



**WINTERVILLE TOWN COUNCIL AGENDA  
MONDAY, FEBRUARY 12, 2024 - 6:00 PM  
WINTERVILLE TOWN HALL ASSEMBLY ROOM**

- I. CALL TO ORDER.**
- II. INVOCATION.**
- III. PLEDGE OF ALLEGIANCE.**
- IV. WELCOME.**
- V. APPROVAL OF AGENDA.**
- VI. RECOGNITION OF NEW EMPLOYEES:**
  1. Officer Taylor Kriner, Police Department.
  2. Officer Joseph Roach, Police Department.
  3. Andrew “Drew” Gardener, Electric Department.
- VII. PROCLAMATIONS:**
  1. Black History Month.
- VIII. PUBLIC HEARINGS:**
  1. Ange Plaza Lot 25 & 33 Annexation Request (Parcels 52602 & 84684) “Lowes Foods”.
- 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:
    - January 8, 2024 Regular Meeting Minutes; and
  2. Release and Refund of Taxes
- XI. OLD BUSINESS:**
  1. None

**XII. NEW BUSINESS:**

1. Parks and Recreation Advisory Board Appointments.
2. ElectriCities Appointments to Non-Power Agency Board of Directors.

**XIII. OTHER AGENDA ITEMS:**

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

**XV. ANNOUNCEMENTS:**

- 2024 Primary Early Voting: February 15 – March 2, 2024 – Community Room.
- Planning and Zoning Board Meeting: Monday, February 19, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, February 20, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Town Council Recycle/Solid Waste Work Session: Monday, February 26, 2024 @ 5:30 pm - Town Hall Assembly Room.
- Human Relations Board Meeting: Thursday, February 22, 2024 @ 7:00 – Town Hall Executive Conference Room.
- Recreation Advisory Board: Tuesday, February 27, 2024 @ 6:30 pm – Operation Center.
- 2024 Election Primary: March 5, 2024 – Community Room and Operation Center Training Room.
- Agenda Review Meeting: Thursday, March 7, 2024 @4:00 pm – Town Hall Executive Conference Room.
- Easter Eggstravaganza: Saturday, March 9, 2024 from 11:00 am to 1:00 pm - Winterville Recreation Park.
- Regular Town Council Meeting: Monday, March 11, 2024 @ 6:00 pm - Town Hall Assembly Room.

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

**XVII. CLOSED SESSION:**

**NCGS § 143-318.11. (a) (3)** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded. (Attorney-Client Privilege).

**XVIII. 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) 756-2221 ext. 2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



## **PROCLAMATION BLACK HISTORY MONTH**

**WHEREAS**, Black History Month affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

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

**WHEREAS**, much of the Town of Winterville's honor, strength and stature can be attributed to the diversity of cultures and traditions that are celebrated by the residents of this great region; and

**WHEREAS**, February has been designated as Black History Month in which we pause to reflect on the contributions of the African American community, and we recognize this year's Black History Month theme of "Black Health and Wellness;" and

**WHEREAS**, African Americans have played significant roles in the history of North Carolina State's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

**WHEREAS**, as a result of their determination, hard work, intelligence and perseverance, African Americans have worked tirelessly to maintain and promote a valuable and lasting contribution to the Town of Winterville, our state, and nation achieving exceptional success in all aspects of society including business, education, politics, economy, culture, science, arts, and history; and

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

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

**WHEREAS**, we join with all Americans in celebrating our diverse heritage and culture and continuing our efforts to protect democracy for all people, and recognizing the vital achievements of our local African American residents; and

**NOW, THEREFORE, BE IT RESOLVED**, that I do hereby proclaim February 2024 as Black History Month and express special commendation to the dedicated volunteers who have labored so diligently to make this observance a reality in our community.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 12<sup>th</sup> day of February 2024.

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Richard E. Hines, Mayor

**Attest:**

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Donald Harvey, Town Clerk

# BLACK HISTORY MONTH 2024 EVENTS



**Thursday, February 8 • 11:00 a.m.- 1:00 p.m. • PCC Library**

*Snapshot: Climate Exhibition*

Keynote Speaker: Spencer George, UNC-Chapel Hill, Carolina Public Humanities, Maynard Adams Fellow  
Student Speaker: Jeremy Galang, SGA President of PCC

*Snapshot: Climate* Photographs will be on display on the first floor of the PCC Library until February 16.  
For more information, contact Scott Temple, Department of English and Humanities, [sgtemple512@my.pittcc.edu](mailto:sgtemple512@my.pittcc.edu)

**Thursday, February 8 • 2:00 p.m.- 3:30 p.m. • Humber, 144**

*Equity Uncensored – Student Edition*

Sponsor: Division of Student Support

**Thursday, February 15 • 11:00 a.m.- 12:00 p.m. • Goess Multipurpose Room**

*The Debate that Never Happened*

Sponsor: MMSI – Minority Male Success Initiative

**Monday, February 19 • 11:00 a.m.- 12:00 p.m. • Goess Multipurpose Room**

*Hip-Hop and Empowerment: The History of Hip-Hop and How it Relates to the Arts*

Speaker: Dr. Katanya Foust, Director of the Female Matriculation Institute at Fayetteville State University.  
90's attire encouraged. Refreshments will be provided.

Sponsors: SGA, MAC, TRIO, TASC, and Developmental Studies/Academic Support.

**Tuesday, February 20 • 7:00 p.m. • Koinonia Christian Center**

*Black Composers Concert*

Sponsored by the PCC Music Department and featuring the PCC Orchestra, PCC Chorale, Elements of Praise, PCSECHS Choir, special guests, and the Eastern Youth Orchestra

**Monday, February 26 • 7:00 p.m. • Smith Center, PCC Campus**

*Jazz Concert*

Featuring the PCC Jazz Band, the PCSECHS Band, and the Emerald City Big Band

**Wednesday, February 28 • 4:15 p.m. – 5:15 p.m. • First Floor of the PCC Library**

*The PCC Black History Month Poetry Reading and Fine Arts Expo*

Sponsors: PCC MAC and the PCC Scholars of Global Distinction  
If interested in participating, please contact [rygarcia838@my.pittcc.edu](mailto:rygarcia838@my.pittcc.edu) or [emharvey909@my.pittcc.edu](mailto:emharvey909@my.pittcc.edu)



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** February 12, 2024

**Presenter:** Stephen Penn, Planning and Economic Development Director

**Item to be Considered**

**Subject:** Ange Plaza Lots 25 & 33 Annexation Petition – Annexation Request (Parcels 52602 & 84684).

**Action Requested:** Hold Public Hearing for Annexation Petition.

**Attachment:** Annexation Petition, Map, Legal Description, Certification of Sufficiency, Public Hearing Notice, Certified Mailed Notice Documents, and Draft Ordinance 24-O-021

**Prepared By:** Stephen Penn, Planning and Economic Development Director

**Date:** 1/26/2024

**ABSTRACT ROUTING:**

TC: 1/31/2024

TM: 2/5/2024

Final: tlp - 2/5/2024

**Supporting Documentation**

**Applicant:** Winterville Commons LLC. (Alan M. Maness).

**Location:** Within “Ange Plaza” on Beacon Drive, Tilco Drive, and Flower Drive.

**Parcel Numbers:** 52602 & 84684.

**Site Data:** 10.7009 acres.

**Plans for Site:** Lowes Foods anchored shopping center with other retail, service, and similar commercial establishments.

**Zoning District:** General Business (G-B).

**Rezoning Process:**

- ❖ 1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate Sufficiency of Annexation.
- ❖ 2<sup>nd</sup> Council Meeting, if above is complete: Schedule Public Hearing for Annexation Petition.
- ❖ 3<sup>rd</sup> Council Meeting, if above is complete: Hold Public Hearing for Annexation Petition.

**\* Notice:**

- On 1/26/24 the Town mailed notice of public hearing information to adjacent property owners and those within 100’ of this property.
- Advertisements through The Daily Reflector ran on 1/31/24 and 2/7/24.

**Budgetary Impact:** TBD.

**Recommendation:** Hold Public Hearing for Annexation Petition.

**PETITION REQUESTING ANNEXATION**  
**Ange Plaza, Lot 25 and Lot 33**

Date: November 6, 2023

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.

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

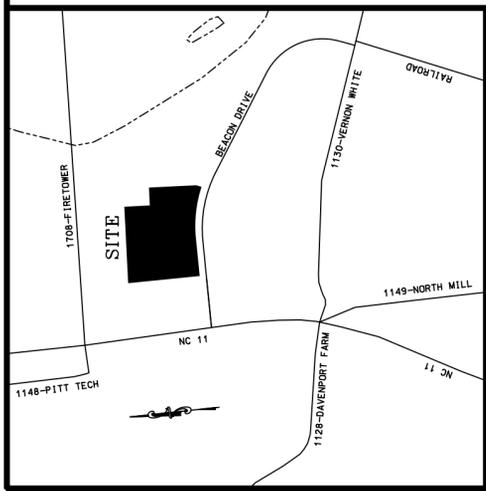
Description

See attached legal description

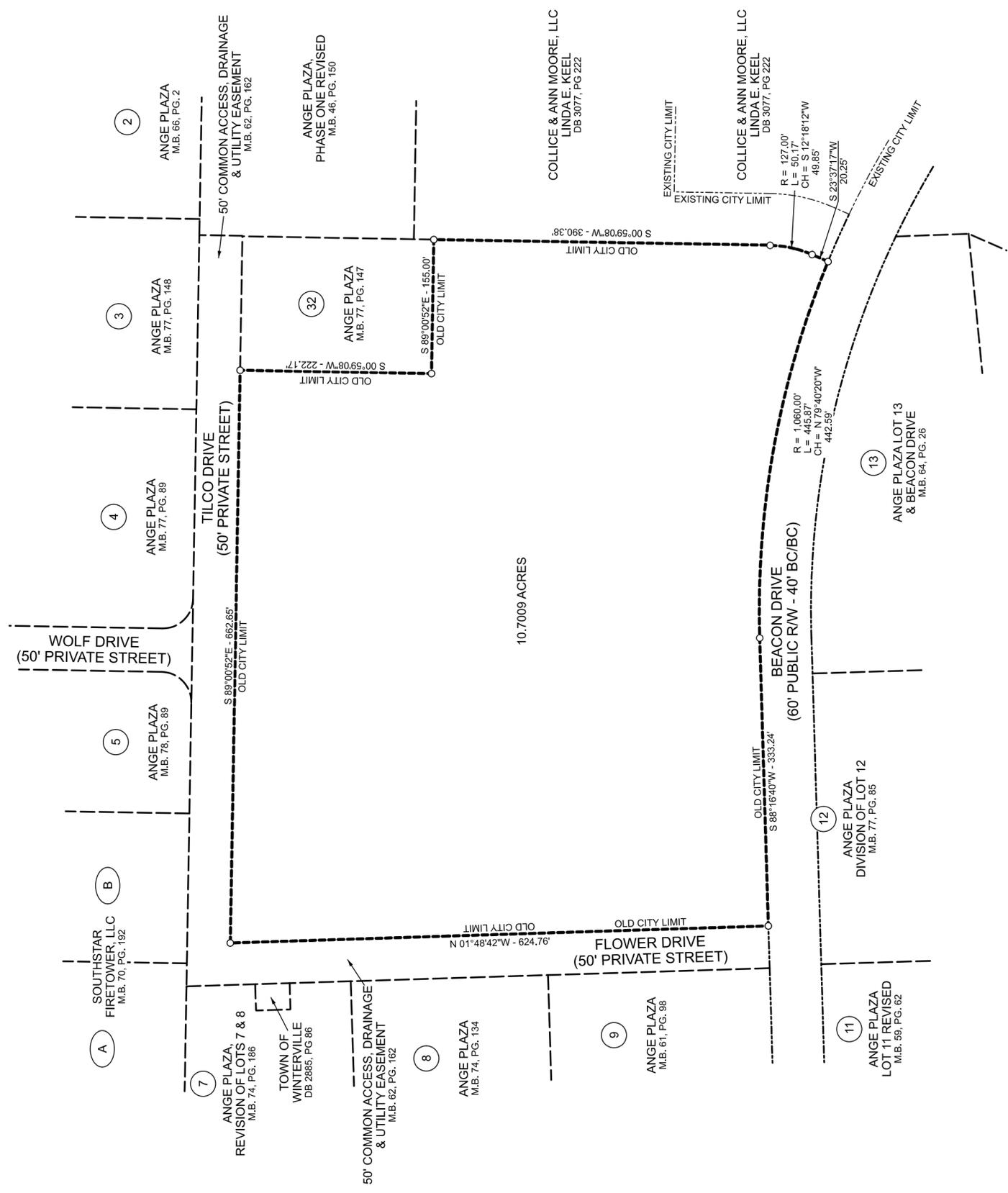
Name Winterville Commons LLC

Address 1775 Graham Ave. Suite 201  
Henderson, NC 27536

Signature Alan M. Maness, PE  
Digitally signed by Alan M. Maness, PE  
DN: cn=US, email=ammaness@barnetprop.com, o=Barnett  
Properties, LLC, c=US, postalCode=27536  
reason: I agree to the terms defined by the  
placement of my signature on this document  
Date: 2023.11.09 12:49:17-0500



VICINITY MAP  
1" = 1000'



PROGRESS DRAFTING

ANNEXATION MAP FOR  
**ANGE PLAZA LOT 25 AND LOT 33**  
REFERENCE: DEED BOOK 4400,  
PAGE 874 OF THE PITT COUNTY REGISTRY  
WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA

OWNER: WINTERVILLE COMMONS, LLC  
ADDRESS: 1775 GRAHAM AVE., SUITE 201  
HENDERSON, NC 27636  
PHONE: (252)492-7551

MALPASS & ASSOCIATES  
NC LICENSE NO. C-1289  
1645 E. ARLINGTON BLVD., SUITE D  
GREENVILLE, N.C. 27858  
(252) 756-1780

SURVEYED:	CEP	APPROVED:	CEP
DRAWN:	WCO	DATE:	11/7/23
CHECKED:	CEP	SCALE:	1" = 100'

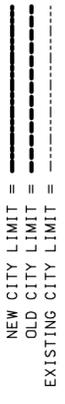
MAP NO.	PLATS RECORDED	BOOK	PAGE

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

DATE: \_\_\_\_\_; ORDINANCE NUMBER: \_\_\_\_\_; AREA: 10.7009 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 IS 1:10,000+; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2024.  
CARLTON E. PARKER L-2880



Legal Description For  
Winterville Commons, LLC

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

Beginning at an existing iron stake in the southern line of Tilco Drive, said point being the northwest corner of Lot 32 Ange Plaza as recorded in map book 77, page 147 of the Pitt County Registry, thence from said point of beginning with the western line of Lot 32 Ange Plaza **S 00-59-08 W – 222.17'** to an existing iron stake at the southwest corner of Lot 32 Ange Plaza, thence with the southern line of Lot 32 Ange Plaza **S 89-00-52 E – 155.00'** to an existing iron stake in the western line of the Collice & Ann Moore, LLC and Linda E. Keel property as recorded in deed book 3077, page 222, thence with the western line of the Collice & Ann Moore, LLC and Linda E. Keel property **S 00-59-08 W – 390.38'** to an existing iron stake, thence **50.17' along the arc of a curve, said curve being to the right and having a radius of 127.00' and a chord bearing S 12-18-12 W – 49.85'** to an existing iron stake, thence **S 23-37-17 W – 20.25'** to an existing iron stake in the northern right of way of Beacon Drive, thence with the northern right of way of Beacon Drive **445.87' along the arc of a curve, said curve being to the left and having a radius of 1060.00' and a chord bearing N79-40-20 W – 442.59'** to a new iron stake, thence **S 88-16-40 W – 333.24'** to a magnetic nail set in the eastern line of Flower Drive, thence with the eastern line of Flower Drive **N 01-48-42 W – 624.76'** to a magnetic nail set in the southern line of Tilco Drive, thence with the southern line of Tilco Drive **S 89-00-52 E – 662.65'** to the point of beginning containing **10.7009 acres**.

**CERTIFICATE OF SUFFICIENCY**

**ANGE PLAZA LOT 25 & 33  
PARCELS 52602 & 84684**

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 2<sup>nd</sup> day of January 2024.

ATTEST:



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

**Notice of Public Hearing  
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, February 12, 2024 at 6:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to hold a Public Hearing and consider the following request:

The Town of Winterville has received an annexation petition for Ange Plaza, Lot 25 and 33, (Parcel Numbers 52602 & 84684), located on Beacon Drive, South of W. Fire Tower Road. The two lots total 10.7009 acres in total and are zoned General Business.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting [stephen.penn@wintervillenc.com](mailto:stephen.penn@wintervillenc.com) or the Winterville Planning Department at (252) 756-2221; ext. 2360 or at [www.wintervillenc.com](http://www.wintervillenc.com).

The meeting is open to the public and will be available electronically. The public is encouraged to attend the meeting or watch the meeting live on YouTube ([www.wintervillenc.com/videos](http://www.wintervillenc.com/videos)). Persons having an interest in this matter and desiring to speak either for or against are encouraged to submit comments in writing prior to the meeting to [stephen.penn@wintervillenc.com](mailto:stephen.penn@wintervillenc.com). Details on how to participate or view the meeting will be posted on the Town website. For further information, contact the Winterville Planning Department at (252) 756-2221; ext 2360. The public may also submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com). Please include your name and address.

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**Notes to Publisher:**

Legal Advertisements  
[legals@apgenc.com](mailto:legals@apgenc.com)  
(252) 329-9521

Subject: Winterville Public Hearing – Ange Plaza Lots 25 & 33 Annexation.

Please place the above legal advertisement in the Daily Reflector on Wednesday, January 31, 2024 and Wednesday, February 7, 2024. Should you have any questions please contact me.

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

Thanks,

Stephen Penn, AICP  
Director of Planning & Economic Development  
Town of Winterville  
2571 Railroad Street  
Winterville, NC 28590  
Office: (252) 756-2221; Ext. 2360  
Cell: (252) 902-4473  
[Stephen.Penn@wintervillenc.com](mailto:Stephen.Penn@wintervillenc.com)

**(Ange Plaza Lot 25 & 23)**  
**Town Council Public Hearing**  
**Annexation Petition- Public Hearing**

Mailed to adjacent property owners and those within 100' on 1.26.24

**STATE OF NORTH CAROLINA**  
**PITT COUNTY**

I, Stephen Penn, Director of Planning and Economic Development of the Town of Winterville, North Carolina, do hereby certify that copies of the attached notice and map were mailed, this day by first class mail, postage prepaid, to the owner of the parcel under consideration and to the owners, as shown on the Pitt County Tax Records, of all abutting parcels. A list of these property owners is also attached hereto.

WITNESS my hand this the 26<sup>th</sup> of January, 2024.

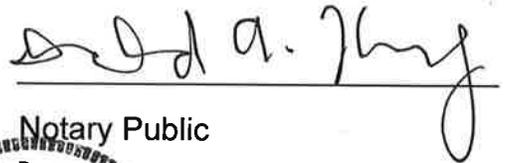


Director of Planning & Economic Development

**STATE OF NORTH CAROLINA**  
**PITT COUNTY**

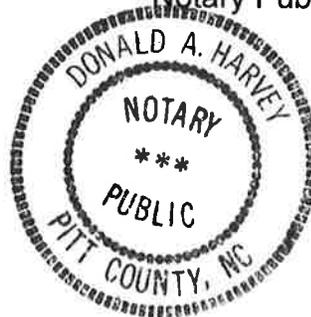
I, Donald A. Harvey, a Notary Public, do hereby certify that Stephen Penn, Economic Development Planner, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this 26<sup>th</sup> day of JANUARY, 2024.



Notary Public

My Commission Expires June 8, 2025





*A slice of the good life!*

2571 Railroad Street  
PO Box 1459  
Winterville, NC 28590

Phone (252)756-2221  
[www.wintervillenc.com](http://www.wintervillenc.com)

**Town Council  
Public Hearing  
Annexation Request**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, February 12, 2024 at 6:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to hold a Public Hearing and consider the following request:

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Parcel Number 52602 & 84684: in consideration for a Annexation.



Ange Plaza Annexation



WINTERVILLE COMMONS LLC  
1775 GRAHAM AVE STE  
201HENDERSON NC 27536

Fire Tower M LLC  
1504 HAMMERSMITH DR.  
Winterville, NC 28590

COLE WG GREENVILLE NC LLC  
104 WILMOT ROAD  
DEERFIELD IL 60015

COLLICE & ANN MOORE LLC  
NALUKAI LLC  
4300 SAPPHIRE CTSTE 116  
GREENVILLE NC 27834

CHICK FIL A INC  
5200 BUFFINGTON RD  
ATLANTA GA 30349

SOUTHERN BANK & TRUST CO  
PO BOX 729  
MT OLIVE NC 28365

AWC WINTERVILLE LLC  
101 NASHVILLE RD  
ROCKY MOUNT NC 27803

BADCOCK CENTER OWNERS  
ASSOCIATION INC  
PO BOX 188  
SIMPSON NC 27879

PEK3B LLC  
5463 WHITE LINE RD  
AYDEN NC 28513

BARFIELD G PROPERTIES LLC  
PO BOX 188  
SIMPSON NC 27879

MCFADYEN SUSANNA H  
PO BOX 58103  
FAYETTEVILLE NC 28305

K&T INVESTMENTS NC LLC  
213 RIVER BRANCH ROAD  
GREENVILLE NC 27858

ANGE PLAZA PROPERTY  
OWNERS ASSOCIATION INC  
4300 SAPPHIRE CT STE 116  
GREENVILLE NC 27834

FRESH FUND I LLC  
PO BOX 43581  
BIRMINGHAM AL 35243

EVERGREEN TOWER LLC  
705 W FIRETOWER RD  
WINTERVILLE NC 28590

BLAIR DEVELOPMENT  
GROUP LLC  
416 FORREST PK  
GREENVILLE NC 27858

AQUATIC HOLDINGS LLC  
556 THIRD ST  
AYDEN NC 28513

Malpass & Associates  
1645 E. Arlington Blvd. Suite D  
Greenville, NC 27858

FINALIZED adjacent and  
those within 100' on 1.16.24  
SDP

Mailed on 1.26.24 for ph  
notice

Town of Winterville  
Annexation Ordinance

Ordinance No: 24-O-021

Property Annexed: Winterville Commons LLC. – Ange Plaza, Lots 25 & 33

Ordinance Adopted: February 12, 2024

Effective Date: February 29, 2024

DRAFT

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**

**Winterville Commons LLC. - Ange Plaza Lots 25 & 33**

**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 6:00 pm on February 12<sup>th</sup>, 2019 after due notice was given by publication on January 31, 2024 and February 7, 2024; 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 February 29, 2024:

**Winterville Commons LLC. - Ange Plaza Lots 25 & 33**

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

Beginning at an existing iron stake in the southern line of Tilco Drive, said point being the northwest corner of Lot 32 Ange Plaza as recorded in map book 77, page 147 of the Pitt County Registry, thence from said point of beginning with the western line of Lot 32 Ange Plaza **S 00-59-08 W – 222.17'** to an existing iron stake at the southwest corner of Lot 32 Ange Plaza, thence with the southern line of Lot 32 Ange Plaza **S 89-00-52 E – 155.00'** to an existing iron stake in the western line of the Collice & Ann Moore, LLC and Linda E. Keel property as recorded in deed book 3077, page 222, thence with the western line of the Collice & Ann Moore, LLC and Linda E. Keel property **S 00-59-08 W – 390.38'** to an existing iron stake, thence **50.17' along the arc of a curve, said curve being to the right and having a radius of 127.00' and a chord bearing S 12-18-12 W – 49.85'** to an existing iron stake, thence **S 23-37-17 W – 20.25'** to an existing iron stake in the northern right of way of Beacon Drive, thence with the northern right of way of Beacon Drive **445.87' along the arc of a curve, said curve being to the left and having a radius of 1060.00' and a chord bearing N79-40-20 W – 442.59'** to a new iron stake, thence **S 88-16-40 W – 333.24'** to a magnetic nail set in the eastern line of Flower Drive, thence with the eastern line of Flower Drive **N 01-48-42 W – 624.76'** to a magnetic nail set in the southern line of Tilco Drive, thence with the southern line of Tilco Drive **S 89-00-52 E – 662.65'** to the point of beginning containing **10.7009 acres**.

**Section 2.** Upon and after February 29, 2024, 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 12<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

DRAFT

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 February 12, 2024 at 6:00 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 13<sup>th</sup> day of February 2024.

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

North Carolina

Pitt County

I, Kiesha Gardner, 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 13<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** February 12, 2024

**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:** 1/31/2024

**ABSTRACT ROUTING:**

TC: 2/2/2024

TM: 2/5/2024

Final: tlp - 2/5/2024

**Supporting Documentation**

Approval of the following set of Council Meeting Minutes:

- ❖ January 8, 2024 Regular Meeting Minutes.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Minutes.



**WINTERVILLE TOWN COUNCIL  
MONDAY, JANUARY 8, 2024 6:00 PM  
REGULAR MEETING MINUTES**

The Winterville Town Council met in a Regular Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor  
Brandy Harrell, Mayor Pro Tem  
Shantel Hawkins, Councilwoman  
Johnny Moye, Councilman  
Veronica W. Roberson, Councilwoman  
Lisa Smith, Councilwoman  
Keen Lassiter, Town Attorney  
Terri L. Parker, Town Manager  
Anthony Bowers, Assistant Town Manager  
Chris Williams, Interim Police Chief  
David Moore, Fire Chief  
Cliff McGuffin, Public Works Director  
Robert Sutton, Electric Director  
Jessica Manning, Finance Director  
Evan Johnston, Building Inspector/Code Enforcement Officer  
Diane White, Parks and Recreation Director  
Stephen Penn, Planning and Economic Development Director  
Angela Fuller, Human Resource Director  
Willie Gay, Building Inspector/GIS Technician  
Donald Harvey, Town Clerk

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

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

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

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

**APPROVAL OF AGENDA:**

**Motion made by Councilman Moye and seconded by Councilwoman Roberson to approve the agenda. Motion carried unanimously, 5-0.**

**PROCLAMATIONS:** Town Clerk Harvey read the following Proclamations.



**PROCLAMATION**

***DR. MARTIN LUTHER KING, JR. DAY - January 15, 2024***

**WHEREAS**, Dr. Martin Luther King, Jr. was a great moral leader who espoused peace and the brotherhood of man; and

**WHEREAS**, Dr. King advanced the cause of the attainment of social changes for all people and the establishment of "The Beloved Community" worldwide; and

**WHEREAS**, Dr. Martin Luther King, Jr. admonished us to have faith, wisdom, and conviction that racial harmony can be achieved and left us a blueprint for harmonious relationships, let us, therefore, embrace his principles of love, peace and non-violence as well as freedom and justice for all; and

**WHEREAS**, a national holiday has been established by law to observe the anniversary of Dr. King's birth; and

**WHEREAS**, the State of North Carolina has established the third Monday in January as a legal holiday in honor of his birth;

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville hereby proclaim January 15, 2024, as "DR. MARTIN LUTHER KING, JR. DAY" throughout the Town of Winterville. I urge all citizens to avail themselves of the splendid opportunity to remember and celebrate the life of Dr. King, whose struggle for civil rights and noble pursuit of equality for all Americans deserve our heartfelt appreciation.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 8<sup>th</sup> day of January 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

**Attest:**

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



## PROCLAMATION

### **HUMAN TRAFFICKING AWARENESS AND PREVENTION MONTH, JANUARY 2024**

**WHEREAS**, human trafficking involves the recruitment, harboring, transportation, provision, buying or selling of human beings for their services of labor or commercial sex through the use of force, fraud or coercion; and

**WHEREAS**, human trafficking violates basic human rights and deprives victims of human dignity and freedom; and,

**WHEREAS**, human trafficking is a growing global and national problem, with North Carolina being consistently ranked among the top fifteen states for prevalence in human trafficking; and

**WHEREAS**, in Pitt County the Pitt County Human Trafficking Multidisciplinary Team responds to local victimization at increasing rates; and

**WHEREAS**, sex buyers are the reason that children and adults are being groomed and recruited by traffickers into the exploitative sex industry; and

**WHEREAS**, our community must hold accountable those people who purchase sex, exploit workers, and those people who look the other way; and

**WHEREAS**, the Pitt County Coalition Against Human Trafficking seeks to eradicate human trafficking by empowering organizations and individuals through collaboration, leadership and training; and

**WHEREAS**, NC Stop Human Trafficking, ECU Health, Daughters of Worth, Pitt County Sheriff's Office, the Greenville Police Department, the Center for Family Violence Prevention, and many other organizations are active members of the Pitt County Coalition Against Human Trafficking/Pitt County Human Trafficking Multidisciplinary Team; and

**WHEREAS**, the Town of [TOWN] is committed to protecting people vulnerable to human trafficking and taking action to end human trafficking by holding the sex buyers and traffickers accountable;

**NOW, THEREFORE**, I, Richard E. Hines, Mayor of the Town of Winterville do hereby proclaim January 2024 as "Human Trafficking Awareness and Prevention Month" in the Town of Winterville and commend its observance to all citizens.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 8<sup>th</sup> day of January 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

**Attest:**

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

Katherine Barkley, Direct Services Attorney, Center for Family Violence Prevention thanked the Town for proclaiming Human Trafficking Month

**PUBLIC HEARING:**

Quail Trace Subdivision – Rezoning Request: Planning and Economic Development Director Penn gave the following presentation.

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

Town Council– January 8, 2024

**Quail Trace Subdivision  
Rezoning  
Parcel 16207**

Presenter:  
Stephen Penn,  
Director of Planning & Economic Development

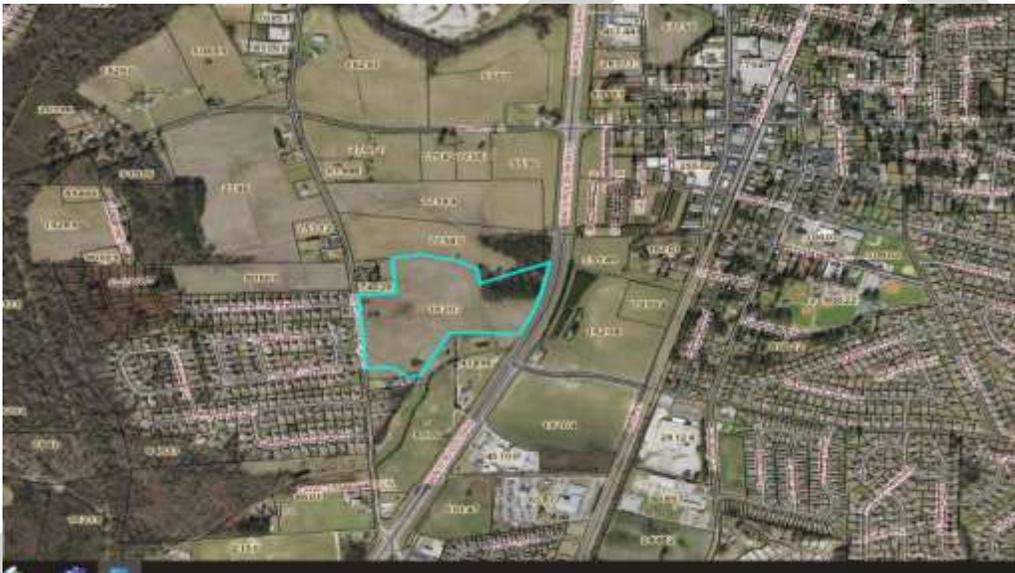


Town of  
**WINTERVILLE**  
*A slice of the good life!*

Quail Trace Rezoning

- Applicant: Garden Street Communities Southeast, LLC
- Location: Between Highway 11 and Reedy Branch Road-To the east of Copper Creek, Summer Winds, and Magnolia Ridge (Subdivisions).
- Parcel Numbers: 16207
- Site Data: 34.72
- Current Zoning District: Agricultural- Residential (AR)
- Requested Zoning District: R-10 Conditional District (CD)
  - Applicant's Conditions: "All external materials on constructed homes will consist of Hardie Plank, Stone, or Brick." (\*Note: Condition added after P&Z Meeting).

- Notification was posted on the site on November 8, 2023.
- Adjacent property owners, and those within 100' were mailed notification of the rezoning request on November 14, 2023 to notify them of the request and P&Z Meeting.
- Adjacent property owners, and those within 100' were mailed notification of the rezoning request and Public Hearing on December 22, 2023.
- Advertised Public Hearing Within the Daily Reflector on December 27, 2023 and January 3, 2024.





- FUTURE LAND USE PLAN- Urban Neighborhood.**
- Mostly Urban Neighborhood adjacent.
  - Some Employment/Residential Mix to south & East.
  - Suburban Residential to West.



**FUTURE LAND USE CHARACTER AREAS**

- Conservation**  
The 100-year floodplain is regulated in order to prevent loss during floods. These areas are appropriate for outdoor recreation, agriculture / silviculture, and are otherwise predominantly unsuitable for development. This area also includes cemeteries.
- Rural Residential**  
Very low density, single family detached residential lot very large lots in a rural setting. Generally less than 1 dwelling per acre, and almost always without sewer service. Industrial agricultural operations are still active in these locations.
- Suburban Residential**  
Primarily the large lot, single family detached residential, that many people live about the town's housing stock. Generally 2-3 dwelling units per acre, larger lots, with front and side-loaded garages. Smaller lot sizes occasionally if minimum standards for open space and amenities are exceeded.
- Urban Neighborhood**  
Primarily medium-sized lots with single family detached residential and occasionally smaller-scale, mixed-use (patio homes and attached residential permitted) design criteria are met. Generally 3-8 dwellings per acre. Some small-scale services, restaurants, or offices encouraged at select locations with good access.
- Commercial Overlay**  
Potential for small-scale commercial that is sensitive to existing residential development if good transportation access is possible.

- Neighborhood Center**  
Control-appropriate commercial, retail, services, professional offices, and occasionally residential located at key locations and crossroads that serve the general neighborhood around them. Small-lot residential or patio homes and/or attached residential could be part of land use mix.
- Mixed Use Center**  
Mix of commercial, retail, restaurants, and service-oriented businesses, with a variety of residential options, including multi-family townhomes, and upper-story residential. Offices also potentially on upper floors. Walkable places with a pedestrian focused "downtown" feel.
- Regional Center**  
High- to medium-density commercial, retail and lodging uses that act as regional activity centers, with offices and residential potentially mixed in. Primarily auto-oriented destinations with national or regional businesses.
- Employment / Residential**  
These areas could include office buildings, storage and flex uses, supporting commercial uses and/or medium to high-density residential uses.
- Office & Employment**  
Large office buildings, manufacturing, distributors, and light to medium-industrial uses, storage and flex uses, along with associated offices and supporting commercial uses.
- Institution or Park**  
Community schools, the Pitt Community College campus, town parks, and open space areas form a fabric that links the community together. Non-institutional, civic, and open space uses are potentially allowed in any future land use category.

At R-10, the density would theoretically be 4.36 units per acre however once roads and stormwater facilities are constructed, along with other factors, the actual units per acre will be considerably less.

**FUTURE LAND USE CHARACTER AREA**

**General Character**  
Somewhat higher density, predominantly single family detached residential housing. Some attached housing and/or small-scale commercial, retail, or restaurants allowed at select locations.

Typical Components	
Density	3-8 per acre
Lot coverage	Medium
Building height	1.5-3 stories
Parking	On- and off-street, front, side, rear, or alley-loaded
Street pattern	Suburban to urban grid
Right-of-way width	50-60' less for alleys
Block length	600-800'
Drainage	Curb-and-gutter
Bicycle/Pedestrian	Sidewalk (both sides)
Open Space	5-10%, more formal including plazas, greens and other common areas
Potential zoning	R-12.0, R-10, R-8, possibly also NB*, R-6, or M-R

**Uses**  
Small-lot single family detached residential dom-

**Buildings & Parking**  
Buildings are closer to the street, some side- and alley-loaded developments may be close to the sidewalk. Parking at nonresidential uses should be in the rear, to preserve walkability. On-street parking should be provided if densities exceed 4 dwelling units per acre or lot frontage of less than 50 feet per home.

**Streets & Connections**  
Low- to medium-density streets prioritize pedestrians. Street trees soften the streetscape. Connections to adjacent properties and neighborhoods are frequent.

At R-10, the density would theoretically be 4.36 units per acre however once roads and stormwater facilities are constructed, along with other factors, the actual units per acre will be considerably less.

## Winterville's Land Use Goals: Economic Development

### Organizing Goals:

#### Primary Goals:

- Strengthen and Classify the Economy
- Create a Town-wide Identity

#### Supporting Goals:

- Activate Downtown

### Policies and Strategies

**Policy 1:** Continue to implement previous plans.

#### Strategies

**1.1:** Continue to implement relevant recommendations from the adopted economic development plan.

- Update the Economic Development Strategy (periodically typically every 3-5 years).

**1.2:** Continue to market the assets and opportunities of Winterville as stated in the adopted economic development plan.

**1.3:** Emphasize retail, office, light industrial and other commercial development

especially along Winterville Parkway and other appropriate areas.

**Policy 2:** Improve self-sufficiency and reduce retail leakage.

#### Strategies

**2.1:** Support Winterville's transformation from a 'bedroom community' to a 'neighboring community' of Greenville.

- The Economic Development Task Force recommended that Winterville grow into its own vibrant community with its own commercial and employment sectors. This will help the Town become a self-sufficient community that recaptures retail leakage from nearby Greenville.

**2.2:** Discourage rezonings to residential zoning districts in high visibility corners with good access and parcels within Office & Employment future land use area.

**Policy 3:** Reinforce the Town's identity as a family-friendly community.

#### Strategies

**3.1:** Support rezonings to residential uses in the Suburban Residential and Urban Neighborhood areas identified on the future land use map.

**3.2:** Continue to support and promote



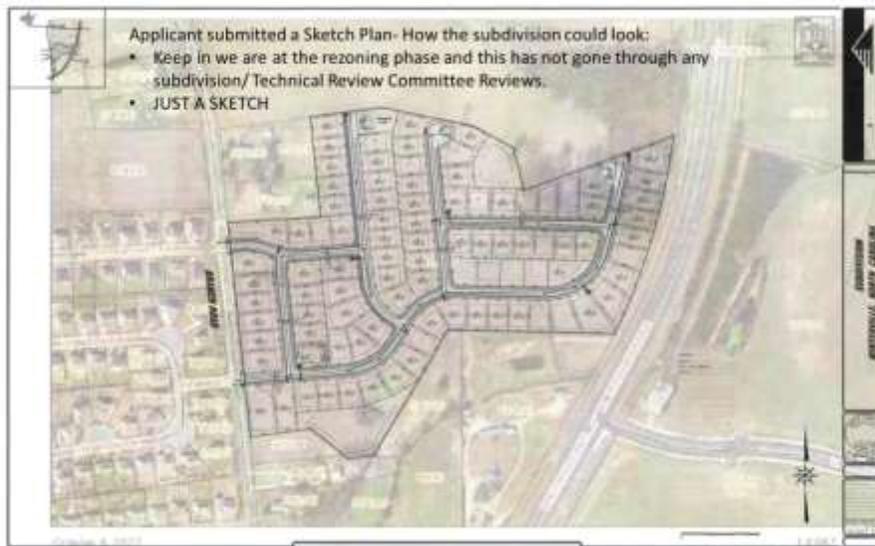
The majority of Winterville's residential growth has been and will likely be in the form of single family detached residential subdivisions.



Encouraging commercial development in areas with good transportation access will help balance the mix of uses and create a more self-sufficient community.

Adopted: 10/14/2019

Recommendations & Implementation | 43



Applicant submitted a Sketch Plan- How the subdivision could look:

- Keep in we are at the rezoning phase and this has not gone through any subdivision/ Technical Review Committee Reviews.
- JUST A SKETCH

## Town of WINTERVILLE

*A slice of the good life!*

### Quail Trace Rezoning

#### Calls, Emails, and Letters :

Received:

1. Phone call from a neighboring resident stated concerns of development and ultimately the quality of any upcoming development on this land.
2. Received email stating the sketch plan shows entrances adjacent to Copper Creek Dr and Sunrise Drive (Summer Winds Entrance) and they worry that it would create traffic accidents and congestion. Wishes it to be redesigned.

**Planning & Zoning Board Public Comments:**

1. First Speaker: Owner of this Property.
  - Lives in this area- also wants to make sure that it's a quality development and wants it done correctly- and believes that this will be a good asset to Winterville.
2. Speaker 2: Summerwinds Resident.
  - No concern about growth in that area and want's growth for Winterville. However, concerned with lot sizes & concerned with proposed entrance & exit locations for this neighborhood. Desire to have the locations of the driveways reconsidered.

**Planning & Zoning Board Public Comments:**

3. Third Speaker: Adjacent/ Adjoining Property Owner.
  - Desires larger lot sizes.
  - Concerned how it may affect their property and quality of life.

**Staff Recommendation:**

- The proposal of a R-10 CD Zoning District on this 34.72 acre site is consistent with the Comprehensive Plan and Future Land Use Map.
- Staff Recommends approval of the proposed rezoning.

**P&Z Recommendation:**

- The Planning & Zoning Board recommended approval of the proposal of a R-10 Zoning District at their November 20, 2023 meeting (7-1).

**REZONING PROCESS:**

- Planning and Zoning Board recommended approval to the Town Council at their November 20, 2023 Meeting.
- The Public Hearing was scheduled at the December 11, 2023 Town Council Meeting.
- Town Council is holding the public hearing on January 8, 2024.



Planning and Economic Development Director Penn asked if there were any questions from Council. Councilman Moye asked if sidewalks and turn lanes were planned? Planning and Economic Development Director Penn responded that sidewalks were present in accordance with requirements and turn lanes would be reviewed by NCDOT.

Mayor Hines declared the public hearing open and noted that there is a 3-minute limit per person and asked if anyone would like to speak in opposition of the rezoning request. None spoke.

Mayor Hines asked if anyone would like to speak in favor of the rezoning request. Zach Daugherty, Developer described the plan. Ryan McLawhorn, a family member, is looking for a good development.

Mayor Hines declared the public hearing closed. Mayor Hines asked for any further discussion or any more questions.

Hearing none what is Council's pleasure. Planning and Economic Development Director Penn noted the voting language suggested below:

Town Council Voting Language for:

- Quail Trace R-10 Conditional District (CD)
  - Conditions: All external materials on constructed homes will consist of Hardie Plank, Stone, or Brick.
  
- Motion Approving rezoning:
  - Approve R-10 Conditional District as it is "Consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest."
  
- Motion Denying Rezoning:
  - Deny the R-10 Conditional District "After consideration of the Comprehensive Land Use Plan and other factors, this proposal is found to be unreasonable": Explain why:
    - Possible Reasons (among other factors):
      - (1)The size, physical conditions, and other attributes of any areas proposed to be rezoned;
      - (2)The benefits and detriments to the landowners, the neighbors, and the surrounding community;
      - (3)The relationship between the current actual and permissible development and the development under the proposed amendment;
      - (4)Why the action taken is in the public interest; and
      - (5)Any changed conditions warranting the amendment. (NC GS 160D-605)

**Motion made by Councilman Moye and seconded by Mayor Pro Tem Harrell to approve the Quail Trace Subdivision Rezoning request to R-10 Conditional District with the condition that 'all external materials on constructed homes must consist of Hardie plank, stone, or brick' while finding that the rezoning is consistent with the Winterville Comprehensive Plan, is reasonable, and in the public's interest.**

Councilwoman Hawkins asked if there is a market cost or rental established? Zach Daugherty, Developer replied that none is set.

**Motion carried unanimously, 5-0.**

**PUBLIC COMMENT:** Mayor Hines read the Public Comment Policy.

1. Doug Kilian – Animal Control and the need for some provisions. Mayor Hines said the Town looking into the situation by Town Manager Parker and meet with County for assistance.

**CONSENT AGENDA:**

Items included in the Consent Agenda:

1. Ange Plaza Lot 25 & 33 Annexation Request - Schedule Public Hearing.
2. Approval of Memorandum of Understanding and Resolution with the North Carolina League of Municipalities.
3. Budget Amendment 2023-2024-4.
4. Audit Contract for FY 2022-2023 - Amendment to Contract with Carr, Riggs, & Ingram, LLC.

**Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Harrell to approve the consent agenda Motion carried unanimously, 5-0.**

**NEW BUSINESS:**

1. Blueberry Preliminary Plat. Planning and Economic Development Director Penn gave the request with the following presentation:

## BLUEBERRY SUBDIVISION PRELIMINARY PLAT

Presenter:

Stephen Penn,

Director of Planning & Economic Development



- **Site Data:** \*Plat @ Council seats & Shown in this presentation incorporated segment of sidewalk missed from the plat.
  - **Location:** Intersection of Church Street Ext and Park Road. Between Church Street Extension and Mill St.
  - **Parcel Number:** 70857
  - **Acreage/Density:** 32.51 Acres, 69 Lots
  - **Zoning:** R-8 CD (approved December 2020).
    - CD= Minimum lot size is 10,000sf.



- **Site Information/History:**
- Blueberry Preliminary Plat was originally submitted September 2021.
  - Major Difference in the 2021 Preliminary Plat vs today's plat:
    - 2021- developer proposed an emergency access gate at their Park Road entrance that could be removed in the future if Park Road was ever paved.
    - The proposed gate would have been accessible only by emergency vehicles.
  - 2023 Preliminary Plat removed the gate to allow for two locations of ingress and egress. (Church Street Ext. & Park Road).

- **Site Information/History:**
- P&Z unanimously recommended approval of 2021 Plat. (October 21)
- Denied (4-1) by Town Council at their November (21) Meeting Due to the following concerns:
  - Park Road not being paved.
  - Reservations about the lack of access into the subdivision-only one proposed entrance (via Church Street Ext) since the Park Rd. entrance would be locked.
  - To allow the developer to investigate solutions and options with NCDOT prior to bringing the Plat back for review.

The applicant and staff have been in contact with NCDOT since Blueberry was denied by Town Council:

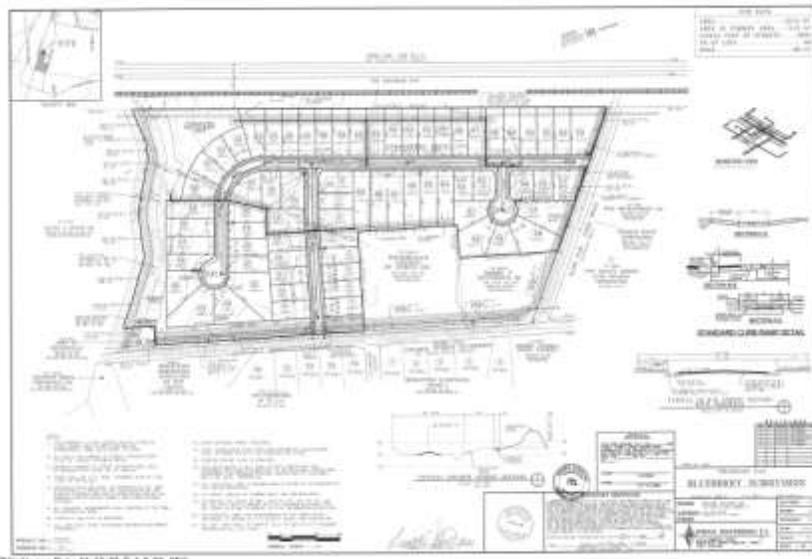
- Town of Winterville staff and representatives have informed NCDOT of Park Road's current and future importance.
- NCDOT does not have plans, at the moment, of paving Park Road & Stated "Park Road became a state road between 1930 and 1936, so it meets our standards for an unpaved road".



**Resubmitted Plat:**

- As requested by Town Council, the applicant explored all options in regard to Park Road (with NCDOT, and the Town).
- Town Attorney review of NC General Statute and relevant North Carolina Court of Appeal Cases, the Town of Winterville may not require the pavement of Park Road as a requirement to approve this development.

- **Blueberry was resubmitted on 8.15.23.**
- Significant change from previous proposal:
  - Entrance to Park Road would be open and accessible by all. (Gate was removed for this proposal).



FOR Stamp Date 11.15.23 R 1.8.23 SDP



Mr. Stroud,

Thank you for your patience in awaiting my reply, and based on our conversation, as part of my review of your proposal for a stub out road to possibly have a future crossing of a blue-line stream, there are or appear to be practical alternatives to access the property that DWR would request you choose for access to the subdivision that would avoid unnecessary impacts to the 50-foot Neuse River Riparian Buffer.

Chris Pullinger  
Environmental Specialist II  
Division of Water Resources – Water Quality Regional Operations  
North Carolina Department of Environmental Quality  
943 Washington Square Mall  
Washington, NC 27889  
252-548-3518 office/desktop phone  
252-543-1036 state cell phone  
chris.pullinger@ncdenr.gov

Church Street provides adequate/sufficient access to the southern property to avoid unnecessary environmental impacts.

• **Accessibility & Stubbed Street Design Factors:**

- Connectivity to the west is impeded by the Railroad.
- Connectivity to the south is impeded by a stream & environmental concerns.
  - NCDEQ has asked that the Town not require a stubbed street along the southern property line due to the Neuse River Riparian Buffer and the Blue Line Stream.
  - Thus, no stub is shown in this location.





Park Road:  
Northern  
Boundary



Railroad:  
Western  
Boundary



Image Taken  
from Church  
Street Ext:  
Eastern  
Boundary

**Staff Recommendation:**

- Staff recommends **approval** of the proposed Blueberry Preliminary Plat as meets state law and Town of Winterville’s Subdivision Ordinance standards.

**P&Z Recommendation:**

- P&Z recommend unanimous **approval** of the proposed Blueberry Preliminary Plat at their December 18, 2023 meeting.

**Applicant Comments; Questions; Recommendation To Town Council:**

- Invite the Applicant to present Blueberry.
- Questions for Staff or Applicant.
- Town Council Decision on:
  - Blueberry Preliminary Plat.

Planning and Economic Development Director Penn asked if there were any questions from Council.

Mayor Hines asked if there will be a buffer behind the church? Planning and Economic Development Director Penn replied that it is not required. Councilwoman Smith noted that the entrance to unpaved Park Street, what will be done when the build out occurs and residents complain about status? Town Manager Parker said this is a responsibility of NCDOT. Councilwoman Roberson said that Park Street is a NCDOT responsibility. Mayor Pro Tem Harrell also noted it is a NCDOT road and their responsibility. Mayor Hines said down the timeline, we can pressure NCDOT to pave. Councilwoman Roberson asked if there are any projects on list? Planning and Economic Development Director Penn noted that Old Tar Road is the big project. Assistant Town Manager Bowers there are some other small projects, studies, and sidewalks. Councilman Moye said as traffic count increases, hopefully they will look back at it. Mayor Hines noted that dirt road could be a safety factor for emergency vehicles. Attorney Lassiter said paving of the road is not within the Town's responsibility, cannot require it be paved. Town Manager Parker said Staff is aware of the challenges that will arise. Councilwoman Smith said Town is aware of the problems that will arise.

Clinton H. Cogburn, Attorney introduced the development team and thanked Staff for their hard work. They realize the concerns with access, and changes addressed concerns. Changes push more access to Church Street, extensive contacts with NCDOT, and addressed TRC concerns. Steve Epley, Traffic Engineer, noted the traffic analysis conducted on the proposed development. Clinton H. Cogburn, Attorney, asked approval.

Councilwoman Hawkins asked if the traffic observations are equivalent to Blueberry? Steve Epley, Traffic Engineer noted they are compared to distribution. Councilman Moye asked if changes would to development ease trips to Park Road. Steve Epley, Traffic Engineer said it would not dictate improvements.

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

**Motion made by Councilman Moye and seconded by Councilwoman Smith to approve the Blueberry Subdivision Preliminary Plat. Motion carried unanimously, 5-0.**

## 2. Tripp Brothers Change Order.

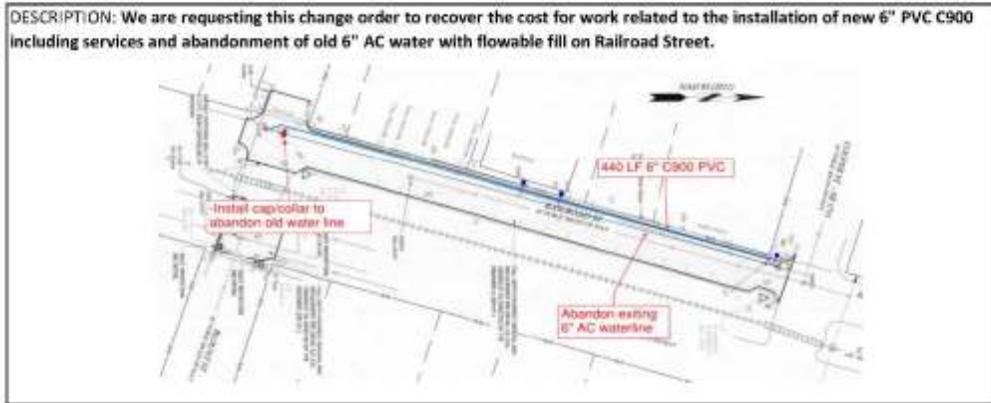
Assistant Town Manager Bowers commented that during the current street resurfacing project, it was determined that the water line on Railroad Street between Cooper Street and Blount Street needed to be replaced. This water line is constructed of a material that is no longer allowed to be installed. The line is also incredibly old and brittle. The activity of resurfacing the street will cause problems for this line and the future integrity of the street. Crews are not able to compact the sub-grade of the street properly without potentially breaking the line. If the current line is to remain, the current pipe may crack at any time after the street has been completed. This will cause us to have to replace the line and dig up a brand-new street. To avoid all these problems staff is recommending approval of the change order. The cost of the work is \$52,082.80.

**CHANGE ORDER REQUEST**



<b>FROM:</b> Tripp Bro's, Inc.	<b>COR #:</b> 3000-23-03
<b>To:</b> Town of Winterville	<b>DATE:</b> 1/3/2024
	<b>JOB NAME:</b> Winterville Streets Resurfacing 2023
	<b>JOB NUMBER:</b> 3000-23
	<b>PREPARED BY:</b> Mark Harris
	<b>TIME ASSOCIATED WITH THIS CHANGE ORDER:</b>

The work covered by this order shall be performed under the same terms and conditions as that included in the original contract.



**CHANGES REQUEST**

DESCRIPTION	QTY	UOM	Unit Price	
Install 6" PVC with services - Labor	440.00	LF	\$57.61	\$25,348.40
Install 6" PVC with services - Equipment	440.00	LF	\$22.91	\$10,080.40
Install 6" PVC with services - Material	440.00	LF	\$23.28	\$10,243.20
Flowable fill existing WL - Labor	440.00	LF	\$5.45	\$2,398.00
Flowable fill existing WL - Equipment	440.00	LF	\$5.39	\$2,371.60
Flowable fill existing WL - Material	440.00	LF	\$3.73	\$1,641.20
<b>AMOUNT OF THIS CHANGER ORDER REQUEST</b>				<b>\$52,082.80</b>

Tripp Brother's, Inc. Representative \_\_\_\_\_ Accepted By: \_\_\_\_\_

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Tripp Brothers Change Order for \$52,082.80. Motion carried unanimously, 5-0.**

### 3. Appointment of MPO Transportation Advisory Committee (TAC) Alternate.

Assistant Town Manager Bowers commented on updating information regarding the Transportation Advisory Committee membership. Presently Mayor Hines, Assistant Town Manager Bowers, and Planning and Economic Development Director Penn serve on the committee representing the Town. Additionally, the Town needs to name an alternate member.

All TAC members are required to file their Statement of Economic Interest (SEI) form and Real Estate Disclosure (RED) form. This is a time sensitive matter, as members are unable to vote or attend TAC meetings without both forms filed. Attached to this email is the steps to file these forms from the Ethics Committee.

**Motion made by Councilwoman Roberson and seconded by Councilman Moye to name Councilman Moye as the MPO Transportation Advisory Committee (TAC) Alternate member. Motion carried unanimously, 5-0.**

### **OTHER AGENDA ITEMS:**

1. Request for Town Forum (between Winterville residents and those that provide service and protection. (Councilwoman Hawkins).

Councilwoman Hawkins handed out of packets to Town Council. She noted rapid growth of Town. She is speaking on behalf of existing residents. Meet with law enforcement and service personnel. Made a request in June 2021. Put on hold due to Covid. Town is safe. Noted the high traffic infractions. Goal to increase efforts and transparency. Build trust and connections. Develop level of conversation. Mayor Hines suggested she meet with Mayor Hines, Town Manager Parker, and Attorney Lassiter and bring back to council. Councilwoman Hawkins said she want a forum. Councilwoman Roberson asked if this was for all services. Councilwoman Hawkins said Police, Fire, EMS. Bring back within 2 months as we set some parameters.

2. Town Based Transportation. (Councilwoman Hawkins).

Councilwoman Hawkins noted the population 10,742, and 2,500 not driving. Walking is not safe to many places. Town ensures safety in walking places. Propose contracting a transportation system, work with GREAT bus system. Mayor Hines said PATS can assist. Councilwoman Hawkins need Town based transportation, to take to places. Councilwoman Roberson said we investigated GREAT, prohibitive cost. Said PATS take students to PCC. Town Manager Parker said alternatives have been discussed and cost was prohibitive. Councilwoman Roberson noted the challenge to get transportation. Mayor Pro Tem Harrell could we contract with a private transportation method? Town Manager Parker said look into options at Vision Setting.

3. All-Call Alert System. (Councilwoman Hawkins).

Councilwoman Hawkins said we need an alert system; the growing community needs an emergency alert system including multiple systems to warn residents. Town Manager Parker noted we have made contact and is underway to set-up. Councilwoman Hawkins asked what is status? Town Manager Parker said a presentation will be developed. Mayor Pro Tem Harrell also said an App for the Town would be helpful. Councilwoman Hawkins noted that banners are placed, can a digital board be investigated?

4. Equitable Housing. (Councilwoman Hawkins).

Councilwoman Hawkins asked what is being done based on availability of housing. Mayor Hines noted that a session is upcoming at a local church discussing this topic.

5. Update on North Winterville Cemetery Sign. (Councilman Moye).

Councilman Moye noted that the sign is low and not visible. Town Manager Parker we will update on status. Councilwoman Smith asked what is the status of the new cemetery? Town Manager Parker work on layout and roads is underway.

**ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:**

Terri noted the following upcoming sessions:

- Town Council Orientation Session: Saturday, January 20, 2024 @ 8:00 am - Town Hall Assembly Room.
- Town Council Vision Setting Meeting: Tuesday, January 30, 2024 @ 5:30 pm - Town Hall Assembly Room.
- Town Council Recycle/Solid Waste Work Session: Thursday, February 22, 2024 @ 5:30 pm - Town Hall Assembly Room.

**QUARTERLY REPORTS FROM DEPARTMENT HEADS:**

- Planning and Economic Development Director Penn: Last quarter slower, however the UNC property project is moving forward.
- Building Inspector/Code Enforcement Officer Johnston: Inspection are moving forward.
- Assistant Town Manager Bowers: Sewer projects, Stormwater AIA, BRIC Application with Grant funding, Street resurfacing is on-going, easement acquisitions, are electric metering application are all progressing. Councilwoman Hawkins noted that PCS is preparing for storms, what are we doing? Assistant Town Manager Bowers said the AIA study is the foundation for future projects. The Town will proceed as funding is available from the CIP. Some of the project are complicated by CSX R-O-W issues. We are communicating with schools for problem areas. Councilman Moye asked can the citizens and residents help to be prepared for storms? Assistant Town Manager Bowers said the Town communicates procedures to help with problems and that a new ordinance forthcoming. Town Manager Parker noted that large downpours we cannot be totally prepared.
- Public Works Director McGuffin: Streets and storm drains create a problem, recycling an issue, waterline problems as a result of street repairs continue. Additionally, Denali sewer is an issue and we visit most daily, a well will be decommissioned and the Town is growing faster than we can keep up.
- Finance Director Manning: The 2023 Audit has now been submitted to the Local Government Commission for Review. I have placed a final copy for your records at your seat. We are beginning to look at the budget for next fiscal year and preparing for the Budget Vision Setting meeting that will be held on January 30th. So far, we have had 103 applications approved through the Greene Lamp program for the once a year \$85 utility aid. The program began last January so the ones who were approved last January will be eligible for apply again after their one-year mark is up.
- Parks and Recreation Director White: Fall programs have wrapped up. The Christmas Parade and Tree Lighting Ceremony was held on December 9<sup>th</sup> and at least 54 participants were in the parade. There was a great turnout for the tree lighting ceremony. We are gearing up for the late winter and spring programs: Some of the activities include: Daddy Daughter Dance; Spring Baseball; Track & Field/Cross Country Conditioning program; Zumba; and Yoga.

- Fire Chief Moore: Documentation for this year training and burns, inspections, testing, and operation training.
- Interim Police Chief Williams: Events over Christmas went great. New officers are being hired and we look to continually improve.
- Electric Director Sutton: Installations are underway, purchases in-coming on a regular basis. The Old Tar project and rate study underway. Fuel rates trending down and we prepare year-round for emergencies.

**ANNOUNCEMENTS:** Town Clerk Harvey gave the following announcements:

- Martin Luther King, Jr. Tribute Breakfast: Thursday, January 11, 2024, at 9:00 am - Eddie and Jo Allison Smith Center for Student Advancement (Chris Smith Multipurpose Room) on the PCC campus.
- Martin Luther King Day Holiday - Town Offices Closed: Monday, January 15, 2024.
- Planning and Zoning Board Meeting: Tuesday, January 15, 2024 @ 7:00 pm - Town Hall Assembly Room. Cancelled
- Board of Adjustment Meeting: Tuesday, January 16, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Town Council Orientation Session: Saturday, January 20, 2024 @ 8:00 am - Town Hall Assembly Room.
- Recreation Advisory Board: Tuesday, January 23, 2024 @ 6:30 pm – Train Depot.
- Human Relations Board Meeting: Thursday, January 25, 2024 @ 7:00 – Executive Conference Room.
- Town Council Vision Setting Meeting: Tuesday, January 30, 2024 @ 5:30 pm - Town Hall Assembly Room.
- Town Council Recycle/Solid Waste Work Session: Thursday, February 22, 2024 @ 5:30 pm - Town Hall Assembly Room.

Town Clerk Harvey handed out the calendar with all Council Meetings noted. Council needs to approve the change of the Regular August Council Meeting.

**Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to move the August Regular Meeting form August 12<sup>th</sup> to August 5<sup>th</sup> due to a conflict with the Electricities Conference. Motion carried unanimously, 5-0.**

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

**Attorney Lassiter:** None, Happy New Year to all.

**Councilwoman Hawkins:** Happy New Year. Shop with a Cop showed the grit to serve.

**Councilman Moye:** Prepare for weather, thank Fire Chief Moore for the Volunteer recognition.

**Mayor Pro Tem Harrell:** Thank staff for Shop with a Cop and coming together, working together. Martin Luther King is a time to be unified.

**Councilwoman Roberson:** Reflect on Martin Luther King.

**Councilwoman Smith:** Happy New Year, appreciate staff, and be grateful.

**Town Manager Parker:** Happy New Year, looking forward to the upcoming year.

**Mayor Hines:** Everybody has said what I would reiterate, Shop with a Cop, Volunteers, and Christmas.

**ADJOURN:**

**Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 8:30 pm.**

Adopted this the 12<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Richard E. Hines, Mayor

ATTEST:

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

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** February 12, 2024

**Presenter:** Jessica Manning, Finance Director

**Item to be Considered**

**Subject:** Release and Refund of Taxes.

**Action Requested:** Approval of the release and refund of the taxes.

**Attachment:** : Listing of owner's due releases and refunds.

**Prepared By:** Jessica Manning, Finance Director

**Date:** 1/26/2024

**ABSTRACT ROUTING:**

TC: 2/2/2024

TM: 2/5/2024

Final: tlp - 2/5/2024

**Supporting Documentation**

In general, tax refunds do not have a budgetary impact on the Town due to the fact that payments have been received twice for the same property. The total refunds are in the amount of \$30,294.64 and the total amount of releases are \$4,320.95.

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

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

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

**Recommendation:** Staff recommends Council approve the releases and refunds.

**Town of Winterville  
Tax Refunds and Releases  
January 22, 2024**

**Real Property Tax Refunds**

Name	Year	Parcel	Date	Amount	Reason
COOPER ISLAND DEVELOPMENT LLC	2023	25766	08/23/2023	\$157.05	OVER PYMT BY OWNER
BOUCHE, RAMON ENRIQU	2023	54820	08/23/2023	\$210.75	OVER PYMT MORT CO.
HU,RAN	2023	65626	11/07/2023	\$1,106.46	OVER PYMT MORT CO.
RUMBOLO, DEREK	2023	66658	11/07/2023	\$662.73	OVER PYMT MORT CO.
ROBERSON, JENNIFER	2023	68441	11/07/2023	\$840.13	OVER PYMT MORT CO.
JOHNSON, TAYLOER	2023	79198	11/07/2023	\$1,133.69	OVER PYMT MORT CO.
BILL CLARK HOMES LLC	2023	87021	11/07/2023	\$11.05	OVER PYMT MORT CO.
WALDT, GREGORY	2023	87105	11/07/2023	\$1,443.79	OVER PYMT MORT CO.
CAVANIESS & CATES BUILDINGS	2023	87518	11/07/2023	\$20.66	OVER PYMT MORT CO.
CAVANIESS & CATES BUILDINGS	2023	87530	11/07/2023	\$190.00	OVER PYMT MORT CO.
CAVANIESS & CATES BUILDINGS	2023	87538	11/07/2023	\$190.00	OVER PYMT MORT CO.
CONTARD, PAUL C	2023	87023	11/03/2023	\$1,444.60	OVER PYMT MORT CO.
ADAMS HOMES LLC	2023	87087	11/03/2023	\$132.43	OVER PYMT MORT CO.
YU, XIONG	2023	74316	11/03/2023	\$1,354.29	OVER PYMT MORT CO.
GRATE, DENISE	2023	35305	11/06/2023	\$372.29	OVER PYMT MORT CO.
KNIGHT, ALFRED	2023	52397	11/06/2023	\$690.90	OVER PYMT MORT CO.
PARSONS, MARY	2023	64618	11/06/2023	\$1,099.79	OVER PYMT MORT CO.
PARVIN, BRIDGET	2023	65886	11/06/2023	\$771.68	OVER PYMT MORT CO.
PETRIELLO, LISA	2023	82896	11/06/2023	\$905.64	OVER PYMT MORT CO.
WATFORD, DONNA D	2023	46148	11/03/2023	\$531.81	OVER PYMT MORT CO.
SIEMENS, JOHN	2023	68236	11/03/2023	\$799.68	OVER PYMT MORT CO.
IVEY, ELLARIE	2023	65999	11/03/2023	\$481.58	OVER PYMT MORT CO.
LUCCI, ELIZABETH	2023	85742	11/08/2023	\$952.75	OVER PYMT MORT CO.
ROBERTS, JOYCE	2023	80749	11/03/2023	\$775.56	OVER PYMT MORT CO.
BUCHANAN, BETTY	2023	22126	11/03/2023	\$433.01	OVER PYMT MORT CO.
MOHSEN, ADHAM	2023	66106	11/03/2023	\$1,017.54	OVER PYMT MORT CO.
DUNCAN, LEE	2023	68190	11/03/2023	\$902.04	OVER PYMT MORT CO.
ANDERSON, GLEN	2023	68439	11/03/2023	\$936.47	OVER PYMT MORT CO.
FORBES, DIANE	2023	69637	11/03/2023	\$1,174.09	OVER PYMT MORT CO.
BLANCK, MICHAEL	2023	59396	11/16/2023	\$215.02	OVER PYMT BY OWNER
BARRETT, MARY LOUISE	2023	36338	11/16/2023	\$104.22	OVER PYMT BY OWNER
WILKERSON, BRIAN	2023	33545	12/07/2023	\$329.65	OVER PYMT MORT CO.
HARVILLE, PERN	2023	13002	12/07/2023	\$9.56	OVER PYMT MORT CO.
MAIER, KAYLEN	2023	28702	12/07/2023	\$504.43	OVER PYMT MORT CO.
CALVARY TEMPLE PENTECOASTAL	2023	23576	01/02/2024	\$917.70	EXEMPTION
PEREZ, DEBRA	2023	8190	01/02/2024	\$162.94	EXEMPTION
ARTIS, KENNETH & JACQUELINE	2023	55161	01/02/2024	\$213.75	EXEMPTION
FORTE, DARON & DIANE	2023	68615	01/02/2024	\$213.75	EXEMPTION
RIGGS, LINDSEY	2023	87508	01/10/2024	\$1,141.71	OVER PYMT MORT CO.
SCULLY, JAMES J	2023	74314	01/09/2024	\$1,354.06	OVER PYMT MORT CO.
CROSSEN, KEION	2023	54589	01/10/2024	\$816.17	OVER PYMT MORT CO.

CARSON, HERBERT S	2023	63533	01/10/2024	\$510.37	OVER PYMT MORT CO.
O'GEARY, DAVID BRYAN	2023	65209	01/10/2024	\$991.30	OVER PYMT MORT CO.
ADAMS HOMES LLC	2023	87083	01/10/2024	\$148.58	OVER PYMT MORT CO.
CAVANIESS & CATES BUILDINGS	2023	87527	01/10/2024	\$190.00	OVER PYMT MORT CO.
CAVANIESS & CATES BUILDINGS	2023	87539	01/10/2024	\$27.79	OVER PYMT MORT CO.
ADAMS HOMES LLC	2023	89055	01/10/2024	\$142.50	OVER PYMT MORT CO.
DESAI, DAVE	2023	85585	01/10/2024	\$1,231.37	OVER PYMT MORT CO.
ZAMBRANO, JESSICA M.	2023	4912	01/10/2024	\$327.31	OVER PYMT BY OWNER

**Total      \$30,294.64**

**Personal Property Refunds**

Name	Year	Account	Date	Refund	Reason
				<b>Total</b>	<b>\$0.00</b>

**Real Property Releases**

Name	Year	Parcel	Date	Released	Reason
BLANCK, MICHAEL	2023	59396	11/16/2023	\$215.02	Tax Exemption
BARRETT, MARY LOUISE	2023	36338	11/16/2023	\$195.78	Tax Exemption
CALVARY TEMPLE PENTECOASTAL	2023	27120	01/02/2024	\$917.70	Tax Exemption
PEREZ, DEBRA	2023	8190	01/02/2024	\$162.94	Tax Exemption
FORTE, DARON & DIANE	2023	68615	01/02/2024	\$213.75	Tax Exemption
PHELPS, GEORGE & MARGARET	2023	59297	01/02/2024	\$403.89	Tax Exemption
ARTIS, KENNETH & JACQUELINE	2023	55161	01/02/2024	\$213.75	Tax Exemption

**Total      \$2,322.83**

**Personal Property Releases**

Name	Year	Account	Date	Released	Reason
WINTERVILLE MANOR		0000287218	08/16/2023	\$48.70	BUS SOLD 2022
CHAPMAN, WILLIAM HENRY		0001083725	08/23/2023	\$77.70	NOT IN CITY LIMITS
HORTON, ROBERT ALAN		941539	08/18/2023	\$4.28	NOT IN CITY LIMITS
RICHARDS, YVONNE TYSON		0001078697	08/16/2023	\$67.58	NOT IN CITY LIMITS
MATTHEIS, JOHN WILLIAM		0001086804	08/17/2023	\$21.45	NOT IN CITY LIMITS
CAMERON, JOANN PARROTT		0001084303	08/17/2023	\$176.26	NOT IN CITY LIMITS
BROWN, WILLIAM SCOTT		0001083904	08/17/2023	\$106.62	NOT IN CITY LIMITS
REYNOLDS, E A		0001083346	08/17/2023	\$27.59	CORRECTED VAL
OTR LEASING LLC		0001082505	08/17/2023	\$317.06	PROPERTY SOLD
CUNNINGHAM, CYNTHIA ANN		0001079191	08/17/2023	\$48.65	NOT IN CITY LIMITS
WILLIAM S HARVEY III DDS 4 PLLC		0001070044	08/17/2023	\$982.91	BUS SOLD 2022
ROTH, MICHAEL ADAM		0001069047	08/17/2023	\$9.93	NOT IN CITY LIMITS
SIMMONS, DONNA		0001035506	08/16/2023	\$10.37	NOT IN CITY LIMITS
GASKINS, ELLEN STOCKS		0000995320	08/16/2023	\$7.13	NOT IN CITY LIMITS
JOHNSTON, JAMES VERNON		0000951809	08/16/2023	\$13.49	NOT IN CITY LIMITS
BRANCH, DOUGLAS		0000276161	08/14/2023	\$7.13	PROPERTY SOLD
HOUSE, RANDALL K		0000211328	08/14/2023	\$60.39	NOT IN CITY LIMITS
SHROUT, RYAN REGINALD		0001065140	10/10/2023	\$10.88	PROPERTY SOLD

**Total      \$1,998.12**

<b>Total Refunds</b>	<b>49</b>	<b>\$30,294.64</b>
<b>Total Releases</b>	<b>25</b>	<b>\$4,320.95</b>

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

Approved the 12th day of February 2024

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Richard E. Hines, Mayor

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Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** February 12, 2024

**Presenter:** Diane White, Director of Parks and Recreation

**Item to be Considered**

**Subject:** Recreation Advisory Board Appointments.

**Action Requested:** Appointments to the Recreation Advisory Board.

**Attachment:** Applications attached.

**Prepared By:** Diane White, Director of Parks and Recreation

**Date:** 1/30/2024

**ABSTRACT ROUTING:**

TC: 2/2/2024

TM: 2/5/2024

Final: tlp - 2/5/2024

**Supporting Documentation**

**Recreation Advisory Board Members:**

The Recreation Advisory Board (RAB) is composed of seven (7) Resident members, two (2) Non-Resident (ETJ) members, and one (1) Alternate member that may be a resident or non-resident.

The Recreation Advisory Board (RAB) currently has one (1) Resident vacancy. Staff recommends appointing current RAB Alternate and Winterville resident Katrina Jones to fill the vacant RAB Resident position. Appointing Ms. Jones to the Resident position results in one (1) vacant RAB Alternate position.

There are currently applications on file and confirmed they are still interested in which applicant indicated RAB as either their sole interest or first preference. The applicants, all of whom are Town residents, are as follows (listed in order of receipt):

- John Powell
- Melanie Miller
- Johnathan Powell
- Shetoria Roach

Staff recommends appointing one (1) of the individuals to the now vacant RAB Alternate position.

**Budgetary Impact:** None.

**Recommendation:** Appoint Katrina Jones to the vacant Resident position on the Recreation Advisory Board. Appoint an applicant to the now vacant Alternate position on the 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.)

- Board of Adjustment
Recreation and Parks Advisory Board
Human Relations Board
Planning and Zoning Board
Stormwater Advisory Committee

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: JOHN POWELL

Address: 2243 SHIRE DR WINTERVILLE, NC 28590

Home Phone #: 252 916 8450 Business Phone #:

Email Address: john\_powell@yahoo.com

Employed By: NGWORKS Occupation: CAREER CENTER OPERATOR

Name of High School Attended: NEW HANOVER HIGH

College or University Attended: UNCU

How long have you been a resident of Winterville? 26 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: -

Past membership in organizations and offices held: 1) PITT COUNTY ARTS

COUNCIL 2) GADJ - GUIDANCE & DIRECTION FOR JOB SEEKERS 3) MILITARY AFFAIRS COMMITTEE (PART OF CHAMBER OF COMMERCE)

State why you feel you would be an asset to this board/commission. COMMITTED TO HELPING GROW OUR PARKS, REGULARLY ATTEND EVENTS & REGULAR USER OF FACILITIES (WALKING PATH)

Signature: [Signature] Date: 12 JAN 22

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

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, Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Melanie Grotjan Miller

Address: 413 Glacier Pl, Winterville, NC 28590

Home Phone #: 252-412-7275 Business Phone #: 252-379-4303

Email Address: melgrot@gmail.com

Employed By: SDS Restaurant Group Occupation: Director of Human Resources

Name of High School Attended: DH Conley

College or University Attended: East Carolina University

How long have you been a resident of Winterville? 9 years most recently, 28 years total

Have you served on a board/commission of the town? ( ) Yes ( X ) No

Current membership in organization and offices held: Member of Crosspointe Church and NCCSHRM (NC Coastal Society for Human Resources Management)

Past membership in organizations and offices held:

State why you feel you would be an asset to this board/commission. Parks & Rec - I have 3 children who have played and are still playing rec sports in Winterville, Pitt Community Schools & Rec, Ayden, and Greenville. My daughter also plays on a travel soccer team for PGSA. With Winterville's growth, I would love to see the town increase and improve parks and rec program offerings so local families have affordable recreation opportunities close to home.

Human Relations Board - I have spent the past 20 years working in Human Resources in both the retail and restaurant industries. In these positions, I've had the opportunity to work with a very diverse population of varying ages, ethnicities, and backgrounds. In these roles, I've had the opportunity to see people from a variety of background develop from teenagers in their first job to professional leaders, which is very rewarding. I feel that communities are strongest when they come together for the good of all citizens. Winterville has done an amazing job of keeping the hometown community spirit I knew growing up here and it's important to ensure that continues as we grow.

Signature: Melanie Grotjan Miller Date: 1-27-22

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.

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.)

- 4 Board of Adjustment
2 Planning and Zoning Board
1 Recreation and Parks Advisory Board
3 Stormwater Advisory Committee
5 Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Jonathan Powell

Address: 891 Corbett Street

Home Phone #: 512-820-3830 Business Phone #: 252-355-7006

Email Address: Jpowe050@gmail.com

Employed By: The Overton Group Occupation: Commercial Real Estate Advisor

Name of High School Attended: Windsor; Windsor, VA

College or University Attended: Old Dominion University; Florida Institute of Technology

How long have you been a resident of Winterville? 3 yrs 8 mo

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: N/A

Past membership in organizations and offices held: N/A

State why you feel you would be an asset to this board/commission. I feel that my experience as and Army officer will be an asset to the board. I have also lived in many places around the country and the world and I feel I can bring a new perspective to helping the town of Winterville grow and succeed.

Signature: Jonathan Powell Date: 03/10/2023

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: Ethnic Group (Caucasian checked), Sex (Male checked), US Citizenship (Yes checked), Birth Date (04/26/1987)

**Jonathan E. Powell**  
891 Corbett Street  
Winterville, North Carolina 28590  
jpowe050@gmail.com  
(512) 820-3830 (Cell)  
(252) 355-7006 (Work)

## **EDUCATION**

BS Industrial Technology 2011  
Old Dominion University  
Norfolk, Virginia

Demonstrated Senior Logician, 2015  
International Society of Logistics

MS Acquisition and Contract Management 2017  
Florida Institute of Technology  
Melbourne, Florida

**Military Awards: Bronze Star Medal; 3x Army Commendation Medals; Army Achievement Medal. Navy & Marine Corps Achievement Medal.**

**Present Commercial Real Estate Advisor The Overton Group:** Specializing in helping clients with their commercial and industrial real estate needs. Focusing on warehousing and industrial projects and life cycle management of projects.

### **5/2021-08/2022 Production Supervisor / Training Specialist III Thermo Fisher Scientific:**

- Supervised 3 packaging lines; Organized the daily operations of packaging line, assisted in production scheduling.
- Leads all aspects of the shift through actively communicating the daily metrics and goals set for each shift as well as actively spending time with each employee at every station assisting in troubleshooting and looking for ways to continuously improve each role to eliminate downtime.
- Active in the process improvement team, conducted safety audits; Ensured accountability for safety, quality & production. Streamlined the onboarding administrative tasks to make the process more efficient.
- Developed and Implemented training programs, to include the Oral Solid Dosage University and created a customized training plan with the NC Community College system, creating a partnership with Pitt Community College, and establishing a 4-week onboarding training program for Manufacturing and Packaging Technicians.

**1/2021-4/2021 Supply Chain Operations Supervisor, Pactiv Evergreen:** Coordinates inbound & outbound shipments according to shipment wave priorities. Evaluates and solves problems, develops solutions, and prepares recommendations to management to ensure continuous improvement.

- Provides leadership to the staff; leads daily KPI briefing and uses multiple analytical platforms to conduct analysis to include SAP, JDA, Rebus Longbow Analytics and PINC.
- Assists associates with their personal goals along with achieving organizational goals by providing training opportunities and career development. Drives engagement and promotes a motivating climate among associates.
- Selected to lead multiple projects and activities to include the redevelopment and design of the standard operating procedures (SOP) for the re-packaging section and recycling and waste management program.

**5/2019-08/2020 Professor of Military Science at East Carolina University:** Instruct, mentor, and train 31 students per session in Military Science Course in East Carolina University Army ROTC Program. Educate, develop, and prepare 110 cadets annually to commission as officers in US Army. Prepare and execute on-campus curriculum, labs, leadership activities, and field training exercises. Designed/managed new team building program; improved curriculum/training, enhancing students' operational readiness.

**9/2017-4/2019 Company Commander:** Led a 125-person Department executing operations in the US and for 9 months in South Korea in support of 650-person battalion. Planned and coordinated procurement and delivery of all classes of supply and maintenance operations. Maintained and accounted for over \$35 million of equipment and property.

- Analyzed/identified bottlenecks in ammunition distribution chain; coordinated specific time to release trucks; improved process flow of 31 trucks transporting 14,600 rounds of ammunition; reduced loading and unloading time by 9+ hours.
- Developed internal property turn-in process; improved inventory management and divested \$9 million in excess assets.

**2/2011-9/2017 Logistics Manager / Maintenance Manager:** Led 13-person team executing logistics operations for 120-person Special Operations Command Central Crisis Response Element. Managed \$5 million budget encompassing 7 contracts for food, sanitation, janitorial, communications, transportation, maintenance, and construction support.

- Led effort to combine janitorial/waste contracts; saved \$180,000 yearly; earned Navy & Marine Corps Achievement Medal.
- Led team planning, negotiating, accepting, and overseeing execution of \$20 million support contract.

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.)

- 5 Board of Adjustment
2 Planning and Zoning Board
1 Recreation and Parks Advisory Board
4 Stormwater Advisory Committee
3 Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Shetonia Roach

Address: 409 HOLLY GROVE DRIVE
Winterville, NC, 28590

Home Phone #: 252-493-2592 Business Phone #: 252-214-9732

Email Address: Shetonia\_m@yahoo.com

Employed By: United Health Care Occupation: Registered Nurse

Name of High School Attended: Greene Central High

College or University Attended: Wilson Community + Fayetteville State University

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): N/A

Current membership in organization and offices held: member of the American Nurse Association and North Carolina Nurse Association

Past membership in organizations and offices held: Former member of Phi Theta Kappa Honor Society

State why you feel you would be an asset to this board/commission. I am compassionate, organized, honest, work well on teams, and innovative.

Signature: Shetonia Roach Date: 1/12/24

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:** February 12, 2024

**Presenter:** Don Harvey, Town Clerk

**Item to be Considered**

**Subject:** ElectriCities Non-Power Agencies Board of Commissioners (BOC).

**Action Requested:** Appointment of ElectriCities BOC Member and Alternate.

**Attachment:** Oaths of Commissioner and Alternate Commissioner.

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

**Date:** 1/31/2024

**ABSTRACT ROUTING:**

TC: 2/2/2024

TM: 2/5/2024

Final: tlp - 2/5/2024

**Supporting Documentation**

The Non-Power Agencies BOC has a Winterville representative position to be filled. There is also an alternate position vacant. Having at least one designee is good but two is not required but would be helpful. It is not a demanding role and they normally just meet every two years virtually as the BOC appoints someone from the Non-Power Agencies members to serve on the Board of Directors. The individual will receive a variety of communications that is pertinent to our community.

To fill the positions, the Town Council can make the appointments by motion at a Town Council meeting. The attached oath should be executed after they are administered.

**Budgetary Impact:** NA.

**Recommendation:** Staff recommends Council appoint a member and alternate to the ElectriCities Non-Power Agencies Board of Commissioners.

**OATH**

I, \_\_\_\_\_, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as Commissioner of Electricities of North Carolina, Inc., and that I will adhere to and abide by the Electricities' Ethical and Professional Code of Conduct, so help me God.

\_\_\_\_\_  
Commissioner

Sworn to and subscribed before me,

This 12<sup>th</sup> day of February 2024

\_\_\_\_\_  
Donald A. Harvey, Notary Public

My Commission Expires: June 8, 2025

(NOTARY SEAL HERE)

**OATH**

I, \_\_\_\_\_, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as Alternate Commissioner of ElectriCities of North Carolina, Inc., and that I will adhere to and abide by the ElectriCities' Ethical and Professional Code of Conduct, so help me God.

\_\_\_\_\_  
Alternate Commissioner

Sworn to and subscribed before me,

This 12<sup>th</sup> day of February 2024

\_\_\_\_\_  
Donald A. Harvey, Notary Public

My Commission Expires: June 8, 2025

(NOTARY SEAL HERE)