security Department removal recommendation report"), and shall provide the SRO Supervisor with a copy of the Security Department removal recommendation report.

- 5.3.2 Upon receipt of the Security Department removal recommendation report and if upon review by the Town, there is verifiable, documented evidence of ongoing performance issues that have persisted despite the SRO being provided notice and an opportunity to improve, the Town shall agree to remove the SRO from serving in the SRO Program.
- 5.3.3 In addition, if the Security Department documents SRO misconduct that threatens the health or safety of students or staff, the Security Department will immediately notify the SRO Supervisor of the SRO's misconduct and provide copies of such all records documenting such misconduct. The Town shall promptly remove the SRO from serving in the SRO Program until the completion of the Town's review of the misconduct as alleged, consistent with the Town's policies and ordinances and this Agreement.
- 5.3.4 Notwithstanding the foregoing, nothing in this Agreement shall prohibit the School System's Superintendent from preventing the access of any individual, including the assigned SRO, to School System property if the School System's Superintendent determines it is in the best interest of the health and safety of students. Likewise, the Town reserves the right to remove the SRO from duty as an SRO in the SRO Program.
- 5.3.5 Additionally, notwithstanding the foregoing, the School System understands that any and all information communicated or otherwise provided to the Town and/or gathered by the Town regarding a School System-initiated complaint or otherwise regarding the SRO, including but not limited to the School System's annual evaluation of the SRO and/or the results of any School System investigation, is part of the SRO's personnel file, is confidential pursuant to N.C.G.S. § 160A-168, and is not subject to inspection except as allowed by N.C.G.S. § 160A-168(c).

5.4 The School System reserves the right to request that the contract services of an individual SRO be terminated if the principal-SRO relationship cannot, in the discretion of the School System, be successfully negotiated.

6.0 Insurance and Indemnification.

- 6.1 While working as an SRO in the SRO Program, the SRO shall have the same jurisdiction, powers, rights, privileges, and immunities (including those relating to the defense of civil actions and payment of judgments) as a law enforcement officer normally possesses. While on duty at a school location, the SRO shall respond to requests and suggestions by the principal, but shall remain subject to the lawful operational commands of his / her superior officers in the Town.
- 6.2 Except as may be provided for a remedy for breach of the financial obligations of this Agreement:
 - 6.2.1 To the fullest extent permitted by law, the School System shall indemnify and hold harmless the Town, its officials and officers (elected and non-elected), employees, agents, representatives, and consultants against any liability arising

out of or in connection with any of the operations or obligations of the School System, including but not limited to any said operations or obligations subcontracted or assigned to a different person or entity from any and all claims, demands, damages, losses, lawsuits, and other proceedings, judgments, causes of action, liabilities, civil penalties, charges, costs, and expenses, including without limitation attorneys' fees, which are attributable to bodily or personal injury, sickness, disease, or death, or to injury to or destruction of tangible property caused by acts or omissions of the School System or anyone for whose acts the School System may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

6.2.2 Likewise, to the fullest extent permitted by law, the Town shall indemnify and hold harmless the School System, its officials and officers (elected and non-elected), employees, agents, representatives, and consultants against any liability arising out of or in connection with any of the operations or obligations of the Town, including but not limited to any said operations or obligations subcontracted or assigned to a different person or entity from any and all claims, demands, damages, losses, lawsuits, and other proceedings, judgments, causes of action, liabilities, civil penalties, charges, costs, and expenses, including without limitation attorneys' fees, which are attributable to bodily or personal injury, sickness, disease, or death, or to injury to or destruction of tangible property caused by acts or omissions of the Town or anyone for whose acts the Town may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

6.3 The Town shall hold the School System free, harmless, and indemnified from and against any and all claims, suits, or causes of action arising out of allegations or unfair or unlawful employment practices brought by the SRO, which are attributable solely to the Town.

7.0 **Term of the Agreement.** The term of this Agreement is one (1) year commencing on July 1, 2020 and ending on June 30, 2021.

8.0 **Notice.** Any notice or other communication provided for herein by a Party shall be in writing and served upon the other Party by either (A) hand-delivery, (B) electronic mail or facsimile transmission, and/or (C) by overnight courier service (with all fees prepaid) to the receiving Party as follows, or to any other address which either Party may hereafter designate for itself in writing:

FOR THE TOWN

Town of Winterville
2751 Railroad Street
Winterville, NC 28590
Telephone: (252) 215-2395
Facsimile: (252) 215-2461
Email: ryan.willhite@wintervillenc.com
(Ryan Willhite, Chief of Police)

With a Copy to:
Town of Winterville
2751 Railroad Street
Winterville, NC 28590
Telephone: (252) 215-2340
Facsimile: (252) 215-2451
Email: terri.parker@wintervillenc.com
(Terri Parker, Town Manager)

FOR THE SCHOOL SYSTEM

Pitt County Schools
School Security Department
300 Sylvania Street
Winterville, North Carolina 28950
Telephone: (252) 830-2313
Facsimile: (252) 830-1277
Email: jenkinj@pitt.k12.nc.us
(John Jenkins, Security Specialist)
Email: HUDSONJ@pitt.k12.nc.us
(Jeff Hudson, Security Specialist)

With a Copy to:
The Pitt County Board of Education
1717 West Fifth Street
Greenville, North Carolina 27834
Telephone: (252) 830-4227
Facsimile: (252) 830-0099
Email: ehodson@pitt.k12.nc.us
(Emma J. Hodson, Attorney for The Pitt
County Board of Education)

If either Party hereto changes its address or other contact information for purposes of this Agreement, the Party so changing shall give the other Party appropriate written notice of change of address in the manner specified above.

9.0 Termination of Agreement. This Agreement shall automatically terminate on July 1, 2020 if the School System has not received funding from the North Carolina School Safety Grant Program—School Resource Officers Grant. Additionally, this Agreement may be terminated by either Party with or without cause (for convenience) upon sixty (60) days’ written notice to the other Party as provided in Section 8.0 herein. Termination of this Agreement may only be accomplished as provided herein. In the event this Agreement is terminated, compensation will be made to the Town for all services performed prior to the date of termination.

10.0 Arm’s Length Negotiation. The Parties further agree that this Agreement is to be deemed to have been prepared jointly by the Parties hereto, after arm’s length negotiations, and that any ambiguity or uncertainty existing herein, if any, shall not be interpreted against the other Party. The Parties further agree to sign any and all instruments or documents necessary to carry out the full purpose and intent of this Agreement. This Agreement shall be binding upon the Parties and their successors in interest.

11.0 Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements and understandings, whether written or oral, related to the subject matter of this Agreement.

12.0 Amendment and Modification. This Agreement may be modified or amended by mutual consent of the Parties as long as the amendment is executed in the same fashion as this

Agreement. Notwithstanding the foregoing, the Parties may develop additional policies and procedures by consent to implement this Agreement, including but not limited to policies and procedures regarding reporting requirements and sharing information between the School System and the Town. Further, each Party may develop internal policies and procedures to implement their respective obligations under this Agreement.

- 13.0 Consideration.** For and in consideration of the Town providing the SRO for participation in the SRO Program as described herein, the School System agrees to reimburse the Town for the cost of the SRO, as described in this Agreement.
- 14.0 Severability.** The non-enforceability or illegality of any provision of this Agreement shall not render the other provisions unenforceable, illegal, or invalid.
- 15.0 Headings.** The paragraph headings contained herein are only for convenience and reference, and are not intended to be part of this Agreement or in any manner to define, limit, or describe the scope and intent of this Agreement for the particular paragraph to which they refer.
- 16.0 E-Verify Compliance.** The Parties shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if either Party utilizes a subcontractor, the Party shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Parties represent that they and their subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- 17.0 Governing Law; Venue.** This Agreement shall be governed by the laws of the State of North Carolina. The venue for initiation of any such action shall be Pitt County, North Carolina.
- 18.0 No Third Party Benefits.** There are no third party beneficiaries to this Agreement. Nothing in this Agreement shall create or give to third parties any claim or right of action against either of the Parties, or their employees, agents, contractors, officers, officials, governing boards, or successors in interest.
- 19.0 Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.

IN WITNESS HEREOF, the Parties hereto have caused this Agreement to be executed the day and year first written above.

THE PITT COUNTY BOARD OF EDUCATION

TOWN OF WINTERVILLE

Ethan A. Lenker
Superintendent

Terri L. Parker
Town Manager

Matthew Johnson
Assistant Superintendent of Operations

Ryan Willhite
Chief of Police

APPROVED AS TO FORM:

Emma J. Hodson
Attorney for The Pitt County Board of
Education

E. Keen Lassiter
Town Attorney

PRE-AUDIT CERTIFICATION:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Debra Baggett
Chief Financial Officer, Pitt County Schools

Date

ATTACHMENT A

PITT COUNTY SCHOOLS
SCHOOL RESOURCE OFFICER PROGRAM MANUAL
2020-2021

SCHOOL RESOURCE OFFICER PROGRAM MANUAL

2020-2021

I. Goals of the SRO Program, Purpose of this Manual, and Prohibition on Unlawful Discrimination

The Pitt County Board of Education is grateful for strong relationships with six law enforcement agencies. Through the Board's partnerships with the Ayden Police Department, Farmville Police Department, Greenville Police Department, Grifton Police Department, Pitt County Sheriff's Office, and Winterville Police Department, Pitt County Schools is able to have an efficient and cohesive School Resource Officer ("SRO") Program with the primary goals of (1) providing a safe, inclusive, and positive learning environment for all students, educators, administrators, volunteers, and other members of the school community and (2) building positive relationships between law enforcement officers and school administrators, parents, and students.

The purpose of this manual is to ensure that key stakeholders (i.e. principals, assistant principals, central office staff, and SROs) have a clear understanding of the role and duties of SROs, the role and duties of school system administrators, how SROs and school system administrators should collaborate to achieve the goals of the SRO program, and limitations on the relationship between SROs and the school system.

All key stakeholders should be aware that the SRO Program is to be operated without discrimination against any person on the basis of sex, gender, race, color, religion, national origin, age or disability. Under no circumstances will any stakeholder, the Board, or representative of the law enforcement agencies supplying SROs engage in any conduct in violation of state or federal anti-discrimination law in their interactions with students, including but not limited to any retaliation for reporting, alleging, or filing complaints concerning any alleged discrimination.

II. The Imposition of School Discipline

A. Routine Disciplinary Matters

1. Principals and assistant principals ("school administrators") shall be solely responsible for implementing the Student Code of Conduct and school discipline policies. School administrators, not the SRO, have primary responsibility for maintaining order in the school environment and for investigating and responding to school disciplinary matters.
2. The SRO shall refer any reports or concerns relating to student discipline to the principal or designee and shall not independently investigate or administer consequences for violations of the Student Code of Conduct or any school disciplinary rules.
3. The SRO should generally not have any further involvement in routine disciplinary matters, such as tardiness, loitering, noncompliance, the use of inappropriate language, dress code violations, minor classroom disruptions, and disrespectful behaviors and other similar minor infractions of school rules.
4. The principal or assistant principal shall only request SRO assistance when necessary to protect the physical safety of staff, students, or others in the school environment.
5. The SRO will not be involved in the questioning of students initiated and conducted by

school personnel in disciplinary matters unless requested by the principal or assistant principal to maintain a safe and secure school environment. If the SRO's presence is requested under these circumstances, the SRO shall confine his or her involvement to what is reasonably necessary to protect the safety and security of members of the school community and shall not lead the investigation or actively question students.

B. Joint Law Enforcement and School Disciplinary Investigations

1. In cases where school disciplinary investigations and law enforcement investigations into criminal activity¹ overlap and relate to matters affecting health or safety (e.g., when both the school administration and SRO are investigating matters related to the presence of drugs or weapons on campus), it may be appropriate for school administrators and SROs to work in tandem. In such events, law enforcement investigation by the SRO takes precedence over school disciplinary issues. In such circumstances, the SRO shall be mindful of and clarify his or her role as a law enforcement officer conducting a law enforcement investigation when interviewing student witnesses, particularly students suspected of criminal wrongdoing.

III. Investigation of Criminal Matters

A. SRO Initiated Investigations into Criminal Activity at School

1. SROs may initiate appropriate law enforcement actions to address criminal matters, including matters that threaten the safety and security of the school or its occupants, and/or intervene with staff or students (with or without a referral from the principal or assistant principal) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety.
2. However, any such intervention shall be reasonable in scope and duration in light of the nature of the circumstances presented and shall be reasonably calculated to protect the physical safety of members within the school community, while minimizing, to the extent possible, any unintended negative effects on students.
3. Additionally, all law enforcement actions and interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and policies.
4. SROs shall evaluate criminal activity committed on or adjacent to school property to determine if further actions are required by law enforcement.
5. Use of force may be implemented pursuant to the SRO's law enforcement agency's procedures and protocols as well as all applicable laws, if objectively reasonable based on the totality of the circumstances and shall not be excessive, arbitrary, or malicious.
6. SROs shall also, whenever possible, advise the principal before requesting additional law enforcement assistance on campus and shall request such assistance only when necessary to protect the safety or security of those present on the school campus.
7. Criminal investigations, arrests, and taking juveniles into temporary custody in accordance with Section 7B-1901 of the North Carolina General Statutes by SROs will

¹ For purposes of this Manual, the word crime or criminal includes investigations into delinquency.

be conducted in accordance with all applicable legal requirements, including all applicable laws, regulations, and policies governing the use of force, interrogations, searches, and arrests.

B. Investigative (Searches, Questioning, etc.), Temporary Custody, and Arrest Procedures

1. An SRO shall promptly notify the principal or an assistant principal whenever he or she asks a student questions of an investigative nature or takes any direct law enforcement action against a student; however, notification may be withheld until deemed appropriate by the SRO if such notification would endanger a student or any other person or compromise an ongoing criminal investigation.
2. An SRO shall promptly notify principal or assistant principal and the parent(s) or guardian(s) of any student arrested for a criminal offense or taken into temporary custody pursuant to Section 7B-1900 of the North Carolina General Statutes.
3. All SRO questioning or searches of students suspected of criminal wrongdoing and/or searches of property by an SRO must be in accordance with applicable law. In particular, SROs shall be aware of the differing standards governing searches by law enforcement officers for law enforcement purposes as compared with searches by school administrators in connection with student discipline. Except as set out in Paragraph 1 of this Subsection, SROs should contact either the principal or assistant principal before questioning or searching a student regarding an investigation into suspected criminal activity to determine if either the principal or assistant principal should be present during the questioning or searching.
4. If a SRO questions, searches, arrests, or takes a student into temporary custody at school, all reasonable efforts will be made by the SRO and the principal or assistant principal to remove the student from other students and bystanders or otherwise to not bring undue attention to the student.
5. At no time shall any SRO request that any PCS employee lead or conduct a search of a student for law enforcement purposes or have a PCS employee act as an agent of law enforcement. The SRO shall not conduct or participate in searches of students or their belongings in school disciplinary investigations unless their assistance is requested by school personnel to maintain a safe and secure school environment.

C. Non-School Investigations

1. SROs shall refrain from questioning students at school regarding non-school related matters unless the SRO has a warrant or unless questioning, searching, arresting, or taking a student into temporary custody on school property at that time is necessary, in the discretion of the SRO, for the success of a law enforcement investigation or to prevent injury or crime.

IV. SROs as a Mentors and Members of the School Community

- A.** The SRO shall conduct himself or herself as a role model at all times and in all facets of his or her work and shall seek to establish a strong rapport with school administrators, faculty, staff, students, and others associated with the school. SROs shall also encourage students to develop positive attitudes towards the school, education, law enforcement

officers, and positive living in general.

- B.** SROs are strongly encouraged to attend meetings of parent and faculty groups to solicit their support and understanding of the SRO Program and to promote awareness of law enforcement functions during the SRO's regular duty hours.
- C.** SROs shall be familiar with community agencies that offer assistance to students and their families, including but not limited to mental health services and drug treatment centers, and shall provide information on such agencies to students, parents, and/or school administrators when appropriate. In addition, the SRO shall provide information to the school principal, students, and parents regarding additional resources offered by community agencies or the agencies providing afterschool and summer programs and opportunities for youth.
- D.** SROs may answer questions that students have about North Carolina criminal or juvenile laws but should not to give legal advice.
- E.** SROs shall counsel students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal, the principal's designee, or the parents of a student.
- F.** SROs shall attend meetings of **S**tudents **A**gainst **D**estructive **D**ecisions (SADD) groups in schools and SADD groups as requested. SADD groups are student-run programs that educate the school community about issues related to drug and alcohol abuse, sexual activity, depression, bullying, and suicide within the student population.
- G.** SROs shall, whenever possible and in accordance with guidance from the school principal or designee, participate in or attend school functions during the SRO's regular duty hours, in order to assist in the safe and peaceful operation of school-related programs.
- H.** SROs shall wear the official law enforcement uniform or other apparel issued by their respective agencies at all times while serving on school property and shall make best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of crime or violence are most likely to occur.
- I.** SROs are not to be used on a daily or routine basis for traffic direction at or adjacent to school property.
- J.** The SRO shall remain on the school grounds during normal school hours, except when necessary to attend to a law enforcement emergency, trainings, court proceedings, or, on limited occasions, official law enforcement business off-campus. With the exception of emergency situations out of the SRO's control, the SRO shall give the SRO supervisor, the principal or designee, and Pitt County Schools Security Specialist, John Jenkins, reasonable advance notice of any times when the SRO is not expected to be on campus during normal school hours.

V. Communication Between School Administrators and SROs

A. At the School Level

1. Open communication between SROs and school principals is encouraged at all times to

ensure a collaborative and productive relationship.

2. SROs, school principals, and members of the administrative team designated by the principal are expected to meet on a regular basis, both formally and informally, to discuss school safety concerns, duties, and responsibilities. SROs, school principals, and members of the administrative team designated by the principal are all expected to initiate such meetings to promote open and strong communication.
3. The Board authorizes principals to report any crimes that occur on campus to the assigned SRO in compliance with all applicable state laws and Board policies that require school officials to report criminal acts occurring on school grounds to law enforcement.
 - a. Presently, criminal offenses that must be reported to the SRO include: (1) assault resulting in serious personal injury; (2) assault involving the use of a weapon; (3) assault on school officials, employees, or volunteers; (4) making bomb threats or engaging in bomb hoaxes; (5) willfully burning a school building; (6) homicide; (7) kidnapping; (8) unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages; (9) possession of controlled substances in violation of law; (10) possession of a firearm; (11) possession of a weapon; (12) rape; (13) robbery with a dangerous weapon; (14) sexual assault (not involving rape or sexual offense); (15) sexual offense; and (16) taking indecent liberties with a minor.

B. With General Administration and Principals

1. During the months of September 2020 through June 2021, SROs shall provide to the Pitt County Schools Security Specialist, John Jenkins, and Pitt County Schools Director of Student Services, Karen Harrington, a monthly report of the aggregated number of referrals. A copy of these reports must be transmitted to the Security Specialist and Director of Student Services no later than the 5th of the following month (e.g. the report for September 2020 should be transmitted no later than October 5, 2020).
2. During the months of September 2020 through June 2021, SROs shall provide to the Security Specialist and Director of Student Services with a report of all school-based or related actions taken by the SRO, all matters that were referred to the court system, the outcome of any matter referred to the court system (if the matter has been decided in the reporting period), and the involvement of Pitt County Schools or an individual school in the proceeding (e.g. if district employees or students were called as witnesses). A copy of these reports must be transmitted to the Security Specialist and Director of Student Services no later than the fifth day of the following month (e.g. the report for September 2020 should be transmitted no later than October 5, 2020).
3. During the months of September 2020 through June 2021, SROs shall perform monthly security assessments for each of the SRO's assigned schools. Copies of the security assessment reports shall be forwarded to the Security Specialist and Principals no later than the last day of the month (e.g. the report for September 2020 is due no later than September 30, 2020).

VI. Transporting PCS Students

- A. SROs shall not transport any students in their vehicles unless one a student is a victim of a crime, under arrest, or some other emergency exists.
- B. SROs shall notify the school principal before removing a student from campus.
- C. SROs shall not transport students in their personal vehicles. If an SRO does not have an agency vehicle, then a patrol unit shall be dispatched to assist the SRO.

VII. Sharing Education Records

- A. Pitt County Schools officials are required to comply with the Family Educational Rights and Privacy Act (“FERPA”). Under FERPA, education records (i.e. records, files, documents, and other materials, including security footage, that are directly related to a student and maintained by Pitt County Schools or by parties acting for Pitt County Schools) may only be disclosed to SROs in certain circumstances.
- B. SROs shall not automatically have access to educational records or personally identifiable information about a student in those records simply because they are conducting a criminal investigation involving a student or for general non-specific purposes. Circumstances where school officials may disclose relevant educational records and personally identifiable information contained in those records with SROs include, the following:
 1. The student’s parent or the guardian or the student (if 18 years of age or older) consents in writing to disclose education records to the SRO;
 - a. NOTE: Consent must be obtained using Pitt County Schools’ FERPA Authorization Form which is included in this manual as Appendix I.
 2. The information sought (again for a specific purpose) is directory information (e.g. student home address, student phone number, etc.);
 - a. NOTE: Students’ parents or guardians or students who are 18 years of age or older may opt out of sharing directory information. School system officials are NOT permitted to share directory information if an opt out has occurred.
 - b. ALSO NOTE: School officials may not confirm non-directory information to an SRO. For example, if an SRO provides a student’s name and social security number (or other non-directory information) to school officials and is seeking additional directory information, school officials may not use social security number or other non-directory information to search for the student’s records as opposed to a name because using non-directory information to search for a student is considered to be confirming the accuracy of non-directory information to the SRO.
 3. Pursuant to a subpoena or court order;
 - a. NOTE: Prior to complying with the subpoena, FERPA requires school officials to make a reasonable effort to notify the parent, guardian, or student who is over 18 years of age of the subpoena or court order to give an opportunity to the parent, guardian, or eligible student to object or seek other protective action. School officials should contact in-house counsel upon the receipt of any subpoena for

educational records. A template of an Order for Release of Educational Records that legal counsel for SROs may utilize to obtain education records is included in this manual as Appendix II.

- b. ALSO NOTE: There are three situations where making a reasonable effort to notify parents, guardians, or students over 18 years of age is not required: (1) a court issuing a *federal grand jury* subpoena may direct school officials to keep the existence or contents of the subpoena confidential even as to the involved student and/ or parents; (2) a subpoena issued for any other *law enforcement purpose* may similarly direct the school to keep the subpoena confidential; and (3) *federal law enforcement authorities* may obtain ex parte secret subpoenas of student records in *terrorism investigations*.

4. A health or safety emergency exists;

- a. NOTE: School officials may disclose educational records under this exception to “appropriate persons” without consent in connection with an emergency when school officials perceive an “articulable and significant threat” to the health or safety of the student or others under the totality of the circumstances.

- i. The standard for when a health or safety emergency exists is flexible. School officials should generally not release education records based on a not fully formed sense that a student “might” do something at some indeterminate point in the future, but they are also not required to delay a release until the moment a student is on-campus with a gun. Ultimately, school officials need to be able to articulate a basis for reasonably believing that a student poses a significant risk of harm to self or others.

- ii. Examples of articulable threats might include (but are not limited to) students making statements about suicide or violence toward others, displaying unusually erratic or angry behaviors, or engaging in similar conduct that school officials would reasonably see as posing a risk of serious harm. By contrast, merely knowing that a student has access to a large cache of weapons at home—without accompanying behavioral red flags—would likely not rise to the level of an articulable or significant threat.

- b. SROs and other law enforcement officials are considered appropriate persons who need information to protect the health or safety of the student or others.

5. Records concern registered sex offenders and the information was provided to school officials pursuant to federal law (i.e. Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act).

C. School officials and SROs should be aware that it is the position of Pitt County Schools that Section 7B-3100 of the North Carolina General Statutes does not create a FERPA exception that allows for the sharing of records related to the “juvenile justice system.” However, FERPA does permit school officials to report child abuse and neglect to DSS.

D. Information obtained through a school official’s personal knowledge or observation (e.g. a teacher overhears a student make a threatening remark, observes a change in a student’s behavior, or reads a threat posted on the school’s social media page) is not an education

record and can be disclosed to SROs even if an education record exists containing the information.

1. NOTE: The general rule that personal knowledge and observations can be shared with law enforcement DOES NOT apply to school officials who have a role in making a determination that generates a protected educational record (e.g. a psychologist may not disclose to an SRO information learned about a student's behavior that the psychologist used in a report or assessment to determine a student's eligibility for special education; a principal may not advise an SRO that a student is suspended; etc.).

VIII. Evaluation of SROs

- A.** Each SRO is employed by the Ayden Police Department, Farmville Police Department, Greenville Police Department, Grifton Police Department, Pitt County Sheriff's Office, or Winterville Police Department. Although personnel decisions are ultimately made by an SRO's employer, principals shall provide annual advisory evaluations of SROs utilizing a form developed by the Board and the six law enforcement agencies. The Pitt County Schools Security Specialist, John Jenkins, shall collect evaluation forms from principals and solicit feedback from the superintendent and other administrators annually. The Security Specialist shall then submit the evaluation forms and any other feedback to the applicable law enforcement agency.
- B.** In addition to annual evaluations, principals and school system administrators should immediately advise the Pitt County Schools Security Specialist, John Jenkins, in writing, if an SRO is not effectively performing his or her duties or responsibilities and/or a staff member, student, parent, or other member of the school community has complained about actions of the SRO. Depending on where the SRO is employed, the Security Specialist will report written complaints to the officer supervising SROs. The Security Specialist will undertake an investigation into the allegations of the complaint, gather written witness statements from any individuals with information relevant to the complaint, and shall complete a written report of the investigator's findings and conclusion as to whether the allegations of the complaint were substantiated or not. The written report shall also be submitted to the supervising officer.

APPENDIX I

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

I, _____ (name of parent/guardian/student if 18 or older), hereby give permission for officials of Pitt County Schools to disclose confidential education records of the Student, _____ (name of student), and/or any personally identifiable information contained in those education records to the following (name of recipient and address):

The education records governed by this waiver shall include (*check all that apply*):

- Transcripts, report cards, and other grade reports
- Attendance information
- Disciplinary records
- Cumulative file
- Special education file
- Immunization records
- Other health records
- Other (please specify):

These records may be disclosed (check one):

- Upon the authorized person's request; OR
- One time only, upon execution of this consent.

This information is provided for the following purpose:

- To provide relevant information to the Student's medical provider(s);
- To assist in meeting the Student's educational needs; OR
- Other (please specify): _____

I understand that I may revoke this authorization at any time by providing my signed written notice to the appropriate Pitt County Schools officials. Absent such notice, this authorization shall expire on _____ (date).

I acknowledge that this form constitutes my written consent to release written consent to the release of confidential, personally identifiable information that is protected under the federal Family Educational and Privacy Rights Act (FERPA) and state law governing the confidentiality of student records and personally identifiable information contained in such records. I certify that I am more than eighteen years old and that I have authority to execute this authorization.

Signature of parent/guardian/student 18 or older _____
Date

Name (please print)

Address City State Zip

APPENDIX II-COURT ORDER TEMPLATE

STATE OF NORTH CAROLINA
COUNTY OF PITT

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION

IN RE: _____

ORDER FOR RELEASE OF EDUCATIONAL
RECORDS

THIS CAUSE HAVING COME ON TO BE HEARD before the undersigned District Court Judge presiding, and it appears to the court:

1. That there is an ongoing criminal investigation by ****OFFICER'S NAME**** of the ****NAME OF LAW ENFORCEMENT AGENCY**** regarding ****TYPE OF INCIDENT**** that occurred on or about ****DATE OF INCIDENT**** which is a violation of the North Carolina General Statute _____.
2. That the alleged offenses occurred at _____ School, a public school that is part of the Pitt County Public School System.
3. Upon information and belief, ****INFORMATION YOU ARE SEEKING**** (for example there is video surveillance of the crime scene and there are statements to school administrators made by four students associated with this investigation).
4. Upon information and belief, said video surveillance and student statements are considered "education records" of one or more public school students under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations, and contain information relevant and material to the investigation described above.
5. Under the relevant FERPA regulation, 34 C.F.R § 99.3l(a)(9), an educational agency or institution may disclose personally identifiable information from an education record of a student without written parental consent if the disclosure is to comply with a judicial order or lawfully issued subpoena. The same regulation also provides that the educational agency or institution may make such disclosures only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action.
6. That it is in the best interest of justice and the enforcement of the laws of the State of North Carolina to have this information disclosed to law enforcement for use in the criminal investigation described above, subject to the rights of the parent or eligible student whose records would be disclosed to seek protective action from this Court prior to disclosure.

IT IS THEREFORE ORDERED that any ****INFORMATION YOU ARE SEEKING**** contained in student education records maintained by school officials at _____ School as described in this Order be released to ****OFFICER'S NAME**** of the ****NAME OF LAW ENFORCEMENT AGENCY**** for use in the criminal investigation of this matter, after appropriate school officials have first provided reasonable notice to the parents or eligible students of their rights to seek protective action from this Court.

This the _____ of _____, 20____.

Presiding Judge

ATTACHMENT B
SRO PROGRAM MANUAL ACKNOWLEDGEMENT
(To be Completed by ALL SROs, Principals, and Assistant Principals)

I, _____ (print name), am a key stakeholder in the success of Pitt County Schools' SRO Program.

As a key stakeholder, I acknowledge that the success of the SRO Program requires collaboration between principals, assistant, principals and SROs and a clear understanding of the roles and duties of school administrators and SROs.

By signing below, I acknowledge that I have read the SRO Program Manual developed by the Pitt County Board of Education and local law enforcement agencies to develop an understanding of the roles and duties of school administrators and SROs.

Principal/AP/ SRO Signature: _____

Date: _____

****THIS FORM SHOULD BE SUBMITTED TO THE PITT COUNTY SCHOOLS SECURITY DEPARTMENT ON OR BEFORE OCTOBER 31, 2020. THE FORM SHOULD BE SENT VIA E-MAIL TO JOHN JENKINS (jjenkins@pitt.k12.nc.us).**

ATTACHMENT C
SRO PERFORMANCE EVALUATION METRIC 2020-2021 ACADEMIC YEAR
(TO BE COMPLETED BY SCHOOL SYSTEM ADMINISTRATORS)

School Name: _____

Completed By: _____

Date Completed: _____

SRO Name: _____

Please respond to each of the following by writing either YES or NO.

Question	Response
Q1: SRO remains on campus during normal school hours, except when necessary to attend to a law enforcement emergency, trainings, meetings, or official law enforcement business off-campus.	
Q2: SRO makes best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of crime or violence are most likely to occur.	
Q3: SRO participates in or attend school functions during regular duty hours in order to assure the peaceful operation of school-related programs.	
Q4: SRO conducts himself/ herself as a role model at all times and in all facets of the job and seeks to establish a strong rapport with staff, faculty, students, and others associated with the school and encourages students to develop positive attitudes toward school, education, law enforcement officers, and positive living in general.	
Q5: SRO initiates appropriate law enforcement actions to address criminal matters, including matter that threaten the safety and security of the school or its occupants, and/or intervenes with staff or students (with or without a referral from school staff) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety.	
Q6: SRO refers any reports or concerns relating to student discipline to the principal or designees and does not independently investigate or administer consequences for violations of the Student Code of Conduct or any school disciplinary rules.	
Q7: SRO meets with principal and members of the administrative team designated by the principal on a regular basis, both formally and informally, to discuss school safety concerns, duties, and responsibilities.	
Q8: SRO reports any safety concerns to the school principal and/or designee and confers with the school principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus involving students at school-related activities.	

***If you would like to provide any comments regarding your SRO or the SRO Program and/or if an answer above was NO, please complete the comments form below.**

Comments:



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Reverter Clause for Parcel Number 23091 – Habitat of Humanity of Pitt County.

Action Requested: Discussion and Council Recommendation.

Attachment: Letter from Habitat for Humanity of Pitt County.

Prepared By: Terri L. Parker, Town Manager

Date: 6/3/2020

ABSTRACT ROUTING:

TC: 6/3/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The Town deeded Habitat PN 23091 in 2009 with a reverter clause that if the property was not used in 5 years to build a house for persons of low to moderate income it would revert back to the Town. Attached, please see the letter from Habitat for Humanity of Pitt County for your information. Keen Lassiter and I will be ready to walk the Council through the issues involving this matter.

Budgetary Impact: TBD.

Recommendation: Discussion and Council Direction.



May 26, 2020

Keen Lassiter, Town Attorney
Town of Winterville
Winterville, NC 27858

Dear Keen:

I am writing this letter as a follow up to my email to you on May 3, 2020, and after subsequent phone calls from you, Crossland Homes, and Ms. Mattie Payton. As you are well aware, Crossland Homes and Ms. Payton are very eager to place a new manufactured home on the lot Ms. Payton owns (parcel 20330), with partial use of the lot owned next door by Habitat for Humanity of Pitt County (parcel 23091). Because of this, I receive calls from related parties 2-3 times a week asking about where things stand.

Habitat for Humanity of Pitt County is not comfortable with being "in the middle" when it comes to the deeded property in our name and any future disposition of the same. We are fearful that any decision or discussion in a public town meeting related to this property and Ms. Payton may appear to be based on discriminatory factors that would not be in keeping with Habitat for Humanity's procedures or guidelines. Therefore, we would like to be very clear on what we are asking the Town of Winterville to consider.

Habitat for Humanity of Pitt County is asking for one of two courses of action to be considered at your next Town Council meeting for Pitt County parcel 23091, with the address of 2447 Chapman Street, Winterville, NC.

1) Allow the specific deed restrictions pertaining to the use of the land to be rescinded so that Habitat for Humanity of Pitt County can use the land in accordance with normal and customary town ordinances or dispose of it as it sees fit.

OR

2) Enforce the deed reverter clause and reclaim the parcel for ownership by the Town of Winterville. If the town of Winterville would like to be involved in the vetting of the Crossland/Payton transaction this seems the appropriate route to be taken.

As a matter of record, Habitat for Humanity of Pitt County has never built on this parcel because of the size and shape of the parcel. With only 50' of road frontage, it is impossible to build a home with required setbacks unless the structure is constructed "shotgun style". In many discussions with low income families, often they feel this type of home is reminiscent of a style and shape of residences of days gone by, and represents despair and inequality. With this in mind, we consciously avoid houses of this shape.

Thank you for allowing me to clarify our request for consideration.

A handwritten signature in black ink that reads "J. Scott Johnson".

J. Scott Johnson
Executive Director

Cc: Executive Committee, HFHPC Board of Directors



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Travis Welborn, Public Works Director

Item to be Considered

Subject: Highway 11 Right of Way and Ditch Mowing Contract.

Action Requested: Approval of Contract with Precision Lawn Care and Landscaping, Inc.

Attachment: Final Bid Tab.

Prepared By: Travis Welborn, Public Works Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Town staff accepted bids on Thursday May 14, 2020 for the Town's annual ditch maintenance and Highway 11 right of way mowing contract. There were 2 bidders with the lowest being Precision Lawn Care and Landscaping, Inc. This was the second advertisement of the contract as there was only one bidder that submitted a bid the first time it was advertised. The lowest bidder is also the current holder of this contract and staff has experienced no issues. Staff recommends that the contract be approved with Precision Lawn Care and Landscaping, Inc.

Budgetary Impact: The annual ditch maintenance will cost \$15,904 and be budgeted for in the stormwater fund. The Highway 11 right of way mowing contract will cost \$21,150 annually and be budgeted for in the General Fund.

Recommendation: Approve contract with Precision Lawn Care and Landscaping.

TOWN OF WINTERVILLE
 WINTERVILLE, NORTH CAROLINA
 BID PROPOSALS FOR HIGHWAY 11 RIGHT OF WAY MOWING
 BID TABULATION

DESCRIPTION	Precision Lawn Care and Landscaping, Inc. 5118 Country Lane Grifton, NC 28530	J and J Turf Services PO Box 54 Simpson, NC 27879
ANNUAL DITCH MOWING	\$15,904.00	\$17,956.00
ANNUAL HWY 11 MOWING	\$20,350.00	\$23,650.00
ANNUAL HWY 11 TRASH PICKUP	\$800.00	\$1,000.00

PROJECT TOTAL: **\$37,054.00** **\$42,606.00**



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Travis Welborn, Public Works Director

Item to be Considered

Subject: Chapman Street Culvert Replacement Project – Engineering Contract Amendment #1.

Action Requested: Approval of Engineering Contract Amendment.

Attachment: Proposed Contract Amendment, Exhibit A – Detailed Cost Breakdown.

Prepared By: Travis Welborn, Public Works Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The Engineering consultant working on the Chapman Street Culvert Replacement project has requested a contract amendment to cover additional costs related to an extension in the contract time. The proposed increase will allow the Engineer to continue performing on site construction inspection as well as construction administration on behalf of the Town. The project is nearly complete, however, the project will likely be completed a few weeks later than the original contract completion date due to weather and additional work that was necessary to complete the project. Staff anticipates the total project cost including engineering and construction costs coming in just under the total grant award amount including this engineering contract amendment.

Budgetary Impact: 100% of this project, including all engineering fees and construction costs should be covered by the grant that the Town received. At this time staff does not anticipate the Town needing to contribute any funds unless there is a dramatic increase in the amount of asphalt that needs to be replaced.

Recommendation: Approval of Amendment #1 to contract with Freese & Nichols.



Town of Winterville

AMENDMENT NO. 1
FNI PROJECT NO. WNT18387
CLIENT CONTRACT REFERENCE N/A
DATE: 5/15/2020

Project Name: Chapman Street Culvert Replacement

Description of Services: FNI shall render professional services as set forth in Attachment SC.

Amended Deliverables: N/A

Amended Schedule: Per Attachment SC

Compensation shall be amended as follows: A not to exceed amount of Nine Thousand Eight Hundred Thirty-Two Dollars (\$9,832).

Current Contract Amount:	\$157,940
Amount of this Amendment:	\$9,832
Revised Total Amount Authorized:	\$167,772

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

TOWN OF WINTERVILLE

BY: _____

BY: _____

Print Name

Print Name

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

SCOPE OF SERVICES AND RESPONSIBILITIES OF CLIENT

ADDITIONAL SERVICES: FNI shall render the following professional services in connection with the Project as follows:

Task 8 – Additional Construction Services for Extended Construction Duration of One (1) Month

8.1 Pre-Construction Meeting

No additional services required

8.2 RFI Responses and Shop Drawing Review

FNI will be available to respond to Requests for Information and review shop drawing submittals from the contractor.

8.3 Progress Meetings

FNI will facilitate up to one (1) additional progress meeting via conference call with the project team.

8.4 Construction Oversight

FNI will utilize Ark Consulting Group to provide part-time construction oversight during the assumed additional contract duration of four (4) weeks. These hours assume construction inspection an average average of one full day per week (32 hours) and senior management oversight of up to 16 hours.

8.5 Pay Application and Change Order Review

FNI will provide the Client with review of Change Order requests and one (1) additional contractor Pay Application.

TIME OF COMPLETION: FNI is available to commence work on the Project immediately upon execution of this Agreement and agrees to continue construction management services for the assumed one (1) month construction duration extension.

If FNI’s services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and in Attachment CO.

DESIGNATED REPRESENTATIVES: FNI and Client designate the following representatives:

Client’s Designated Representative – Travis Welborn, PE, Town of Winterville, Public Works Director, 2571 Railroad Street, Winterville, NC 28590; Phone 252-215-2428; email travis.welborn@wintervillenc.com

FNI’s Designated Representative – David Webb, PE, Associate, 1017 Main Campus Drive, Suite 1200, Raleigh, NC 27606; Phone 984-201-0648; email david.webb@freese.com

FNI’s Accounting Representative – Stephanie Kirchstein, 2711 N. Haskell Avenue, Suite 3300, Dallas, TX 75204; Phone 214-217-2212; email stephanie.kirchstein@freese.com

COMPENSATION

SPECIAL SERVICES – Billed Hourly

Description	Estimated Fee
Additional Construction Management Services Not-to-Exceed	\$9,832

TIME AND MATERIAL RATES

Upon written authorization from the Client for Additional Services, FNI shall adhere to the following Rate Schedule.

Schedule of Charges:

<u>Position</u>	<u>Rate</u>
Professional - 1	107
Professional - 2	130
Professional - 3	146
Professional - 4	169
Professional - 5	197
Professional - 6	225
Construction Manager - 1	85
Construction Manager - 2	111
Construction Manager - 3	131
Construction Manager - 4	164
CAD Technician/Designer - 1	91
CAD Technician/Designer - 2	117
CAD Technician/Designer - 3	145
Corporate Project Support - 1	87
Corporate Project Support - 2	105
Corporate Project Support - 3	139
Intern/ Coop	53
Senior Advisor	175

Rates for In-House Services

Travel

Standard IRS Rates

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.15. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members.

These rates will be adjusted annually in February. Last updated February 2018.

1022015



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Travis Welborn, Public Works Director

Item to be Considered

Subject: Chapman Street Culvert Replacement Project – Change Order #1.

Action Requested: Approval of Change Order #1 w/ Chatham Civil Contracting.

Attachment: Proposed Change Order, Change Order Documentation.

Prepared By: Travis Welborn, Public Works Director

Date: 6/1/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The Chapman Street Culvert Replacement Project is nearing completion. The Contractor has submitted a Change Order request due to additional work that was necessary to complete the project to this point. Additional work that will be encompassed by this change order includes but is not limited to extra restrained joint ductile iron water main to avoid a conflict with the new storm drainage, replacement of an existing fire hydrant that was in conflict with the proposed storm drain, full testing and chlorination of the water main drop down assembly due to the Covid 19 virus, and additional select backfill due to unsuitable native soils adjacent to the existing residences and within the roadway. The total change order request is \$45,411.06.

Budgetary Impact: 100% of this project including all engineering fees and construction costs should be covered by the grant that the Town received. At this time staff does not anticipate the Town needing to contribute any funds unless there is a dramatic increase in the amount of asphalt that needs to be replaced.

Recommendation: Approval of Change Order #1 with Chatham Civil Contracting.

CHAPMAN STREET CULVERT - CHANGE ORDER #1

#	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
1	YARD INLET AT DOWN STREAM END	1	LS	\$ 1,260.00	\$ 1,260.00
2	EXPORT UNSUITABLE SOILS - NON ROAD	256.73	CY	\$ 15.00	\$ 3,850.95
3	ADDITIONAL SELECT FILL - ROAD	982.00	CY	\$ 15.00	\$ 14,730.00
4	CLASS II RIP RAP	58.53	TN	\$ 70.00	\$ 4,097.10
5	FULL CHLORINATION & TESTING OF WATERLINE	1	LS	\$ 7,451.21	\$ 7,451.21
6	ADDITIONAL CREW FOR WATER SHUT DOWN	1	LS	\$ 1,844.96	\$ 1,844.96
7	HYDRANT	1	LS	\$ 6,026.84	\$ 6,026.84
8	6IN WATERLINE OVER RUN	41	LF	\$ 150.00	\$ 6,150.00
TOTAL					\$ 45,411.06

TIME CHANGE REQUEST

* RAIN DAYS	7
* ADDITIONAL WORK - YARD INLET, HYDRANT, IMPORT/EXPORT	5
* WATERLINE TESTING	2
TOTAL DAYS THIS REQUEST	
	14

Full Chlorination of Waterline						
Description	Qty	UOM	Rate	Tax	Total	
Labor						
Downtime for Testing & Notificaitons	4	DY	\$ 1,310.40	1	\$	5,241.60
Materials						
Invoice M179601	1	LS	\$ 123.50	1	\$	123.50
Invoice M175727	1	LS	\$ 844.24	1	\$	844.24
Subtotal Cost					\$	6,209.34
OH and P 20.0%					\$	1,241.87
Total Cost					\$	7,451.21
Total					\$	7,451.21
Bid Submitted					\$	7,451.21

Additional Crew for Shut Down						
Description	Qty	UOM	Rate	Tax	Total	
Labor						
Installation	1.173	DY	\$ 1,310.40	1	\$	1,537.10
Subtotal Cost					\$	1,537.10
OH and P 20.0%					\$	307.42
Total Cost					\$	1,844.52
Bid Submitted					\$	1,844.96

Hydrant (Material Invoice Attached)						
Description	Qty	UOM	Rate	Tax	Total	
Labor						
Installation	1	DY	\$ 1,310.40	1	\$	1,310.40
Materials						
Hydrant and Risers	1	LS	\$ 3,711.97	1	\$	3,711.97
Subtotal Cost					\$	5,022.37
OH and P 20.0%					\$	1,004.47
Total					\$	6,026.84
Bid Submitted					\$	6,026.84



INVOICE

Invoice # M179601
 Invoice Date 4/10/20
 Account # 246097
 Sales Rep **QUINTON CARTER**
 Phone # 252-527-8138
 Branch # 543 **Kinston, NC**
 Total Amount Due **\$123.50**

1830 Craig Park Court
 St. Louis, MO 63146

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

309 1 MB 0.439 E0301 I0487 D6038945851 S2 P7298091 0002:0002



CHATHAM CIVIL CONTRACTING LLC
 811 ARCHIE JOHNSON RD
 SILER CITY NC 27344-9337

Shipped to: 4/07/20
 2465 CHAPMAN STREET
 WINTERVILLE, NC

Backordered from: M161259

CUSTOMER JOB- CHAPMAN CHAPMAN ST

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
4/03/20	4/09/20	SEE BELOW	CHAPMAN ST	CHAPMAN		CORE & MAIN LP	M179601

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
	CUSTOMER PO#- STEPHEN TO ADVISE						
24106FB20	6X2 TAPT BLIND FLG DI IMP	1	1		115.42000 EA	115.42	

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 for a current W-9 form



Online
 ADVANTAGE

- Pay Online
- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	115.42
					Other:	0.00
					Tax:	8.08
					Invoice Total:	\$123.50

Terms: NET 30

Ordered By: STEPHEN

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.



INVOICE

Invoice # M175727
 Invoice Date 4/09/20
 Account # 246097
 Sales Rep **QUINTON CARTER**
 Phone # 252-527-8138
 Branch # 543 **Kinston, NC**
 Total Amount Due \$844.24

1830 Craig Park Court
 St. Louis, MO 63146

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

559 1 MB 0.439 E0072X I0107 D6036057135 S2 P7295857 0001:0001



CHATHAM CIVIL CONTRACTING LLC
 811 ARCHIE JOHNSON RD
 SILER CITY NC 27344-9337

Shipped to:

CUSTOMER PICK-UP -

CUSTOMER JOB- CHAPMAN CHAPMAN ST

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
4/07/20	4/07/20	1905	CHAPMAN ST	CHAPMAN		WILL CALL	M175727

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
3020N360I	2X36 BRASS NIPPLE NO LEAD (I)	3	3		106.08000	EA	318.24
30I209NL	2 BRASS 90 NO LEAD (I)	4	4		17.89000	EA	71.56
30I20SNL	2 BRASS COUPLING NO LEAD (I)	3	3		15.42000	EA	46.26
3420AYM72038TNL	AYM 72038T 2" BRASS GATE VALVE 300WOG FULL PORT FIP X FIP NO LEAD	1	1		51.64000	EA	51.64
30I20T20NL	2 BRASS TEE NO LEAD (I)	1	1		24.77000	EA	24.77
3020N040I	2X4 BRASS NIPPLE NO LEAD (I)	4	4		11.58000	EA	46.32
3020N240I	2X24 BRASS NIPPLE NO LEAD (I)	1	1		70.73000	EA	70.73
3020N120I	2X12 BRASS NIPPLE NO LEAD (I)	1	1		33.68000	EA	33.68
96005T520	1/2"X520" TEFLON TAPE	2	2		1.40000	EA	2.80
371076102WT	76102W 1 CURB BALL VALVE NL CTS COMP X FIP NO-LEAD	1	1		124.85000	EA	124.85

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 for a current W-9 form



Online
 ADVANTAGE

- Pay Online
- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight Delivery Handling Restock Misc.

Subtotal: 790.85
 Other: 0.00
 Tax: 53.39
Invoice Total: \$844.24

Terms: NET 30

Ordered By: PAUL

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted.
 To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.



INVOICE

Invoice # M231746
 Invoice Date 4/23/20
 Account # 246097
 Sales Rep **QUINTON CARTER**
 Phone # 252-527-8138
 Branch # 543 **Kinston, NC**
 Total Amount Due **\$3,711.97**

1830 Craig Park Court
St. Louis, MO 63146

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

554 1 MB 0.439 E0067 I0087 D6071184751 S2 P7321381 0003:0003



CHATHAM CIVIL CONTRACTING LLC
 811 ARCHIE JOHNSON RD
 SILER CITY NC 27344-9337

Shipped to:
 2465 CHAPMAN STREET
 WINTERVILLE, NC

CUSTOMER JOB- CHAPMAN CHAPMAN ST

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
4/19/20	4/21/20	SEE BELOW	CHAPMAN ST	CHAPMAN		CORE & MAIN LP	M231746

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
	CUSTOMER PO#- 1905 - STEPHEN						
605486MB84B3W	ACIPCO B84B 5-1/4VO 4'0"B HYD 6MJ 3W W/5" STORZ & CAP CONNec	1	1		2257.88000	EA	2,257.88
61AD412M7312	12" HYD EXT FOR MK73/B84B HYD	1	1		305.66000	EA	305.66
61AD412M7318	18" HYD EXT FOR MK73/B84B HYD	2	2		348.08000	EA	696.16
61AD412M7306	6" HYD EXT FOR MK73/B84B HYD PLEASE DELIVER TUESDAY 4/21	1	1		209.43000	EA	209.43

Hydrant MATERIALS

Visit coreandmain.com
 for a current W-9 form



**Online
ADVANTAGE**

- Pay Online
- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight Delivery Handling Restock Misc.

Terms: NET 30

Ordered By: STEPHEN

Subtotal: 3,469.13
 Other: 0.00
 Tax: 242.84
Invoice Total: \$3,711.97

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Travis Welborn, Public Works Director

Item to be Considered

Subject: 2020 Sanitary Sewer Pump Station Rehabilitation Project.

Action Requested: Award of Engineering Contract to Rivers & Associates, Inc.

Attachment: Statement of Qualifications.

Prepared By: Travis Welborn, Public Works Director

Date: 6/1/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The Town received a zero interest 20-year loan award, in the amount of \$1,974,200.75 with \$500,000 being approved for principal forgiveness, from the Division of Water Infrastructure in the spring of 2020 for a Sanitary Sewer Pump Station Rehabilitation Project. The first step in meeting the required project milestones is to select an Engineering firm to develop the Engineering Report, Environmental Documentation, Construction Plans and Specifications, as well as perform Construction Administration and Inspections.

Staff received one proposal to perform the work. Staff also received emails from two other engineering firms that were directly solicited declining to submit on the project. Staff concurred that Rivers & Associates, Inc. presents the project familiarity, experience, technical expertise, scheduling and staffing to complete this project for the Town.

Budgetary Impact: The project costs, including Professional Services, has been approved for funding through the NCDENR – DWI Clean Water State Revolving Fund. The Town received a zero percent interest 20-year loan award in the amount of \$1,974,200.75 with \$500,000 being approved for principal forgiveness.

Recommendation: Select Rivers & Associates, Inc. and direct staff to begin contract negotiations.

Due Date: May 27, 2020

Statement of Qualifications

engineering services for



WASTEWATER PUMP STATION IMPROVEMENTS

submitted by



for





May 27, 2020

Town of Winterville
2571 Railroad Street
Winterville, NC 28590

ATTENTION: Mr. Ben Williams, AICP CEP

**RE: Statement of Qualifications for Engineering Services
Wastewater Pump Station Improvements**

Dear Mr. Williams:

Rivers & Associates, Inc. (Rivers) is pleased to submit three (3) copies of our attached Statement of Qualifications to provide the requested services for consideration by the Town of Winterville.

For over 100 years, Rivers has provided engineering, surveying and construction administration / observation services to eastern North Carolina communities for utility and other public infrastructure needs. Although our firm offers other professional services today that complement our core services, our foundation remains engineering services for utility and public works infrastructure.

We have assisted many communities with evaluation, funding assistance, design and construction phase services for sanitary sewer system projects utilizing NCDEQ's Clean Water State Revolving Loan (SRF) funding. As well, Rivers previously assisted the Town of Winterville evaluate its water and wastewater system assets and prioritize capital improvement needs, from which the proposed project is conceived.

Within the attached document we provide: a corporate profile of our firm; a selection of similar projects with references; professional resumes with similar experience of team members; our understanding of the project, scope of services and estimated schedule; our standard rate schedule; a list of professional references; and a discussion of Rivers' quality control/quality assurance processes.

We trust that our attached Statement of Qualifications provides sufficient information for the Town to select Rivers as best qualified to perform the requested professional services. We appreciate this opportunity to be of continued service to the Town of Winterville for the capital project to improve these wastewater pump stations. We are committed to making our Project Team immediately available to complete this project on an aggressive timeline that does not sacrifice product quality.

We welcome the opportunity to meet with Town Representatives to address any questions or provide additional information as may be required.

Respectfully,

RIVERS & ASSOCIATES, INC.



Marvin E. (Mark) Garner, Jr., AICP

Vice President

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PROCESSES

The first step in the process is to identify the problem or goal. This involves a clear understanding of the current situation and what needs to be achieved. Once the goal is defined, the next step is to develop a plan. This plan should outline the steps to be taken, the resources required, and the timeline for completion. It is important to have a backup plan in case the primary plan encounters obstacles.

After the plan is developed, the next step is to execute it. This involves putting the plan into action and monitoring progress. It is crucial to stay flexible and adjust the plan as needed based on changing circumstances. Regular communication and reporting are essential to ensure that everyone involved is on the same page and that any issues are identified and resolved promptly.

Once the plan is executed, the final step is to evaluate the results. This involves comparing the actual outcomes against the original goals and objectives. It is important to identify what worked well and what did not, and to use this information to improve future processes. Evaluation should be a continuous process, as new challenges and opportunities may arise over time.

In conclusion, the process of achieving a goal is a continuous and iterative one. It requires a clear understanding of the goal, a well-developed plan, effective execution, and a thorough evaluation of the results. By following these steps and remaining flexible and adaptable, individuals and organizations can increase their chances of success in any endeavor.

1. Corporate Profile

Rivers & Associates, Inc.

Corporate Contact

Mark Garner, AICP

Vice President

Phone: 252-752-4135 (office)

Phone: 252-341-4135 (mobile)

Email:

mgarner@riversandassociates.com

Corporate Office Address

107 East Second Street

Greenville, NC 27858

PO Box 929

Greenville, NC 27835

Phone: 252-752-4135

Branch Office Address

McKnight Professional Center

742 McKnight Drive, Suite 200

Knightdale, NC 27545

Phone: 919-295-5463

FIRM LICENSURE

NC BELS Lic. # F-0334

NC BOLA Lic. # C-312

SC-ENG Lic. # 5617

VA-ENG. Lic. # 407003745

www.riversandassociates.com



Rivers' corporate office located in Greenville, North Carolina

History of Our Firm

Rivers & Associates, Inc. (Rivers) is a certified Small Professional Service Firm (SPSF) business corporation owned by ten employees dedicated to providing responsive, quality professional service at a competitive price. The firm was formed by Thomas W. Rivers from the company started by Henry L. Rivers in Greenville, NC in 1918. Initially known as Henry L. Rivers, Consulting Engineers, the company was originally formed to provide municipal engineering and drainage engineering services. The company incorporated in 1959 with the North Carolina Secretary of State under the name Rivers & Associates, Inc. and was structured as a Sub-Chapter S corporation under the provisions of the Internal Revenue Service. Since that time the company has grown and the areas of expertise have expanded. Although our firm offers other professional services today that complement our core services, our foundation remains engineering services for public works and utility infrastructure.

Areas of Service

Licensed to provide professional services in the States of North Carolina, South Carolina and Virginia, Rivers provides engineering, planning, surveying and landscape architecture services on a variety of projects including water / wastewater systems and treatment plants, natural gas storage and distribution, roads and streetscapes, drainage and storm-water management, urban design and revitalization, parks and recreational facilities, marinas and waterfront development, as well as small to large scale site development. We also provide construction management and inspection services. Our clientele portfolio includes local, state and federal government, private developers, industrial and commercial clients.

Rivers offers complete project administration services including funding applications and administration as well as diversified services to meet our client's special needs that occur during routine administration of system operation, infrastructure asset assessment, local government policy formulation assistance, capital improvement plans, comprehensive plans, annual budgeting and rate studies.

Our vast knowledge and experience is valued by clients, as a diversified consulting firm that anticipates and plans for items complementary to the actual project. This added value brought to the project process enhances opportunities to optimize engineered solutions and operations of public infrastructure systems.



Employment Profile

Civil Engineers	12	Planners	1
Landscape Architects	4	Surveyors	8
CAD Designers	8	Administrative	6
Construction Inspectors	5	TOTAL	44

Office Where Work Will Be Performed

Rivers' staff to be assigned to the Winterville Wastewater Pump Station Improvements Project are all located in our Greenville, NC corporate office.

Sub-Consultant Profile

Other professional service disciplines are provided through highly qualified long-term associate companies as required to ensure Rivers effectively and efficiently concentrates on services within its fields of expertise, while providing all necessary services to the Client. For the Winterville Wastewater Pump Station Improvements Project, we anticipate utilizing the services of Dibble & Pledger, PA (D&P) for electrical engineering systems inspection and assessment.



Founded as Dibble & Associates in Washington, NC in 1968, the firm was incorporated in 1985 and the name changed to Dibble & Pledger, PA (D&P). D&P has over 50 years of experience in mechanical, electrical, plumbing, controls and instrumentation engineering for various clientele including local, state and federal government, industrial, and commercial clients. D&P has teamed with Rivers on numerous water and wastewater projects for over 40 years providing engineering designs for electrical power, lighting, standby generation, controls, instrumentation and systems integration.

Why Rivers?

Rivers is a regional leader in utility engineering, having served numerous local government clients with comprehensive planning, design and construction administration services for water and wastewater infrastructure throughout our history.

We take pride in our commitment to client responsiveness which results in approximately 80% of our business being from repeat clientele. As a small private business corporation locally owned by employees dedicated to providing clients with responsive, quality engineering services at a

fair price, principals, officers, directors and managers of the firm are involved directly in day-to-day client contact, project administration and detailed planning and design. This provides the client with assurance that the experience of the firm's senior staff will have "hands-on" involvement in project planning, design and construction administration while taking advantage of mid- and junior level staff for routine task assignments.

Our design teams utilize the most up-to-date versions of AutoCAD, Carlson, MicroStation and ArcMAP software packages to provide readily accessible platforms for graphic information and design as well as to prepare presentation graphics and construction documents, providing our clients the most efficient use of our resources.

Located in Greenville, Rivers' Project Team is located within 10 miles of the Project site, and easily accessible to Winterville staff as well as the Project. This Team is highly qualified to provide the requested services.

Lastly, Rivers has planned, assisted with funding acquisition, and engineered many public utility infrastructure projects, including sewer pump station and force main improvement projects throughout eastern North Carolina. Our proposed Project Team previously completed infrastructure asset assessments for both the Town's water and sanitary sewer systems. This Team has also been working with Town of Winterville staff to design a sewer collection system rehabilitation project and recently assisted with modifications to the Church Street wastewater pump station. The team also assisted the Town in its application to secure funding associated with the wastewater pump station improvements project now proposed for design and construction. As such, we are intimately familiar with the Town's system, the Project and specific issues to be addressed as defined by all previous efforts collaborating with Town staff.

Winterville should select the Rivers Team for the following important reasons:

- **Vast Experience** designing a variety of wastewater system facilities.
- **Extensive Portfolio** of wastewater pump station projects across eastern North Carolina.
- **Familiarity** with Winterville's infrastructure resulting from prior asset evaluation efforts.
- **Specific Understanding** of the proposed Project resulting from past inspections, and CIP planning efforts.
- **Commitment to Responsiveness** achieved through aggressive project scheduling and client communication.
- **A Regional Resource** providing a price competitive advantage to the Town of Winterville.
- **Close Proximity** to the project and Town staff.

2. Relevant Company Experience

Rivers & Associates, Inc.

- Wastewater Pump Station Assessments & Studies
- Wastewater Hydraulic Modeling
- Mechanical Bar Screen, Grit & Trash Removal Design
- Pump Station & Force Main Design
- Pump Station Renovation & Expansion

Similar Projects from Rivers' Greenville Office



Technical Capabilities

Throughout our corporate history, Rivers & Associates has played a major role in the development of public sanitary sewer service to communities across eastern North Carolina. Whether it be a new sewer system, sewer system expansion, system rehabilitation or renovation of a system asset such as a wastewater pump station, Rivers is an established regional industry leader. Our staff is extremely knowledgeable of the methodologies and tasks required to perform at a high level including the various technologies available to be employed for renovation and improvement of wastewater pump stations and force mains. Our vast experience includes the protocols for funding programs and regulatory permitting requirements associated with project development and objectives.

Our corporate experience includes numerous successful projects associated with evaluation and development of wastewater pump stations, including expansion and renovation projects. This vast track record includes various types of mechanical pump station design including submersible, wet pit-dry pit and above-ground suction lift as well as varying technologies such as vacuum pumps and low pressure STEP systems. As such, our staff has a front row seat to observing the evolution of innovative technologies essential today for the successful planning, funding, design and implementation of sustainable sanitary sewer infrastructure assets.

In this section, brief summaries of Rivers & Associates' experience with wastewater pump stations as well as mechanical bar screen projects is well documented.

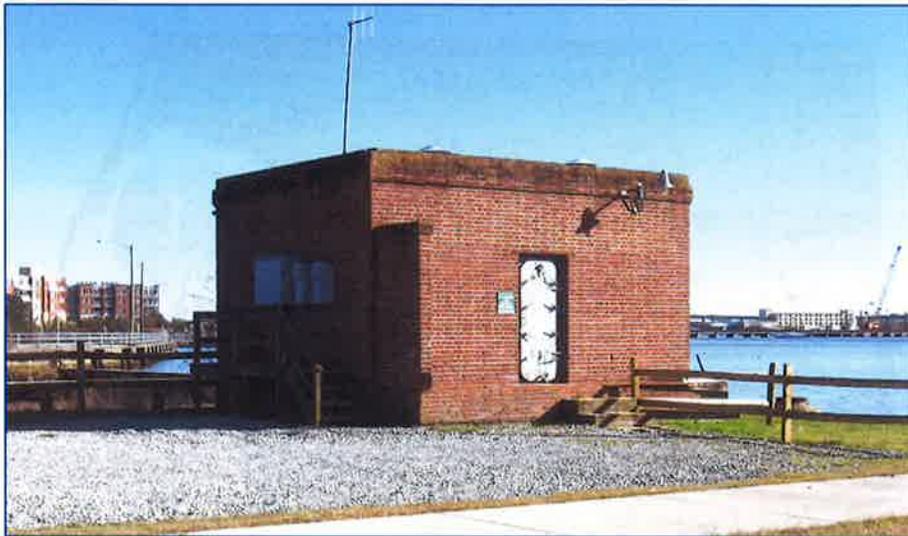
Similar Project Descriptions

On the following pages, Rivers' experience is well documented with projects that included wastewater pump stations and sewer force main improvements, including design of mechanical bar screen projects in wastewater applications.



*Blounts Creek Regional Wastewater Pump Station
Chocowinity, NC*

TWNSHP. 7 SEWER TRANS. IMPRV. / New Bern, NC



Rivers' Role

Prime Consultant

Owner Contact

City of New Bern

Jordon Hughes, P.E.

City Engineer

Phone: (252) 639-7527

Email:

hughesj@newbernnc.gov

Project Manager

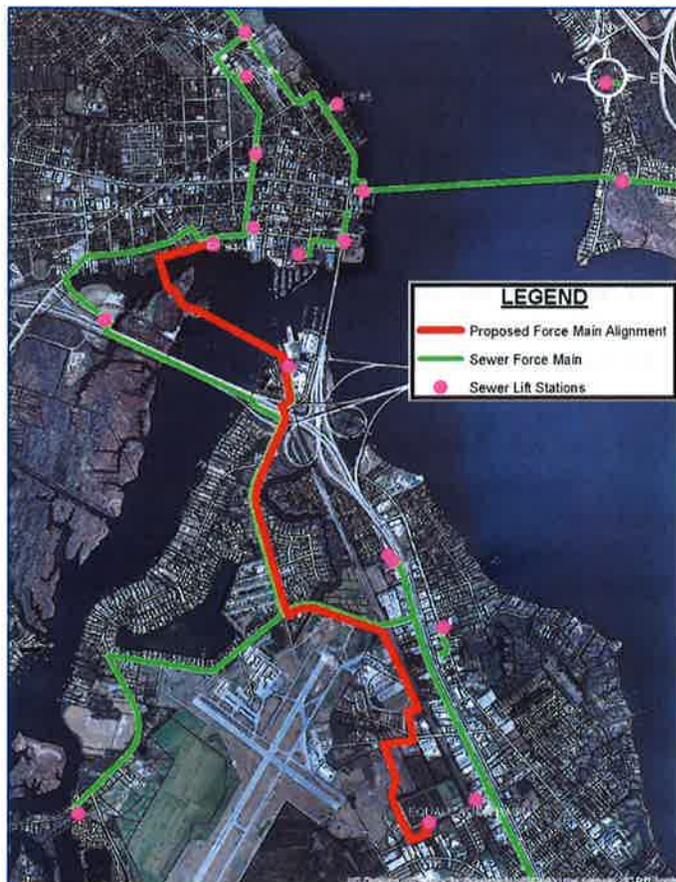
Blaine Humphrey, P.E.

This ongoing Project upgrades capacity to transmit wastewater from Township 7 located south of the Trent River into a common force main from Pump Station #10 (in New Bern) to the Wastewater Treatment Plant. The proposed construction consists of approximately 18,000 LF 12-inch sewer transmission force main pipeline, 3,000 LF 14-inch directional bore force main under the Trent River and Lawson Creek, and the replacement of Pump Station #10 including 750 GPM pumps as well as recommendations for upgrades/renovations to four other pump stations that discharge into a common force main downstream of Pump Station #10. The City will complete upgrades to the downstream pump stations with internal forces.

Rivers' services include aerial and traditional surveying, subaqueous river soundings, wetland and stream buffer delineation, hydraulic modeling, design, easement mapping and permitting.

Permits anticipated include NCDEQ Authorization to Construct, NCEDEQ-EMLR Erosion/Sedimentation Control, CAMA, USACOE, Council of State Easement for river/creek crossings, and encroachment permits.

Bidding and construction administration services are pending funding, or to be provided by the City.



WASTEWATER PUMP STATION MOD. / Winterville, NC



Rivers' Role

Sub-Consultant

Owner Contact

Town of Winterville
 Travis Welborn, P.E.
 Public Works Director
 Phone: (252) 215-2427
 Email: travis.welborn@wintervillenc.com

Project Manager

Blaine Humphrey, P.E.

The Church Street wastewater pump station receives wastewater from a significant portion of the Town's sewer service area. Located adjacent to a creek, the station has been subjected to surface water flooding and failure of commercial power resulting in subsequent surcharging and spills.

Rivers' services were engaged through the electrical engineer who served as the prime consultant. Rivers provided civil engineering services associated with flood mitigation renovations for the existing sanitary sewer pump station. The project elevated electrical panels, added variable frequency drives for pump motors and added an on-site auxiliary power generator, while the civil portion of the pump station renovations included wet well rehabilitation, elevating the wet well top, adding a flood-proof hatch and new associated hardware.

Services provided by Rivers included limited survey, civil design, response to pre-bid inquiries, and inspection of civil components during construction.

Project funded by a FEMA Hazard Mitigation grant.

PRESSURE SEWER TRANS. IMPRV. / Chocowinity, NC



Rivers' Role

Prime Consultant

Owner Contact

Town of Chocowinity

Kevin Brickhouse

Public Works Director

Phone: (252) 946-6568

Email:

kbtoc@suddenlinkmail.com

Project Manager

Greg Churchill, P.E.

The Project consisted of upgrading transmission system capacity for the wastewater collection system including: expansion of the main Bragaw Lane Pump Station including installation of a new 120,000 gallon reinforced concrete Equalization Basin; installation of a new 1,000 GPM triplex Blounts Creek Regional Pump Station with generator (500 GPM pumps initially installed); and approximately 14,000 LF of 6"–14" force mains and appurtenances including 1,920 LF of 10"–12" HDPE directional bores. The project also included mixing/odor control and electrical improvements at both pump station sites, as well as a radio telemetry/ SCADA system for monitoring and alarm communication for fourteen (14) additional collection pump station sites.

Rivers' services included funding acquisition and administration assistance, preparation of preliminary engineering report and environmental documentation, surveying, design, permitting, easement mapping, bidding, construction administration, full-time construction observation, preparation of Operations & Maintenance manual, start-up and warranty assistance.

Permits obtained included NCDEQ-DWI Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, CAMA, easement obtained from NC Council of State, Norfolk Southern Railroad and NCDOT encroachments.

Project was funded by USDA-RD loan and grant.

ANNEXATION UTILITY & STREET IMPRV. / Williamston, NC



Rivers' Role

Prime Consultant

Owner Contact

Town of Williamston

Kerry Spivey

Public Works Director

Phone: (252) 792-1024

Email: kerryspivey@townofwilliamston.com

townofwilliamston.com

Project Manager

Blaine Humphrey, P.E.

The Project consisted of construction of water, sewer and street infrastructure in a newly annexed area including: approximately 11,800 LF of 8-inch collector and 5,000 LF of 12-inch interceptor sewer mains; new 210 GPM wastewater pump station with odor control and generator; 3,500 LF 6-inch force main; 6,200 LF of 6-inch water main; various directional bores and jack & bore steel casings; 4,000 LF new street improvements; and 8,100 LF of street renovations. The sewer interceptor traverses parallel to a creek bisecting a golf course requiring close coordination with the course, and design to mitigate adjoining wetlands.

Rivers' services include funding acquisition and administration assistance, surveying, design, wetland and stream buffer delineation, easement mapping, permitting, bidding, construction administration, full-time construction observation, start-up and warranty assistance.

Permits obtained included NCDEQ-DWI Authorization to Construct, NCEDEQ-EMLR Erosion/Sedimentation Control, USACOE, NCDOT driveway and encroachment permits.

Sewer improvements were funded by a NCDEQ-DWI CWSRF loan; water improvements were funded by the local Enterprise Fund Capital Reserve; and street improvements funded by Powell Bill funds and a commercial loan.

US 70 BYPASS UTILITY RELOCATIONS / Beaufort, NC



Rivers' Role

Prime Consultant

Owner Contact

Town of Beaufort

Donovan Willis

Public Utilities Director

Phone: (252) 723-0153

Email: d.willis@beaufortnc.org

Project Manager

Greg Churchill, P.E.

The Project consisted of the relocation of approximately 3.7 miles of various size water mains, gravity sewer mains, and sewer force mains including two 1,100 LF water and sewer force main directional bores under the Town Creek causeway, as well as replacement of Pump Station No. 10 including generator and automatic transfer switch. Construction of this project preceded the construction of the new US Highway 70 bypass on a new alignment around the Town of Beaufort including the Gallants Channel Bridge.

Rivers' services included funding acquisition and administration assistance, survey coordination, design, easement coordination, permitting, bidding, construction administration, full-time construction observation, start-up and warranty assistance.

Permits obtained included NCDEQ-DWI Authorization to Construct, NCDEQ-DEMLR Erosion/Sedimentation Control, and NCDOT encroachment permit.

Project was funded by NCDOT and local Enterprise Fund Capital Reserve.

HEADWORKS IMPRV. / Camp Lejeune, Jacksonville, NC



Rivers' Role

Sub-Consultant

Owner Contact

Avolis Engineering

Kevin Avolis, P.E.

Phone: (252) 551-1454

Email: avolisengineering
@embarqmail.com

Project Manager

Greg Churchill, P.E.

Rivers' services were engaged through a prime on-call engineering consultant for Marine Corps Base Camp Lejeune. Rivers provided engineering services associated with renovation of the French Creek WWTP headworks including new mechanical bar screens and grit removal facilities.

The existing 15.0 MGD WWTP Headworks required replacement of the aged mechanical bar screens, structural concrete repairs due to hydrogen sulfide degradation, and hydraulic improvements to maximize flow through and capture capacity for the screening and grit removal equipment. Improvements to the Headworks includes modifications to the four existing Grit King vortex separators to allow 20+ MGD hydraulic capacity through the existing grit system with 24+ MGD through each of the new catenary style multi-rake mechanical bar screens. New electrical and controls integrate the new equipment and PLC based control panels with the existing WWTP SCADA and Ethernet systems. Temporary bypass piping was designed to remove flow from the headworks while structural and equipment modifications were accomplished.

Rivers' services included inspection of headworks facility; report development documenting deficiencies and needed repairs; recommendations for repair or replacement alternatives; development of prepare cost opinions for various options; engineering design and regulatory permitting; construction administration and construction observation.

Project funded by Federal Department of Defense appropriations.

This page intentionally omitted.

3. Project Team

Services to Be Provided

- Funding Assistance
- Preliminary Engineering Report
- Environmental Documentation
- Topographic Surveying
- Engineering Design
- Regulatory Permitting
- Bidding Assistance
- Construction Administration
- Construction Observation
- Record Drawings



Wastewater Pump Station #10, Beaufort, NC

The Rivers Project Team

Rivers' Project Team is well trained and experienced to accomplish their assigned tasks. Personnel to be assigned to the project are experienced in: NCDEQ-DWI project financing application/administration processes, detailed design development, permitting and construction administration/inspection of sanitary sewer improvement projects, including wastewater pump station improvement and replacement.

The organizational chart on this page identifies Key Project Team Members and their respective roles for the proposed Town of Winterville Wastewater Pump Station Improvements Project. This Team will participate in the successful completion and gain approval of the Engineering Report and Environmental Information Document required by NCDEQ-DWI, as well as with design, cost opinion updates, permitting, bidding and full construction administration/inspection tasks.

Rivers' Key Team Member Roles

Project Principal	Greg Churchill, PE
Project Manager	Blaine Humphrey, PE
Project Engineer	Seth Anderson, PE
Electrical Engineer	Ron Pledger, PE
Project Survey Manager	Patrick H. Hartman, PLS
Construction Observer	Dale Anderson, RPR

Key Team Member Resumes

The following pages provide detailed professional resumes for each Key Project Team member. Included within the resumes are highlights of selected projects that are similar, or contained similar aspects to, the proposed project.

This Team is immediately available to begin work and successfully complete the project.

Greg Churchill, PE

Project Principal



As President of Rivers & Associates, Greg Churchill holds direct management responsibility for corporate operations, business development, financial management and staff performance. He also serves as Senior Project Manager and Principal-in-Charge for various municipal infrastructure projects. His thirty plus years of engineering design and management experience include civil engineering studies, preliminary plans, construction drawings, contracts, specifications, permitting, cost estimating & contract administration. He is equally proficient in the design of water treatment plants, wells, ground storage tanks, water distribution systems, wastewater treatment plants, sewer collection systems, sewer pump stations & force mains, storm drainage & detention facilities and roadways.

Selected Experience

French Creek WWTP Headworks Improvements, MCB Camp Lejeune, Jacksonville, NC: Senior Project Manager responsible for the planning study, design and construction phase assistance for Headworks improvements at the 15.0 MGD French Creek WWTP. The project included replacement of the aged mechanical bar screens, structural concrete repairs due to hydrogen sulfide degradation, and hydraulic improvements to maximize flow through and capture capacity for the screening and grit removal equipment. Other improvements included modifications to four existing grit separators to allow 20+ MGD hydraulic capacity through the existing grit system with 24+ MGD through each new multi-rake mechanical bar screens. New electrical and controls integrate the new equipment and PLC-based control panels with existing WWTP SCADA and Ethernet systems. Temporary bypass piping was designed to remove flow from the Headworks while structural and equipment modifications were accomplished. Project funded by Federal Department of Defense appropriations.

Pressure Sanitary Sewer Improvements, Chocowinity, NC: Senior Project Manager responsible for design, permitting, and construction administration services to expand capacity of the existing Septic Tank Effluent Pump (STEP) pressure collection system. The project includes installation of a new 120,000 gallon reinforced concrete Equalization Basin at the main Bragaw Lane Pump Station, installation of the new Blounts Creek Regional Pump Station, approximately 14,000 LF of 6" – 14" force mains and appurtenances including 1,920 LF of 10" – 12 " HDPE directional bores. The project includes mixing/odor control and electrical improvements at both pump station sites, as well as a radio telemetry/ SCADA system for monitoring and alarm communication for five (5) pump station sites. Project funded by USDA-RD loan and grant funds.

US HWY 70 Utilities Relocation, NCDOT TIP R-3307, Beaufort, NC: Senior Project Manager responsible for the design and construction administration of relocating approximately 3.7 miles of water and sewer mains including two 1100 LF directional bores, force main and gravity sewer, and replacement of Pump Station No. 10. Construction of this project precedes the installation of the US HWY 70 Bypass around the Town of Beaufort to

Academic Credentials

M.S. - Engineering, North Carolina State University, 1999
B.S. - Civil Engineering, North Carolina State University, 1986

Employment History

1986 - Present - Rivers & Associates, Inc.

Professional Registration

Professional Engineer, NC (#16744)

Associations & Affiliations

American Society of Engineers
American Water Works Association
East Carolina University Engineering Advisory Board
National Society of Professional Engineers
Professional Engineers of North Carolina

be constructed by NCDOT. Project funded by NCDOT and local funds.

Wastewater Treatment Plant, Beaufort, NC: Senior Project Manager responsible for design , permitting and construction administration services for a 1.5 MGD Wastewater Treatment Plant including: a 3.75 MGD influent pump station; preliminary treatment unit; oxidation ditch comprised of two (2) racetrack-style channels and three (3) selector tanks; two (2) 58' diameter clarifiers; 3.75 MGD filter feed pump station; tertiary filters; 3.75 MGD effluent pump station; chlorination and dechlorination facilities; dual chlorine contact tanks; reaeration basin; a 2.25 MGD return activated sludge pump station; two (2) aerobic digesters; belt filter press; and new Operations Center. Project funded by NCDEQ-DWI loan.

Wastewater Treatment Plant, New Bern, NC: Project Manager for design, permitting and construction administration of 6.5 MGD wastewater treatment plant expansion project including: renovated influent pumping facilities; new preliminary treatment unit; dual five stage Bardenpho biological treatment units; dual secondary clarifiers; new tertiary filtration; renovated chlorine contact chambers; new reaeration basin; new filter feed and return sludge pumping stations; renovated aerated sludge holding tanks; belt filter press; and on-site sludge stabilization and storage facilities for production of a class A sludge suitable for domestic disposal. Project funded by NCDEQ-DWI loan.

Blaine Humphrey, PE

Project Manager



Blaine Humphrey is a professional engineer with 26 years of wide ranging of experience in civil and environmental engineering. He is a partner of the firm serving as a Project Manager in the Municipal Engineering Department. His experience includes design of water and wastewater treatment plants, water supply wells, water distribution systems, wastewater collection systems, sewage pumping stations, force mains, and storm drainage systems. He also is experienced with preparation of engineering studies, technical specifications, cost estimates, contract documents, procurement, construction contract administration, and inspection as well as in project budgeting, scheduling, and monitoring of projects during the project life cycle.

As a Geotechnical Engineer, Blaine has extensive experience in laboratory and field testing and inspection of soils and concrete. Engineering analysis of soils includes slope failure investigations, slope stability analysis, settlement analysis, and site evaluation/geotechnical investigations.

As a Geotechnical Engineer, Blaine has extensive experience in laboratory and field testing and inspection of soils and concrete. Engineering analysis of soils includes slope failure investigations, slope stability analysis, settlement analysis, and site evaluation/geotechnical investigations.

Selected Experience

Township 7 Sewer Transmission Improvements, New Bern, NC (ongoing): Project Manager responsible for design and permitting of approximately 18,000 LF 12" sewer force main pipeline, 3,000 LF 14" directional bore force main under the Trent River, new transmission pumps at the equalization basin, upgrades/renovations to Station #10, and upgrades/renovations to four pump stations discharging into a common force main downstream of Station #10. Construction is pending project funding.

Wastewater AIA Project, Winterville, NC: Project Manager responsible for assessment, evaluation, and analysis of the wastewater utility assets. Tasks included sewer system evaluation survey, cataloguing assets, condition assessment, risk analysis, ranking of prioritized needs, cost estimates, development of a 10-year CIP, evaluation of user charge impacts, and development of an Asset Management Plan. The plan provides documentation and support for budget forecasts used in budgeting for future wastewater system capital needs.

Church Street Sewer Pump Station Modifications, Winterville, NC: Project Manager responsible for civil engineering aspects of flood mitigation renovations for the existing sanitary sewer pump station. The project elevated electrical panels, added variable frequency drives and added an on-site auxiliary power generator, while the civil portion of the pump station renovations included elevating the wet well top, adding a flood-proof hatch and new associated mechanical hardware. Project funded by a FEMA Mitigation grant.

Annexation Area A Water & Sewer Improvements, Williamston, NC: Project Manager responsible for design, permitting, and construction contract administration of 17,200 LF of 6-20 feet deep 8" - 12" gravity sewer main; 78 manholes; a new 210 GPM sewer pump station; 3,500 LF of 6"

Academic Credentials

B.S. - Civil Engineering, University of North Carolina - Charlotte, 1992

Employment History

2000 - Present - Rivers & Associates, Inc.
Prior: GeoTechnologies

Professional Registration

Professional Engineer, NC (#22987)

Associations & Affiliations

American Water Works Association
Project Management Institute

force main; 6,200 LF of 6" water line loops and fire hydrants; 4,000 LF of new street construction; and 8,000 LF of street renovations. Project funded by NCDEQ-DWI Clean Water State Revolving Loan and local funds.

Carver Machine Works Sewer Improvements, Beaufort County & City of Washington, NC: Project Manager responsible for design, permitting, and construction contract administration of a new wastewater pump station and force main to serve an existing industry. Improvements included a 360 GPM pump station, approximately 11,000 LF of 8" PVC/DIP force main, 6,400 LF of 12" force main, 500 LF of 8" gravity sewer, 800 LF of 16" and 22" jack & bore steel casings, and 18 automatic air vacuum/pressure air valves. Project funded by NC Rural Center, CDBG-ED and Industrial Development Fund grants.

5th & Respass Sewer Pump Station Replacement, Washington, NC: Project Manager responsible for design, permitting, and construction contract administration of a 3,600 GPM triplex submersible pump station with space provided for expansion to a quadruplex station designed to replace an existing aging and undersized pump station. The project included a 35-foot deep concrete wet well; three submersible pumps with variable speed drives; a PLC-based pump control panel with panelview interface; a maintenance building; odor control equipment and an emergency generator with auto-transfer switch. The project also included 125 LF of 24" and 30" DIP gravity sewer, as well as 250 LF of 16" and 18" force main interconnections. Project funded by US EDA grant and local funds.

Seth Anderson, PE

Project Engineer



Seth Anderson is a professional engineer with 6 years experience. He serves as a Project Engineer in the Municipal Engineering Department where he is responsible for a range of engineering duties including preparation of engineering calculations, studies, construction drawings, technical specifications and contract documents. He is also responsible for permitting, cost estimating and contract administration. His experience includes hydrologic calculations and pipe culvert sizing/analysis, erosion and sedimentation control computations and design, hydraulic modeling using WaterCAD software, quantity takeoffs and cost estimates, review and approval of shop drawings, funding applications, etc.

Selected Experience

Sanitary Sewer Rehabilitation, Winterville, NC (ongoing): Project Engineer responsible for Engineering Report, Environmental Information Document, design and construction administration of project to include 3,800 LF of point repairs and pipe replacement; 19,000 LF of 8-12 inch sanitary sewer lining; replace 23 manholes; repair 23 manholes; and replace 268 service laterals throughout the system. Project funded by NCDENR-Clean Water State Revolving Loan with principal forgiveness.

Sewer System Evaluation Survey, Phase I, Winterville, NC: Design Engineer assisting with Phase I evaluation survey consisting of “desktop” analysis of flow data, manhole physical inspection, nocturnal flow observation and instantaneous flow monitoring, smoke testing, projected repair requirements, cost estimates, and report summarizing findings, conclusions, recommendations and preliminary cost opinions relevant to infiltration/inflow reduction into existing gravity sanitary sewer system. Project funded by NCDENR-AIA grant.

Buffalo WWPS & FM Improvements, Johnston County, NC: Project Engineer responsible for development of hydraulic model and analysis of existing pump station renovations including firm pumping capacity of 5,000 GPM in order to accommodate future growth in the Selma and Pine Level areas, 4,200 LF of new 16-inch force main to a new WWTP, and existing pumps & 12" force main to the existing WWTP. Project funded by NCDENR-Clean Water State Revolving Loan.

Township 7 Sanitary Sewer Transmission Improvements, New Bern, NC (ongoing): Project Engineer responsible for design and permitting of approximately 18,000 LF 12-inch sewer force main pipeline, 3,000 LF 14-inch directional bore force main under the Trent River, new transmission pumps at the equalization basin, upgrades/renovations to Station #10, and upgrades/renovations to four pump stations discharging into a common force main downstream of Station #10. Performed Hydraulic Analysis of the system to determine the necessary improvements to meet the current and future needs of the Township 7 pressure sewer system. Funding to be determined.

Academic Credentials

B.S. - Mechanical Engineering, North Carolina State University, 2013

Employment History

2013 - Present - Rivers & Associates, Inc.

Professional Registration

Professional Engineer, NC (#46865)
Registered Gas Distribution Professional, Gas Technology Institute, 2015
Level III Certified Erosion & Sediment Control Plan Designer, NCDOT, 2018 (#4155)

Sanitary Sewer Rehabilitation, Williamston, NC: Design Engineer responsible for design and construction administration services for rehabilitation of portions of the existing gravity sanitary sewer collection system receiving high inflow and infiltration. The project includes lining approximately 15,000 linear feet (LF) of 8-inch to 15-inch gravity sewer, approximately 300 LF of 8-inch to 15-inch gravity sewer point repairs; lining approximately 360 VF of manholes; replacing approximately eleven (11) manholes, replacing the ring and cover on approximately twenty (20) manholes, and replacing approximately 205 service laterals. Project funded by NCDENR-Clean Water State Revolving Loan with principal forgiveness.

Pressure Sanitary Sewer Improvements, Chowinity, NC Design Engineer assisting with design and specifications services to expand capacity of the existing Septic Tank Effluent Pump (STEP) pressure collection system. The project includes installation of a new 120,000 gallon reinforced concrete Equalization Basin at the main Bragaw Lane Pump Station, installation of the new Blounts Creek Regional Pump Station, approximately 14,000 LF of 6” – 14” force mains and appurtenances including 1,920 LF of 10” – 12 “ HDPE directional bores. The project includes mixing/odor control and electrical improvements at both pump station sites, as well as a radio telemetry/SCADA system for monitoring and alarm communication for five (5) pump station sites. Project funded by USDA-RD loan and grant.

Ron Pledger, PE, LEED AP

Electrical Engineering Sub-Consultant, President, Dibble & Pledger, PA



Ron Pledger is President of Dibble & Pledger with over 40 years experience with all aspects of electrical/mechanical design from inception through final construction inspection including client contact, preliminary field investigation, preliminary field layout, plans and specifications, client approval, final construction documentation, bidding, shop drawings review, field construction management, final inspection and project close-out. He has vast experience in

high voltage electrical design for municipal electric distribution systems, including mapping, circuit conversions, underground distribution, load management systems, substation design and stand-by power generation. He has extensive experience with pedestrian level and street level lighting, parking lot lighting, security lighting, athletic lighting, wastewater and water treatment plants and pumping stations, radio transmission and security interconnection.

Mr. Pledger is also experienced with mechanical design including heating (boiler, deaerators, steam lines, condensate lines, piping, heat pumps, etc.), air conditioning (gas packs, heat pumps, central, localized) and plumbing (sanitary sewer, waste disposal, potable water, storage facilities). His experience extends to building interior construction including panelboards, fire alarms, security systems, lighting and load management.

Selected Experience (collaborating w/ Rivers)

Wastewater Asset Inventory Assessment, Winterville, NC

- Sub-consultant for assessment of electrical components of all pump stations within the sewer collection system.

Church Street Sewer Pump Station Modifications, Winterville, NC

- Prime consultant for electrical coordination and design for flood mitigation renovations for the existing sanitary sewer pump station including elevated electrical panels, variable frequency drives and generator.

Industrial Park & NCDOT Rest Area Sewer Improvements, Chocowinity, NC

- Sub-consultant for Sewer Pump Station Electrical coordination and design, auxiliary power generator, and SCADA design assistance.

Carver Machine Works Sewer Improvements, Beaufort County & City of Washington, NC

- Sub-consultant for Sewer Pump Station Electrical coordination and design, auxiliary power generator, and SCADA design assistance.

Annexation Area A Water & Sewer Improvements, Williamston, NC

- Sub-consultant for Sewer Pump Station Electrical coordination and design, auxiliary power generator, and SCADA design assistance.

Academic Credentials

B.S. - Electrical Engineering, Power Option, North Carolina State University, 1975
 Certified Technical Analyst, State of North Carolina, North Carolina State University, 1987

Employment History

1990-Present - Dibble & Pledger
 Prior: Virginia Electric & Power Comp.
 Electrical Contracting and Wiring

Professional Registration & Certifications

LEED AP, 2006
 Electrical Contractors License (NC), 1980
 Professional Engineer, NC (#1154)
 PE (VA # 21124), 1990; PE (GA#18627), 1990
 PE (SC #T90-553), 1990; PE (TN #21370), 1990

Associations & Affiliations

National Society of Professional Engineers
 Professional Engineers in Private Practice
 Professional Engineers in North Carolina (past president)
 East Carolina Engineer Chapter

US HWY 70 Utilities Relocation, NCDOT TIP R-3307, Beaufort, NC

- Sub-consultant for Sewer Pump Station Electrical coordination and design, auxiliary power generator, and SCADA design assistance.

French Creek WWTP Headworks Improvements, MCB Camp Lejeune, Jacksonville, NC

- Sub-consultant for Headworks Electrical coordination and design, and SCADA design assistance.

Pressure Sanitary Sewer Improvements, Chocowinity, NC

- Sub-consultant for electrical coordination and design for a new regional pump station and renovations to the existing main pump station, including, auxiliary power generators, and SCADA design assistance.

Fifth & Respass Pump Station Replacement, Washington, NC

- Sub-consultant for Sewer Pump Station Electrical coordination and design, auxiliary power generator, and SCADA design assistance.

Patrick W. Hartman, PLS

Survey Project Manager



Patrick Hartman will be responsible for overseeing project surveying needs as Project Manager of River's Surveying Department. In this role, he will coordinate required survey efforts with the surveying subconsultant. He is a Professional Land Surveyor whose work experience includes wetland surveys, topographic surveys, boundary surveys, residential platting, utility right-of-way mapping, road right-of-way mapping,

residential construction surveying, storm drainage as-builts, utility as-builts and physical/as-built/loan surveys. He has extensive experience with civil/site development from the initial boundary survey, to final platting. Projects typically include all design, construction and as-built surveying.

Selected Experience

US Hwy 70 Bypass / US Hwy 70 Business Force Main Improvements, Johnston County, NC: Project Survey Manager responsible for topographic survey and mapping of 4,600 LF 20-inch force main paralleling an existing 16-inch force main under the US Hwy 70/70 Bus interchange.

Pennsylvania Avenue Sewer Improvements, Washington, NC: Project Survey Manager responsible for topographic survey and mapping of 900 LF of 12-foot deep 24-inch gravity sewer main and associated manholes and tie-ins to the Pennsylvania & Havens Pump Station and an existing manhole. The project replaced existing piping to relieve a "bottleneck" in the Runyon Creek Outfall into the sewer pumping station.

Tenth Street Connector Utility Relocations for NCDOT TIP U-3315, Greenville, NC: Project Survey Manager responsible for topographic survey and mapping for the relocation of approximately: 13,300 LF of 1" – 12" water main; 275 LF of 8" – 10" gravity sewer main; 6,300 LF of 2" – 8" PE and steel natural gas distribution main; 200 LF of 24" encasement pipe and 200 LF of 24" trenchless installation; various lateral and service reconnects; and associated appurtenances. Construction of this project is part of the installation of the new multi-lane 10th Street connector between the center city and the medical district including an elevated crossing of Dickinson Avenue and CSX railroad.

Township 7 Sewer Transmission Improvements, New Bern, NC (ongoing): Project Survey Manager responsible for topographic survey and mapping for 18,000 LF 12" sewer force main pipeline, 3,000 LF 14" directional bore force main under the Trent River, new transmission pumps at the equalization basin, upgrades/renovations to Station #10, and upgrades/renovations to four pump stations discharging into a common force main downstream of Station #10.

Sanitary Sewer Rehabilitation, Beaufort, NC: Project Survey Manager responsible for topographic survey and mapping for 33,900 LF sanitary sewer rehabilitation project throughout the Town of Beaufort also including 7,300 LF of sewer main replacement, 38 manhole replacements, 526 VF of manhole rehabilitation and 632 service lateral replacements.

Academic Credentials

B.A. - History, University of North Carolina at Wilmington, 1991

A.A.S. - Civil Engineering Technology, Central Piedmont Community College, 1997

A.A.S. - Surveying Technology, Central Piedmont Community College, 1997

Employment History

2004-Present - Rivers & Associates, Inc.

8 years - Harris Engineering

2 months - Central Piedmont Community College

2 years - Jack Christian & Associates Surveyors

10 months - Northstar Mapping Service

Professional Registration(s)

P.L.S., North Carolina (# L- 4262), 2000

Certified Flood Plain Surveyor, (NC-102), 2006

Associations & Affiliations

North Carolina Society of Surveyors

Industrial Park & NCDOT Rest Area Sewer Improvements, Chocowinity, NC: Project Survey Manager responsible for topographic survey and mapping for a regional 180 GPM sewer pump station to serve the Chocowinity Industrial Park, a Septic Tank Effluent Pump (STEP) station to serve the new US 17 rest area, and 9,300 LF of 6-inch sewer force main to connect to the Chocowinity sewer collection system, including 2,400 LF of 8-inch HDPE installed by directional drilling method.

Area A Utility & Street Improvements, Williamston, NC: Project Survey Manager responsible for partial topographic survey, setting horizontal/vertical control and easement survey/mapping for water and sewer improvements consisting of approximately 17,200 LF of 8"-12" gravity sewer mains; a 210 GPM sewer pumping station; 3,500 LF of 6" sewer force main; 3,500 LF of 6" water main; 4,000 LF of new street construction; and 8,000 LF of street renovations.

Dale Anderson, RPR

Senior Construction Observer



Dale Anderson has over thirty years with the firm as a Construction Observer/ Resident Project Representative. He has been responsible for management of daily inspection duties for numerous large public utility and public works infrastructure construction projects including water distribution systems, sewer collection systems, water and wastewater treatment, drainage systems and street improvements for local governments across eastern North Carolina. In his

duties, he has provided construction observation services for water supply wells, elevated water storage tanks, pump stations, sub-aqueous pipelines and diffusers, pipelines installed via directional drilling, dry bore steel casings, pipeline rehabilitation, pile supported pipelines and structures, street and roadway construction and repair, electrical and logic control systems as well as commercial and utility infrastructure buildings. He is familiar with construction methods/techniques as well as the construction administration process dealing with contractor pay requests, work change directives, field and change orders, shop drawings, and coordination of record drawings from contractor notes.

Selected Experience

US HWY 70 Utilities Relocation, NCDOT TIP R-3307, Beaufort, NC: Project Representative responsible for project relocating water and sewer infrastructure in response to the proposed US 70 By-Pass around Beaufort. Project included replacement of a wastewater lift station, 5,600 LF of gravity sewer, 32 manholes, 2,600 LF of force main and 1,100 LF directional bore sewer force main beneath Town Creek. Water system replacements included 9,600 LF of waterline with valves, hydrants and other appurtenances as well as 1,100 LF directional bore water main beneath Town Creek.

Harris Mill Run Outfall Replacement, Greenville Utilities Commission, Greenville, NC: Project Representative for construction observation services for the construction of 1,900 LF of 16 – 21 inch gravity sanitary sewer outfall to replace the existing 15 inch gravity sewer outfall. Project included installation of 10 manholes, reconnection of the new sewer outfall to the existing outfall and bypass pumping to maintain operation during construction, as well as reconnection of sewer lines and service laterals to the new sewer outfall.

Annexation Area A Water & Sewer Improvements, Williamston, NC: Project Representative for construction observation services for the construction of 17,200 LF of 6-20 feet deep 8" - 12" gravity sewer main; 78 manholes; a new 210 GPM sewer pump station; 3,500 LF of 6" force main; 6,200 LF of 6" water line loops and fire hydrants; 4,000 LF of new street construction; and 8,000 LF of street renovations.

Academic Credentials

A.A.S. - Architectural Engineering/Mechanical
Drafting, Beaufort Community College

Employment History

1987 - Present - Rivers & Associates, Inc.
Prior: Heavy Construction

Certification(s)

Grade II WWTP Operator, North Carolina
Class C Water Treatment Plant Operator, North Carolina

Pressure Sanitary Sewer Improvements, Chowinity, NC: Project Representative responsible for construction observation services to expand capacity of the existing Septic Tank Effluent Pump (STEP) pressure collection system. The project includes installation of a new 120,000 gallon reinforced concrete Equalization Basin at the main Bragaw Lane Pump Station, installation of the new Blounts Creek Regional Pump Station, approximately 14,000 LF of 6" – 14" force mains and appurtenances including 1,920 LF of 10" – 12" HDPE directional bores. The project includes mixing/odor control and electrical improvements at both pump station sites, as well as a radio telemetry/ SCADA system for monitoring and alarm communication for five (5) pump station sites.

Fifth & Respass Pump Station, Washington, NC: Project Representative responsible for construction observation services for the construction of a new 3600 gpm capacity pump station at 5th and Respass St. including concrete wet well, three submersible pumps, a pump control/maintenance building, emergency generator, automatic transfer switch, motor control center with VFD's and pump controls. The project included two manholes and approximately 100 feet of 30-inch DIP sewer, as well as, 18-inch and 16-inch force main to the existing 12-inch force mains. The project also included construction of a new 8 foot diameter pump station wet well and associated submersible pumps, valve vault and piping at Main and Respass Street.

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4. Project Schedule, Approach & Familiarity

Testimonial

“Rivers has completed a vast array of complex projects for the City that encompass all of the facets of engineering. In every case, their work has been completed effectively, efficiently and in a most professional manner.”

Jordan Hughes, PE
City Engineer
City of New Bern



Wastewater Treatment Plant, New Bern, NC

Project Schedule

In order to keep the total project costs within the funds available, it is important that all parties (Owner, Engineer and Contractor) meet critical timelines. During planning and design of the project, Rivers will work closely with the appropriate personnel from the Town Staff and NCDEQ to ensure appropriate input is received and project milestones are achieved in a timely manner. Likewise, during the construction phase of the project, Rivers personnel will coordinate implementation of the work with the Owner and Contractor to facilitate efforts by the Contractor for the project work to be completed within

Anticipated Project Schedule:

Submit ER/EID to NCDEQ-DWI:	2 Months
Receive ER/EID Approval:	3 Months
Prel. Design Phase (incl. surveys):	3 Months
Final Design Phase:	5 Months
Regulatory Permit Acquisition & Advertise for Bids:	3 Months
Bid Period & Contract Award:	3 Months
Construction Phase:	8 Months
Close-out:	2 Months
Total	29 Months

the established timeframe. Exact dates will vary based on authorization to proceed with the various phases of services. However, Rivers' Project team is prepared to begin immediately upon receipt of such authorization.

Project Approach

A. General:

The project approach utilized by Rivers will be a collaborative effort between the staffs of Rivers and the Town of Winterville's Public Works Department. The process will include on-site meetings during initial information discovery to ensure that valuable input from the Owner is received. Telephone consultations and onsite meetings will continue as required through-out the engineering design process.

Rivers' Project Team is well qualified to provide professional engineering design and construction administration / inspection services for the proposed wastewater pump station improvements project for Winterville. Rivers has provided similar engineering services many times for numerous eastern North Carolina communities.

Most projects of this type require our staff to facilitate involvement of various stakeholders in the preliminary design process. We anticipate that will be the case for this project as well, specifically with respect to maintaining sewer operations during construction and implementing construction activities on congested sites and adjoining right-of-way. Consultations will be held with Town staff, NCDEQ and other appropriate stakeholders early in the preliminary design phase to affirm design and permitting requirements. Beyond that, Rivers' Team is very familiar with the technical, environmental, regulatory, financial and funding is-

sues that must be considered to provide technically sound design documents to Winterville for implementation of wastewater pump station renovation and replacement construction.

B. Project Scope:

The purpose of the project is to rehabilitate or replace four aged pump stations in the sanitary sewer collection system.

The Chapman Street Pump Station is approximately 53 years old and the wet well structure exhibits significant deterioration. This pump station handles approximately 55% of the Town’s total wastewater flow. The pump station is proposed for complete replacement, potentially re-using the existing pumps and standby generator. A mechanical bar screen is to be added to reduce maintenance from debris (rags, etc.) accumulation which clogs the pump volutes. The station currently discharges through two 6-inch force mains which are to be replaced with approximately 850 LF of 10-inch force main.

The Robinson Heights Pump Station has a recently installed standby power generator, but it does not have an automatic transfer switch for the generator. Electrical panels are exhibiting signs of corrosion damage. Rehabilitation initiatives for this pump station include replacement of the corroded electrical panels and installation of an automatic transfer switch for the existing standby generator.

Rehabilitation of the Winterville Crossing Pump Station includes replacement of the existing electrical panels with new NEMA 4X panels, starters and controls.

The Church Street Pump Station recently had electrical panels and controls replaced, as well as an emergency generator installed and the top of the wet well raised to prevent submergence during adjacent creek flooding events. The station has seen a significant increase in solids debris (rags, etc.) which causes pump damage and significant maintenance issues. Rehabilitation of this pump station includes installation of a mechanical bar screen to reduce maintenance issues.



*Robinson Heights Wastewater Pump Station
Existing Corroded Freestanding Electrical Panel Proposed for Replacement
Winterville, NC*

C. Considerations:

Implementing a project of this nature will create short-term impacts on adjoining and/or “upstream” residents when work is progressing in their area.

Three wastewater pump stations are proposed for various levels of improvement while one station is to be totally replaced. During construction, it will be necessary to implement by-pass pumping while stations are out-of-service for upgrades/repairs. Rehabilitation of several pump stations is associated with replacement of electrical panels and controls. The requirement for bypass pumping will be short-term at those facilities.

The new Chapman Street pump station will be constructed on an adjacent parcel, allowing the existing pump station to remain in operation until flow can be redirected. Bypass pumping will be required for a short period during the operational change-over to the new station. An extended period of by-pass pumping is anticipated for the addition of the proposed mechanical bar screen at the Church Street pump station.

All construction activities will be sequenced to minimize or avoid sewer service and public traffic disruption. In every case where sewer service to adjacent users will be interrupted, the contractor will be required to coordinate with the owner’s representatives for notification of the users to be



*Chapman Street Wastewater Pump Station
Proposed for Complete Replacement
Winterville, NC*



*Church Street Wastewater Pump Station
Proposed for Addition of Mechanical Bar Screen
Winterville, NC*

impacted. Typically, advanced notice would be provided one or two days prior to the interruption so that users may plan accordingly.

Some local traffic disruption is anticipated as the new force main is installed on Chapman Street. However, the disruption will be minimal as there are ample opportunities to re-route traffic and there are no residences or businesses directly adjoining the pipeline corridor.

D. Basic Scope of Engineering/Inspection Services:

Services to be implemented for the project in accordance with the Owner's Request for Qualifications include:

1. Preliminary Engineering Services:

- a. Develop Engineering Report and Environmental Information Document (ER/EID) utilizing NCDEQ/DWI required template.
- b. Assist City in obtaining NCDEQ/DWI approval of ER/EID.

2. Design Engineering Services:

- a. Perform required corridor and site surveys including topographic, boundary and utility coordination as required.
- b. Prepare construction documents, including drawings and technical specifications.
- c. Prepare contract documents.
- d. Arrange and coordinate any required soil borings.
- e. Update cost opinion.
- f. Prepare required permitting applications anticipated including encroachment agreements as applicable.
- g. Assist Town with response to questions/comments and revisions to plans/specifications required for acquisition of permit(s).
- h. Perform applicable easement survey/mapping.

3. Bidding & Construction Services:

- a. Assist Town with advertisement of the project for solicitation of bids.
- b. Attend & moderate pre-bid conference.
- c. Issue addenda as appropriate.
- d. Conduct bid opening.
- e. Evaluate bids received and make recommendation for construction contract award.
- f. Provide assistance in award of construction contract.
- g. Conduct preconstruction conference.
- h. Provide routine construction contract administration.
- i. Review compliance with Davis-Bacon Act and

- conduct interviews with workers, as necessary.
- j. Conduct shop drawing review.
- k. Perform at least monthly site visits to observe progress and quality of the work.
- l. Provide determinations of whether the work is in substantial accordance with the contract documents, plans and specifications.
- m. Provide interpretation of the contract documents, plans and specifications.
- n. Develop and process construction contract change orders and work change directives.
- o. Review and process contractor's applications for payment.
- p. Conduct Final Inspections to insure compliance with contract documents, plans and specifications.
- q. Provide written approval of final payments to contractors.
- r. Furnish reproducible record drawings and CAD Files in AutoCad format.
- s. Provide engineering supervision of Resident Project Representative.
- t. Provide full-time Resident Project Representative.

E. Permitting:

Based on our knowledge of the project, the area of potential land-disturbing activities will be relatively low and may not require erosion control permits. However, final design and disturbance requirements will dictate the necessity for erosion control and stormwater permits from NCDEQ-DWQ. Appropriate erosion control measures will be designed for the project, regardless of permitting jurisdiction.

The planned replacement of the Chapman Street pump station as well as the addition of a mechanical bar screen at the Church Street pump station will require regulatory permitting by NCDEQ, while replacement of existing components at other pump stations is considered a maintenance activity by NCDEQ-DWQ. However, with project funding provided by the NCDEQ-DWI Clean Water State Revolving Loan (SRF) program, a review process for plan approval will be required for all planned activities prior to construction.

Encroachment agreements from NCDOT are not anticipated as construction activities should be confined to the pump station sites and Town-owned street rights-of-way.

In all regulatory permit applications, paying supplemental application fees for "express review" (where available) will expedite the project permitting process.

Site & Easement Acquisition

In addition to the new Chapman Street pump station site, the project may require acquisition of temporary easements associated with construction at that location, and potentially for the new mechanical bar screen at the Church Street pump station site. Rivers' Team will provide all necessary deed research, surveys, mapping and legal descriptions as required for site and easement acquisition.

Proximity to Project Site

Rivers' Project Team members for the Winterville Wastewater Pump Station Improvements Project are all based in our Greenville, NC office, less than ten-miles to Winterville and the project site. Therefore, we are easily accessible to not only the project, but to Town staff as well.

Geographic Familiarity

Due to our vast experience with similar projects throughout eastern North Carolina, Rivers brings a thorough understanding of the geophysical characteristics of the area, allowing us to anticipate conditions that potentially impact construction. We are then able to optimize planning and design to mitigate those circumstances.

Located in eastern North Carolina since 1918, and having designed projects throughout the region, Rivers' staff maintains strong relationships with State and Federal funding and regulatory agency personnel assigned to the eastern region of the state, including USDA, NCDEQ, NCDOT, USACOE, etc. We are accustomed to working with these individuals to identify project strategies to achieve funding and regulatory requirements while assisting our client meet project goals in a cost-effective manner.

Working with multiple local government clients throughout eastern North Carolina, including the Town of Winterville, and other municipalities and counties, Rivers' staff have the familiarity of working with numerous utility construction contractors that typically provide services in our geograph-

ical region. This familiarity facilitates a positive working relationship with contractors, who recognize and generally appreciate Rivers' intention to fairly and equitably advocate for our client to receive the product which has been specified, bid and contracted. As a result, Rivers' staff regularly consults with these contractors during project design as to their opinion concerning the best practice methodology with which to accomplish certain construction tasks.

System Familiarity

Rivers' team has planned, assisted with funding acquisition, engineered and provide construction phase services for many public utility infrastructure projects, including wastewater pump station projects throughout eastern North Carolina.

In recent years, Rivers & Associates has had opportunity to work with the Town of Winterville in the assessment of its water and wastewater system assets, defining and prioritizing capital infrastructure needs.

In conjunction with Town of Winterville staff, Rivers' team completed the Asset Inventory Assessment Project for both the Winterville water and sanitary sewer systems. Portions of the sanitary sewer asset inventory assessment project are the basis for the proposed pump station improvements project. As such, our team is very familiar with the specific issues defined by the previous efforts for which this project is to address.

Rivers' Team participated in the recent flood mitigation modifications to the Church Street sewer pump station as the civil engineering sub-consultant to the Electrical Engineer which led the project as the prime consultant.

Rivers' Team is currently working with the Town to implement rehabilitation of various sanitary sewer gravity mains, a project that is currently awaiting permitting and authorization to proceed with the construction bidding phase.

Finally, Rivers assisted the Town in securing NCDEQ-DWI CWSRF funding for costs associated with the proposed wastewater pump station improvements project.

In conjunction with Winterville's Public Works Department staff, Rivers & Associates' Team conducted an evaluation of the Town's water & sewer infrastructure systems, identifying capital project needs and then assisted secure funding for implementation of various projects.



5. Hourly Rates of Personnel

Another Satisfied Client

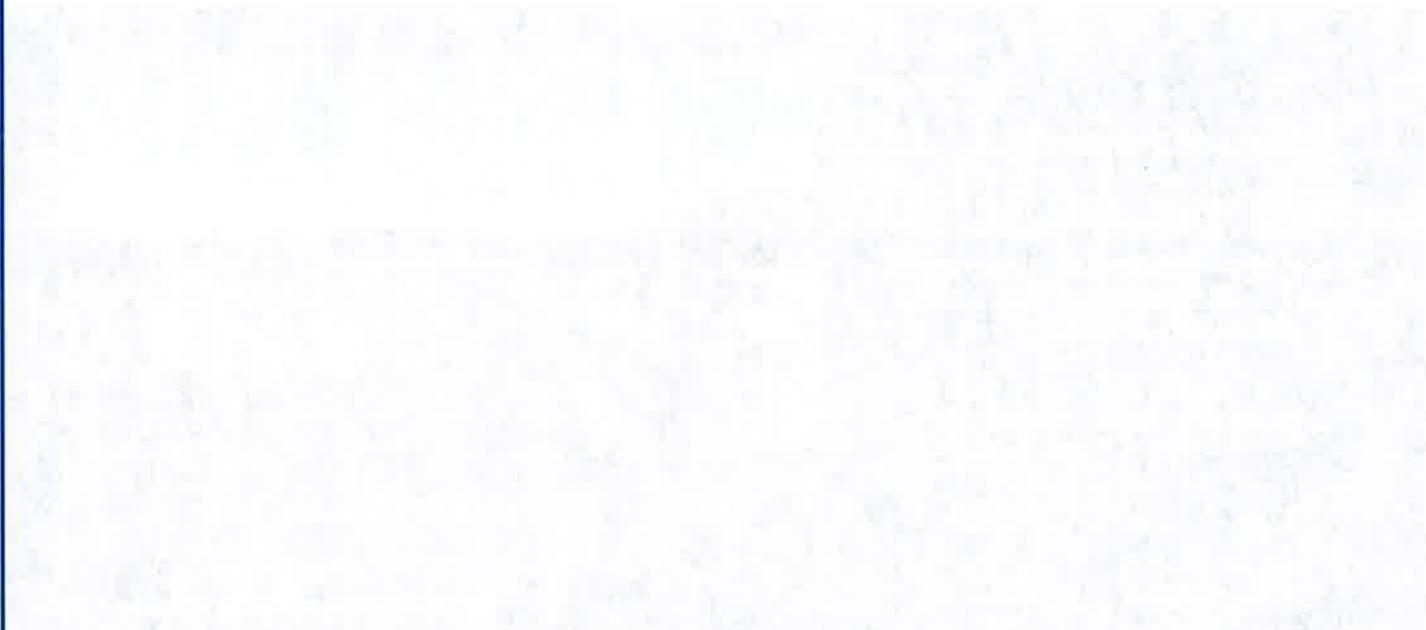
“Rivers did a really great job listening to the constituents’ needs and designing a Plan that can be implemented by the Town.”

Kyle Garner, AICP
Planning & Inspections Director
Town of Beaufort



WWTP Ribbon Cutting, Beaufort, NC

EMPLOYEE CLASSIFICATION	HOURLY RATES	EMPLOYEE CLASSIFICATION	HOURLY RATES
Principal	\$165.00	Project Engineer II	\$120.00
Sr. Project Manager II	\$165.00	Project Engineer I	\$105.00
Sr. Project Manager I	\$155.00	Design Engineer II	\$95.00
Project Manager II	\$140.00	Design Engineer I	\$85.00
Project Manager I	\$130.00	Designer IV	\$115.00
Sr. Landscape Architect	\$125.00	Designer III	\$105.00
Landscape Architect	\$100.00	Designer II	\$90.00
Landscape Designer	\$90.00	Designer I	\$75.00
Project Planner I	\$90.00	CAD Technician III	\$70.00
Planner II	\$80.00	CAD Technician II	\$65.00
Planner I	\$70.00	CAD Technician I	\$60.00
Resident Project Rep. IV	\$90.00	Project Surveyor II	\$105.00
Resident Project Rep. III	\$80.00	Project Surveyor I	\$90.00
Resident Project Rep. II	\$70.00	Party Chief III	\$80.00
Resident Project Rep. I	\$60.00	Party Chief II	\$60.00
Intern Tech	\$35.00	Party Chief I	\$55.00
Administrative Assistant	\$65.00	Surveyor Technician II	\$50.00
Sub-Consultants & Fees	1.15 x Cost	Surveyor Technician I	\$45.00
Miscellaneous Expenses	Cost	1-Man Robotic II	\$135.00
		1-Man Robotic I	\$100.00



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6. Professional References

Rivers' Client Base Consists of:

- Municipalities
- Counties
- Sanitary Districts
- Water & Sewer Districts
- Water Authorities
- Non-Profit Corporations
- State Government
- Federal Government
- Industry
- Private Institutions
- Private Developers



Fifth & Respass Pump Station Replacement, Washington, NC

Listed below are client references for completed water or wastewater system projects.

Mr. Donovan Willis
Public Utilities Director
Town of Beaufort, NC
d.willis@beaufortnc.org
Ph: (252) 732-0153

Mr. Kevin Brickhouse
Public Works Director
Town of Chocowinity, NC
kbtoc@suddenlinkmail.com
(252) 946-6568

Mr. David Tawes, ORC
Water Department Director
Chowan County
david.tawes@chowan.nc.us
Ph: (252) 482-2627

Mr. Barry Sutton
Manager
Eastern Pines Regional Water Corp.
bsutton@epwc.org
Ph: (252) 752-7420

Mr. David Hemenway
WTP ORC
City of Havelock, NC
dhemenway@havelocknc.us
Ph: (252) 444-6420

Ms. Kim Rineer, P.E.
Contracts Manager
Johnston County, NC
kim.rineer@johnstonnc.com
Ph: (919) 989-5725

Mr. Jordan Hughes, P.E.
City Engineer
City of New Bern, NC
hughesj@newbernnc.gov
Ph: (252) 902-3175

Mr. Tim Corley, P.E.
County Engineer
Pitt County, NC
tim.corley@pittcountync.gov
Ph: (252) 639-7527

Mr. Johnathan Jarman
Public Works Director
Town of Richlands, NC
publicworks@richlandssnc.gov
Ph: (910)324-3301

Mr. Kurt Polzer
Public Services Supervisor
Town of Topsail Beach, NC
publicservices@topsailbeach.org
Ph: (910) 328-3271

Mr. David Clegg
County Manager
Tyrrell County, NC
dclegg@tyrrellcounty.net
Ph: (252) 218-9471

Mr. Macon Robertson
Interim Public Works Dir.
Warren County, NC
maconrobertson@warrencountync.gov
Ph: (252) 257-3645

Mr. Adam Waters
Public Works Director
City of Washington, NC
awaters@washingtonnc.gov
Ph: (252) 975-9332

Mr. Doremus Luton
Public Utilities Director
Washington County, NC
dluton@washconc.org
Ph: (252) 325-6707

Mr. Kerry Spivey
Public Works Director
Town of Williamston, NC
kerryspivey@townofwilliamston.com
Ph: (252) 792-1024



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7. Other Relevant Information

*Responsiveness to
Client Needs*

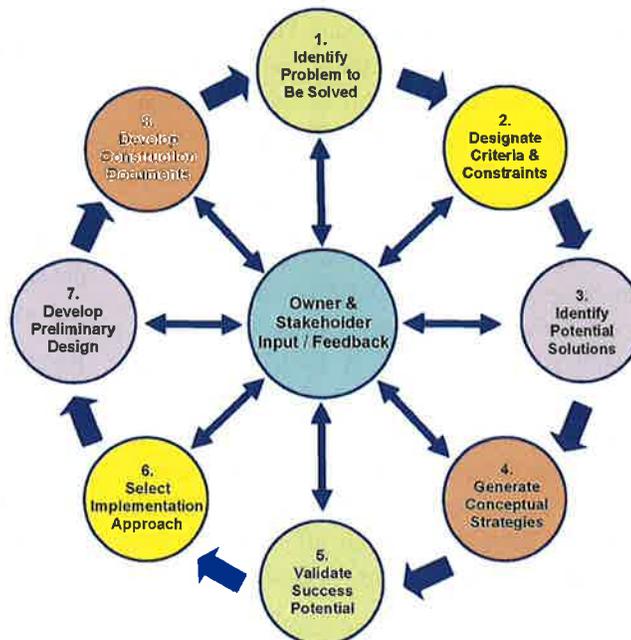
*Quality Control &
Assurance Through
Communication*

Cost Control

*Project Schedule
Maintenance*

*Protection Against
Defects / Deficiencies*

Rivers and Associates Planning & Design Process



Responsiveness to Client Needs

Rivers attributes much of our success to our firm's overall approach to project and client management. We consider ourselves an extension of our client's staff. Our staff strives to understand the special needs and goals of each individual client by developing strong relationships within each organization.

Our project management philosophy incorporates the establishment of the needs of the client at the pinnacle of our priorities. Listening to the client is the key to understanding his needs. Our project management plan facilitates a practical approach that blends conservative yet progressive concepts with creative initiatives. We utilize this philosophy for planning and design of our projects, and will apply these principles in the development of the Town of Winterville's Wastewater Pump Station Improvements project.

Quality Control & Assurance Through Communication

Internal quality control and assurance will be through Rivers' standard practice of peer review and discussion. Each project includes a work plan to outline the required tasks, responsible party, sequence and schedule for achieving successful completion. The Project Manager is responsible for ensuring that team members complete their assigned tasks in a timely manner. Project teams meet at least weekly (more often as neces-

sary) to review the progress of the project, obstacles encountered, resolutions required, as well as progressive tasks next to be implemented. This is done to ensure that research, analysis, computations, design and production of deliverable documents proceed as smoothly and efficiently as possible toward project completion. Additionally, meetings and periodic review of sub-consultants' work is performed by qualified Rivers' staff to ensure understanding and compatibility with project goals. Should additional resources be required to maintain a project's progress, the Project Manager will identify this requirement during those weekly meetings and make necessary priority adjustments and/or acquire additional resources with which to otherwise overcome the obstacle.

Internal peer review is utilized to ensure quality control for computations, design, and preparation of project documents. Registered Engineers will directly supervise all work produced as well as review and seal the completed product.

External agency review helps to ensure suitability for implementation. One method of external quality control and assurance will be accomplished by consistent communication and meetings with the Town's Public Works Director and other Public Works/Utility representatives. Owner input will be routinely requested from the conception of project scope through completion of the project. Owner participation in the design process and concurrence with final recommendations is vital to the success of the project.

Rivers approach to planning, design and construction administration includes involving appropriate members of the Owner's staff in the project as much as the Owner is willing to allow and participate. Ultimately, the Public Works staff are the individuals who will routinely operate and maintain the new facilities while the Town Manager and Finance Officer will work with the Public Works Director in the implementation and finance plans for construction as well as annual O&M budgeting considerations. Those individuals' opinions of the final product will either positively or negatively impact River's reputation with Winterville and all of North Carolina.

As such, we covet the Owner's opinion or preference with regard to certain design decisions. We will advise the Owner of the pros and cons of available options. If we feel strongly that a given solution is superior to others, we will advise the Owner of that. However, many decisions are simply based on preference. We believe that the final design should reflect the Owner's preferences whenever practical. Also, maintenance personnel will be attuned to O&M requirements and costs that may impact the plan, and can offer insights into potential cost savings and/or benefits for the Owner.

Additional external agency review, as applicable, will be provided by routine communication and meetings with representatives of regulatory agencies that will be requested to issue appropriate environmental/regulatory permits for project development. Such input during the course of preliminary design helps to ensure suitability for implementation and expedite the permitting process once formal applications for plan approval and authorization to construct are submitted.

Cost Control

Rivers and the Town of Winterville are mutually interested in completing projects within budget. The best tools for accomplishing this goal are sound cost estimation, clear communication, a well-defined scope of work, and clearly defined lines of responsibility between the Owner, Contractor and Engineer.

Rivers has developed proven methodologies and a good track record for estimating the cost of work. The first step in controlling the project budget is to prepare a sound proposed budget in relation to the proposed project. As implementation of the project evolves into design development phases, a design development memo will include our comments as to the adequacy of the original project budget and recommendations, if necessary, for means of overcoming obstacles, decreasing the construction cost or the need for an increase in the project funding to achieve the Town's project goals.

Throughout the design development process, maintaining a detailed takeoff of construction items and updating costs as necessary are key steps to providing a reliable cost opinion. The Town will be notified at any time that the cost opinion

for the project exceeds the funding. Prior to bidding, a final construction cost opinion will be prepared for presentation to the Town as part of the final design memo.

In order to obtain competitive bids, we strive to provide our clients with clear, concise, correct and well coordinated Construction Documents. Well prepared project documents are the best tool for obtaining a competitive and fair bid price.

We utilize bid tabulation data maintained for all our projects as a cost estimating tool. Additionally, we maintain good working relationships with material suppliers, contractors and equipment manufacturers' representatives. These resources are utilized as necessary to prepare construction and project cost estimates.

Rivers makes a concerted effort to include the Owner in the design and decision-making process. Each design element has associated benefits and costs. The Owner's preference has a direct impact on the ultimate project cost. Occasionally, alternative bid items are included for specific items of equipment. This provides additional choices to the Owner that contribute to the final construction/project cost.

It should be noted, that while we make every effort to provide reliable construction cost opinions, the consultant cannot assure that the project budget will not be exceeded in the final public bidding process as external factors can create uncontrollable influences.

In order to control the scheduling and cost of engineering, Rivers has assembled an experienced and technically qualified team that will perform their responsibilities in a timely and efficient manner. Our understanding of the technical needs and permitting process will afford the Town the most cost-effective solution to the project.

To avoid escalation of the cost of the work, the Owner and Engineer need to share and understand each other's mutual expectations, establish a clearly defined scope of work, and designate a single point of contact for communications. Each party should encourage open and frequent communication with expedient responses or decisions to inquiries or requests for information.

Project Schedule Maintenance

In addition to a well-defined budget, each project should include a mutually agreeable schedule. Project status should be regularly checked against the schedule to determine whether the progress is acceptable or whether additional resources are required to complete the work on time.

For most projects, periodic design review meeting are scheduled with the Owner at which project status is discussed among other items. This provides an opportunity for the Owner to stay informed of the progress to date, and offer input into whether adjustments are required.

During weekly team meetings (more frequently as required) schedule is reviewed to ensure that sufficient progress is being made and that potential delays are addressed expediently.

In order to control the timeframe for performance of the work, Rivers will propose a reasonable schedule for each project, and will provide sufficient staff to complete the work within the established timeframe. Supplemental staff can be made available as needed.

Protection Against Defects / Deficiencies

One of the principal roles of the Designer is to ensure that the end product performs as intended. Numerous opportunities exist for circumstances, events, misunderstandings or mistakes to jeopardize the performance of the completed work. The following steps are integrated into Rivers' procedures to minimize defects and deficiencies during construction of the project:

- Ensure clear understanding by Owner and Engineer of the project goals and operations requirements/performance of all specified materials and equipment.
- Clearly define and document project and performance requirements during the preparation of plans and specifications to assist Contractor and Supplier understanding.
- Confirm that any proposed "substitute" or "or equal" items meet plan and specification requirements.
- Carefully review shop drawing submittals for acceptability.
- Provide well-qualified construction administrative staff with extensive experience in work of the type being performed.
- Confirm acceptable construction in substantial accordance with contract documents.
- Confirm contract requirements for warranty, certifications, etc. are fulfilled.



Water & Bonner Street Pump Station Replacement, Washington, NC

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**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Ange Plaza, Lots 20 & 21 – Final Plat.

Action Requested: Approval of Final Plat.

Attachment: Final Plat.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

Ange Plaza, Lots 20 & 21 – Final Plat:

Location: Beacon Drive east of its intersection with Winterville Parkway.

Parcel Numbers: 76141

Site Data: 2 Lots, 2.57 Acres

Zoning District: General Business

- Planning and Zoning Board recommended approval of the Final Plat at the May 18, 2020 meeting.

Budgetary Impact: TBD.

Recommendation: Recommend Approval of the Final Plat.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Reappoint Board of Adjustment Members with Expiring Terms.

Action Requested: Reappoint Portia Willis & Brian Miller to Board of Adjustment.

Attachment: None.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The following Board of Adjustment Members have terms that will expire on June 30, 2020:

- Portia Willis
- Brian Miller

Ms. Willis and Mr. Miller have both expressed their desire to be reappointed to the Board of Adjustment. If reappointed, their terms would expire in three years (June 30, 2023).

Budgetary Impact: NA.

Recommendation: Reappoint Portia Willis and Brian Miller to three year terms.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Reappoint Planning and Zoning Members with Expiring Terms.

Action Requested: Reappoint Margie Crawford & Willie Lee Hines to Planning and Zoning Board.

Attachment: None.

Prepared By: Bryan Jones, Planning Director

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The following Planning and Zoning Board Members have terms that will expire on June 30, 2020:

- Margie Crawford
- Willie Lee Hines

Ms. Crawford and Mr. Hines have both expressed their desire to be reappointed to the Planning and Zoning Board. If reappointed, their terms would expire in three years (June 30, 2023).

Budgetary Impact: NA.

Recommendation: Reappoint Portia Willis and Brian Miller to three year terms.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Evan Johnston, Director of Parks and Recreation

Item to be Considered

Subject: Reappoint Recreation Advisory Board Members with Expiring Terms

Action Requested: Reappoint Randy Bowers, Kirby Bryson, and Michael Guglielmelli to Recreation Advisory Board

Attachment: Applications on file.

Prepared By: Evan Johnston, Director of Parks and Recreation

Date: 5/27/2020

ABSTRACT ROUTING:

TC: 6/2/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The Recreation Advisory Board (RAB) is made up of six (6) resident members, three (3) non-resident (ETJ) members, and one (1) alternate member that may be a resident or non-resident.

The Recreation Advisory Board (RAB) has three (3) members whose term expiration is June 30, 2020 and have requested to be appointed to an additional term. Following is list of said members and their membership type: Randy Bowers (Resident), Kirby Bryson (Resident), and Michael Guglielmelli (Resident).

Staff recommends that all current members, as listed above, be appointed to an additional two (2) year term on the Recreation Advisory Board, their terms would expire June 30, 2022.

Staff would like to note that there are two applications on file in which applicant indicated interest in Recreation Advisory Board:

- Amy Brothers - Resident: Listed Recreation Advisory Board as number one (1) priority.
- Brandy Daniels - Resident: Listed Recreation Advisory Board as number four (4) priority.

Budgetary Impact: NA.

Recommendation: Reappoint Randy Bowers, Kirby Bryson, and Michael Guglielmelli to Recreation Advisory Board

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

2 Board of Adjustment
4 Recreation and Parks Advisory Board
1 Planning and Zoning Board
3 Stormwater Advisory Committee

*Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Brandy Daniels Home Phone Number: 252-413-9249
Address: 2945 FoxGlove Drive; Business Phone Number: N/A
Employed By: ECU Occupation: Administrator - Campus Living
Name of High School Attended: Roanoke High School
College or University Attended: ECU / NC State
How long have you been a resident of Winterville? 3 years
Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held:

None

Past membership in organizations and offices held:

None

State why you feel you would be an asset to this board/commission. I have a vested interest in Winterville and being involved.

Signature: B/Daniel Date: 10/25/19

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional.

Form with fields for Ethnic Group (African American checked), Sex (Female checked), U.S. Citizenship (Yes checked), and Birth Date (9/20/56).

E-mail



RECEIVED 10/25/2019

alexanderdaniels b14@ecu.edu

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment, Planning and Zoning Board, Recreation and Parks Advisory Board, Stormwater Advisory Committee

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: _____

Address: _____

Home Phone #: _____ Business Phone #: _____

Email Address: _____

Employed By: _____ Occupation: _____

Name of High School Attended: _____

College or University Attended: _____

How long have you been a resident of Winterville? _____

Have you served on a board/commission of the town? () Yes () No

If yes, please indicate which one(s): _____

Current membership in organization and offices held: _____

Open Door Church/Member, CEASE/Member

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. _____

and guest services.

Signature: [Handwritten Signature] Date: _____

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields for Ethnic Group, Sex, US Citizenship, and Birth Date.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Travis Welborn, Public Works Director

Item to be Considered

Subject: Appointment of Dylan Brinkley & Brandy Daniels to Stormwater Advisory Committee.

Action Requested: Approval of appointment.

Attachment: Application on file.

Prepared By: Travis Welborn, Public Works Director

Date: 6/3/2020

ABSTRACT ROUTING:

TC: 6/3/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

The Stormwater Advisory Committee currently has 1 vacancy for a full time member. Mr. Dylan Brinkley is currently an alternate member and staff recommends promoting him to a full time member. Brandy Daniels has requested appointment to the Stormwater Advisory Committee and staff recommends appointing her as an alternate member if Mr. Brinkley is promoted to a full time member.

Budgetary Impact: No Impact.

Recommendation: Approval of appointments to Full Time & Alternate position.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

2 Board of Adjustment
4 Recreation and Parks Advisory Board
1 Planning and Zoning Board
3 Stormwater Advisory Committee

*Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Brandy Daniels Home Phone Number: 252-413-9249
Address: 2945 FoxGlove Drive; Business Phone Number: N/A
Employed By: ECU Occupation: Administrator - Campus Living
Name of High School Attended: Roanoke High School
College or University Attended: ECU / NC State
How long have you been a resident of Winterville? 3 years
Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held: None

Past membership in organizations and offices held: None

State why you feel you would be an asset to this board/commission. I have a vested interest in Winterville and being involved.

Signature: B/Daniel Date: 10/25/19

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional.

Form with fields for Ethnic Group, Sex, U.S. Citizenship, and Birth Date. Includes handwritten entries: African American, Female, Yes, 9/20/56.

E-mail



RECEIVED 10/25/2019

alexanderdaniels b14@ecu.edu



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 8, 2020

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Update on Funding for Winterville Watermelon Festival.

Action Requested: Approval of Recommendation.

Attachment: NA.

Prepared By: Terri L. Parker, Town Manager

Date: 6/3/2020

ABSTRACT ROUTING:

TC: 6/3/2020

TM: 6/3/2020

Final: tlp - 6/3/2020

Supporting Documentation

As the Council is aware, the Winterville Watermelon Festival has been cancelled for 2020 due to the effects of the COVID-19 Pandemic. Alton Wadford contacted me about what the Town would like the Festival Committee to do with the \$50,000 allocation the Town gave the Committee for the 2020 Festival.

My recommendation was that the Festival keep the \$50,000 already paid to them for the 2020 Festival and use that towards the 2021 Festival, under the condition that the Committee withdraw their request for funding in the FY 2020-2021 Annual Budget. Mr. Wadford agreed with my recommendation.

Therefore, I am asking Council to approve my recommendation for the record and in order to give the Committee a formal written answer as to such.

Budgetary Impact: As presented.

Recommendation: Council approve Town Manager's recommendation.