



WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, AUGUST 4, 2025 - 6:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **ROLL CALL.**
- VI. **APPROVAL OF AGENDA.**
- VII. **RECOGNITION OF NEW EMPLOYEES:**
 1. Shamika Williams, Equipment Operator, Public Works Department.
 2. Nicholas Holton, Electric Line Technician 1st Class, Electric Department.
- VIII. **PROCLAMATIONS:**
 1. Mary Forlines – 99th Birthday.
- IX. **PRESENTATIONS:**
 1. Sidewalk Audit – Kat Dale.
 2. Winterville at Work Video.
- X. **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.*
- XI. **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 Council Meeting Minutes.
 2. Budget Amendment 2025-2026-1.
 3. Tax Settlement 2024-2025.
 4. Watermelon Festival Requests.
 5. Parking Ordinance Amendment.
 6. System Development Fee.
 7. The Wooten Company – General Consulting Fee Task Order 43.
 8. Pornography Policy.
 9. Eli's Ridge Annexation-Direct Town Clerk to Investigate Sufficiency.
 10. Neuse River Hazard Mitigation Plan Resolution 25-R-081.

XII. OLD BUSINESS:

XIII. NEW BUSINESS:

1. Winterville Human Relations Board By-Law Amendment.
2. Advisory Board Appointments: Winterville Human Relations Board.
3. Advisory Board Appointments: Planning and Zoning.
4. Animal Control Ordinance.

XIV. OTHER AGENDA ITEMS:

1. Multi-Purpose Center - Concise Progress/Update Requested. (Councilwoman Hawkins).
2. Community Opportunity/Resident Resources. (Councilwoman Hawkins).
3. Small Business Town Hall. (Councilwoman Hawkins).

XV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

1. Town Manager Performance Review.
2. Town Strategic Plan; Amendments to Code of the Ordinances/Council Rules and Procedures; and Accessory Dwelling Units.

XVI. QUARTERLY REPORTS FROM DEPARTMENT HEADS: (May, June, and July)

XVII. ANNOUNCEMENTS:

- See Attached.

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

XIX. 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.

NCGS § 143-318.11. (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

XX. 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.)

XVII. ANNOUNCEMENTS ATTACHMENT:

- September 2025 Newsletter Information Due: Friday, August 7, 2025.
- 2025 ElectriCities Annual Conference: Sunday August 10, 2025 – Thursday, August 14, 2025 - Marriott Myrtle Beach Resort, 8400 Costa Verda Drive, Myrtle Beach, SC.
- Coffee with a COP: Friday, August 15, 2025; 9:00 am – 10:30 am – Cooper's Cup, 2588 Railroad Street, Winterville, NC
- Planning and Zoning Board Meeting: Monday, August 18, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, August 19, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Stormwater Advisory Board Meeting: Wednesday, August 20, 2025 @ 6:00 pm – Operation Center.
- Winterville Watermelon Festival: Thursday, August 21, 2025 – Sunday, August 24, 2025 – Winterville Recreation Park, 332 Sylvania Street, Winterville, NC
- Recreation Advisory Board: Tuesday, August 26, 2025 @ 6:30 pm – Operation Center.
- September 8th Agenda Abstracts Due: Wednesday, August 27, 2025.
- Free Try LAX: Thursday, August 28, 2025; 6:15 pm – 7:00 pm – Hillcrest Park, 2418
- Winterville Human Relations Board Meeting: Thursday, August 28, 2025 @ 7:00 – Town Hall Executive Conference Room.
- Labor Day – Town Offices Closed: Monday, September 1, 2025.
- Agenda Review Meeting: Thursday, September 4, 2025 @4:00 pm – Town Hall Executive Conference Room.
- Movie in the Park - Angels in the Outfield: Friday, September 5, 2025; approximately ½ hour after sunset - Winterville Recreation Park Amphitheater, 332 Sylvania Street, Winterville, NC
- Regular Town Council Meeting: Monday, September 8, 2025 @ 6:00 pm - Town Hall Assembly Room.



PROCLAMATION

HONORING MARY FORBES FORLINES - 99TH BIRTHDAY

WHEREAS, Mary Forlines was born on August 16, 1926, just outside Greenville, NC; and

WHEREAS, Mary Forlines attended Winterville Elementary and Winterville High School and graduated in 1943; and

WHEREAS, Mary Forlines moved at age five with her family to Winterville to a house on Main Street across from the current fire station; and

WHEREAS, Mary Forlines married E. O. (Pannie) Forlines, of Winterville, in 1946, and in 1955, built a house on Cooper Street where Mary continues to live today; and

WHEREAS, Mary Forlines organized the continuing education sewing classes and began teaching sewing classes at Pitt Technical Institute in 1966, and worked there teaching various levels of sewing in the continuing education program for 23 years; and

WHEREAS, Mary Forlines has been a member of Winterville Christian Church for 82 years, holding the position of treasurer for ten years, was one of the first women elders, has made five sets of paraments and numerous banners for the church, and as a representative of Winterville Christian Church has attended 28 Regional Assemblies and five Christian Church (Disciples of Christ) International General Assemblies; and

WHEREAS, Mary Forlines has been a leader in the Winterville Historical and Arts Society, Inc., serving on the Board for 33 years and making five quilts for fundraisers for the Society, raising over \$14,000 to benefit various projects including moving the 1899 Winterville Train Depot from the Village of Yesteryear back to Winterville to its current location on Worthington Street; and

NOW, THEREFORE, I, Richard E. Hines, Mayor, and the Winterville Town Council in commemoration of her 99th birthday, honors Mary Forbes Forlines for her many contributions to our community and its citizens.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 4th day of August 2025.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: August 4, 2025

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Downtown Audit Walk Presentation.

Action Requested: Approve Priority Listing.

Attachment: Presentation.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Dr. Kat Dale, Safe Routes to School Coordinator performed a walk audit of the downtown area in April 2025. Dr. Dale will present her findings to the Council and provide some recommendations for improvements that can be incorporated into future plans.

Budgetary Impact: Will be project specific.

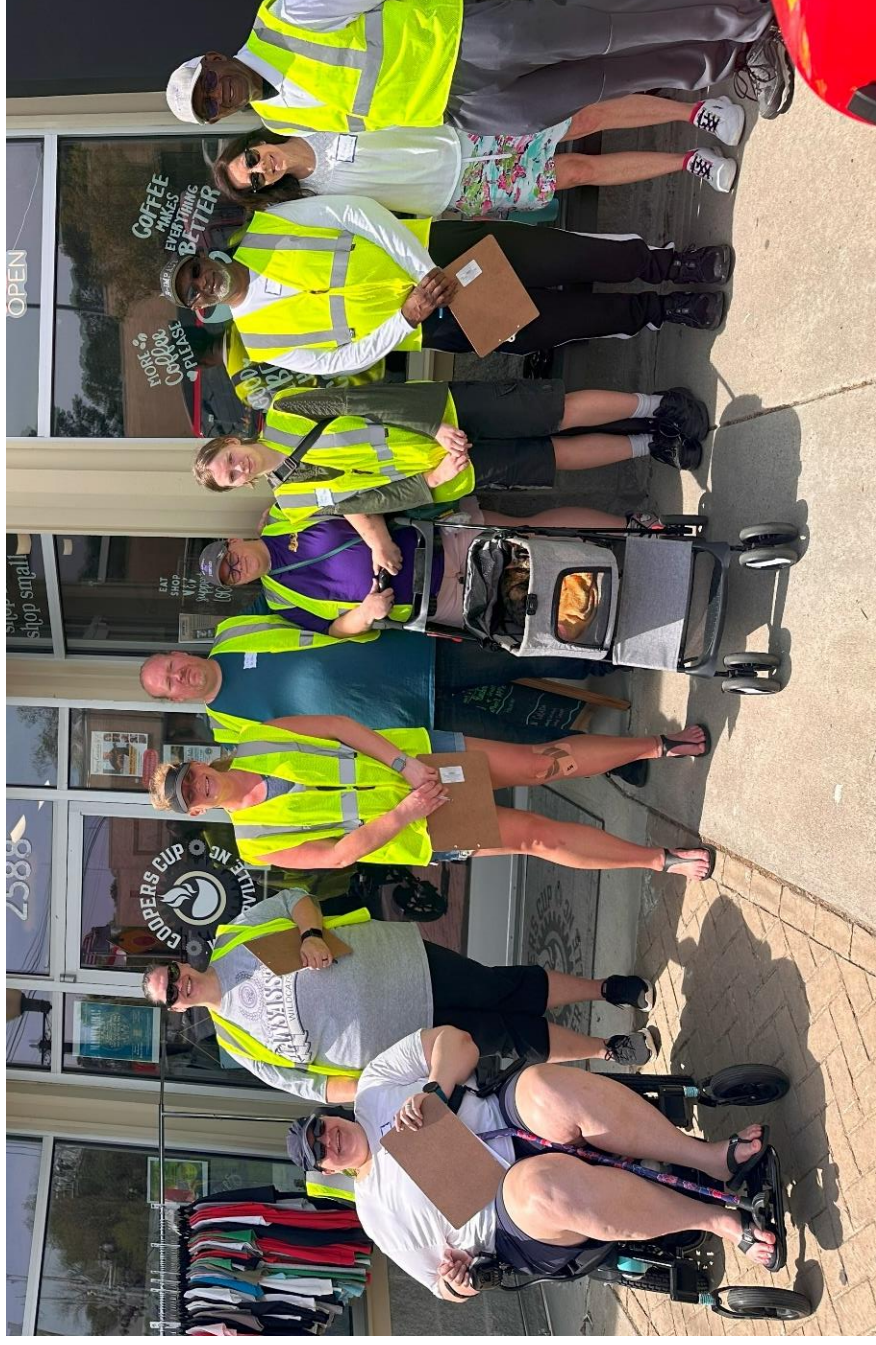
Recommendation: Staff recommends Council approve the recommended improvement provided in the presentation.

Downtown Winterville Safety Intervention Recommendations

4 August 2025 – Town Council Meeting

Prepared by Kat Dale, Winterville Safe Routes to School coordinator

Preliminary data collection and evaluation occurred through a community walk audit in April



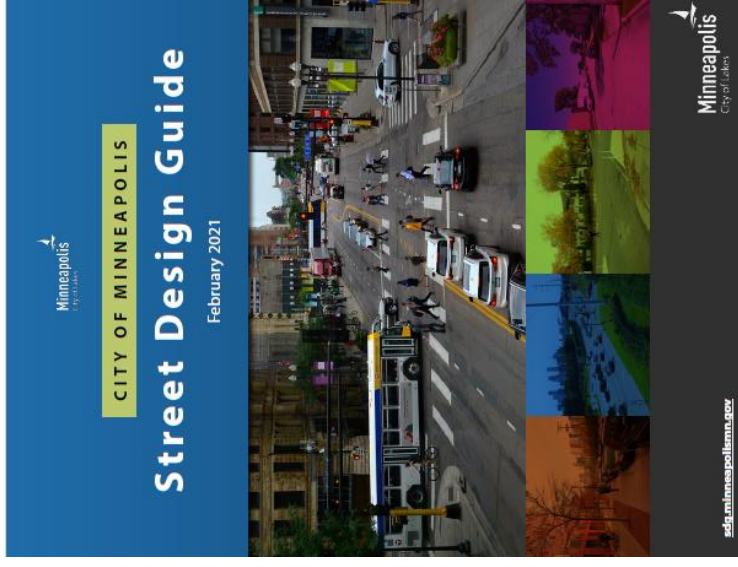
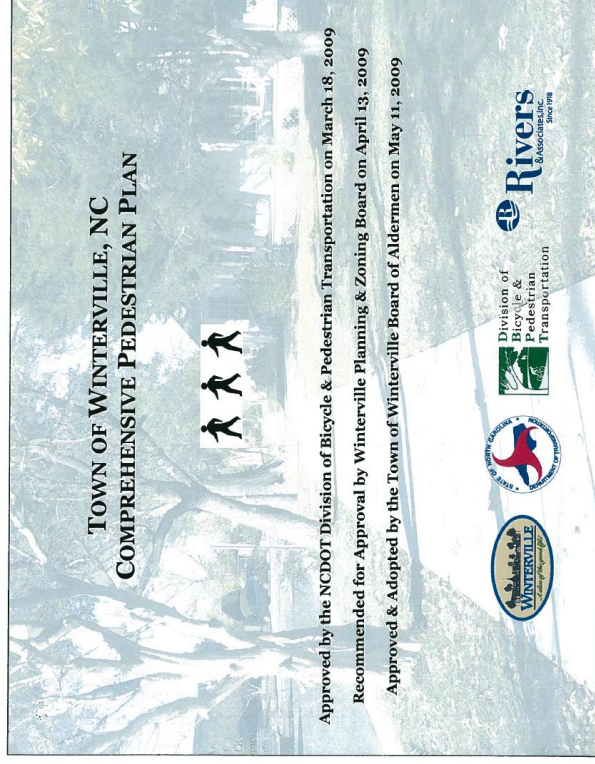
Walk audits are an opportunity for community members to **evaluate and reimagine** the built environment

Results were evaluated and recommendations discussed and approved by Winterville's Vision Zero Task Force



The VZ task force is a coalition of multiple community partners whose mission is to support Winterville's goal of **ending serious injuries and deaths on roads and facilitate travel choice** for all residents and visitors.

Recommendations were informed by the primary literature, existing studies, colleagues at the NC DOT rail division, and our own “quick build” project



Five safety issues emerged as priorities



Safety concern: Drivers on Depot St may fail to see pedestrians crossing the street



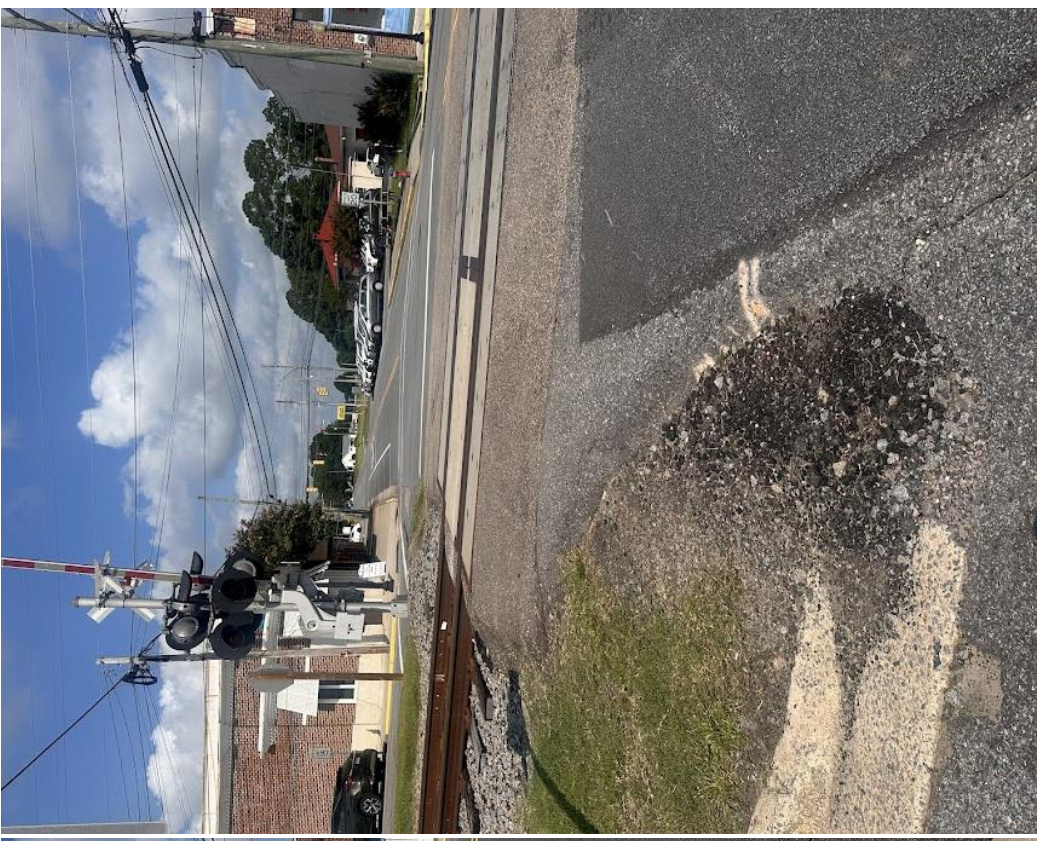
Proposed solution: Install curb, infill sidewalk to Local Oak, and crosswalk



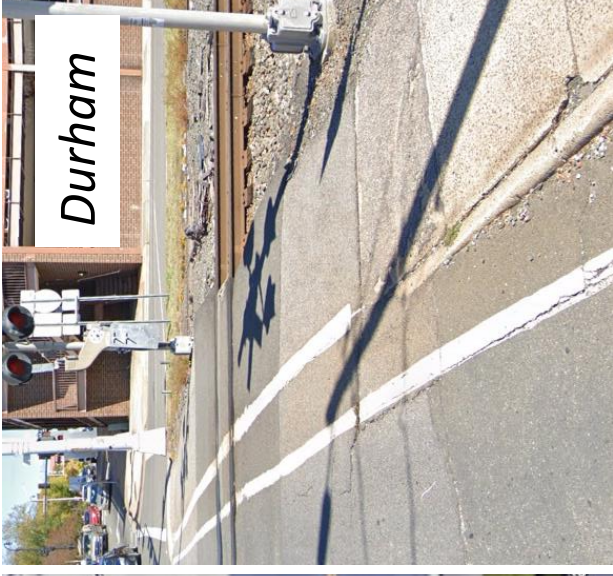
Why this works:

- Indicates to drivers that pedestrians may be crossing
- Provides sidewalk connection to Local Oak from downtown

Safety concern: No dedicated pedestrian infrastructure for rail crossings – pedestrians must cross in street with vehicles



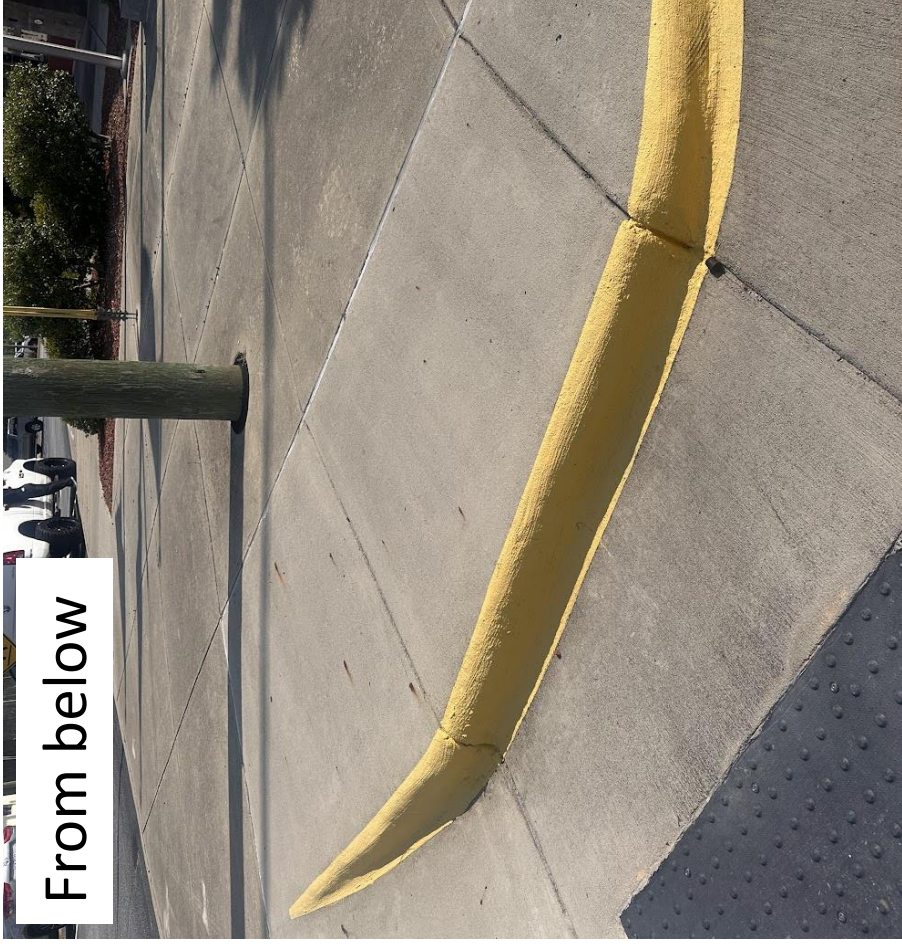
Proposed interventions: Paint lines/crossing area along Main St (short-term) and install separated infrastructure along corridor during stormwater project (long-term)



Why this works:

- Establishes visually-separated space for pedestrians.
- Provides opportunity to assess the effectiveness of this low-cost intervention.
- Implements a short-term solution with a longer-term goal

Safety concern: Recessed curb is a trip/fall hazard – difficult to see when approached from above



Proposed intervention: Add a planter



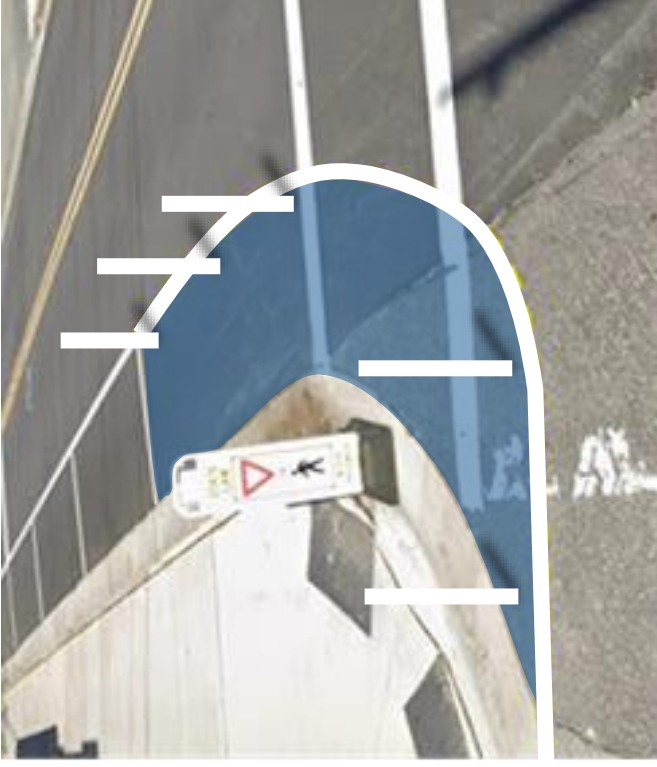
Why this works:

- Physically prevent trips/falls (rather than a visual indicator – universal design)
- Adds aesthetic/green touch to downtown.
- Very low-cost.

Safety concern: Pedestrians attempting to cross Main St are difficult to see, and drivers fail to yield



Recommended intervention: Temporary “bulb-out” (short-term) with longer-term improvement if deemed effective



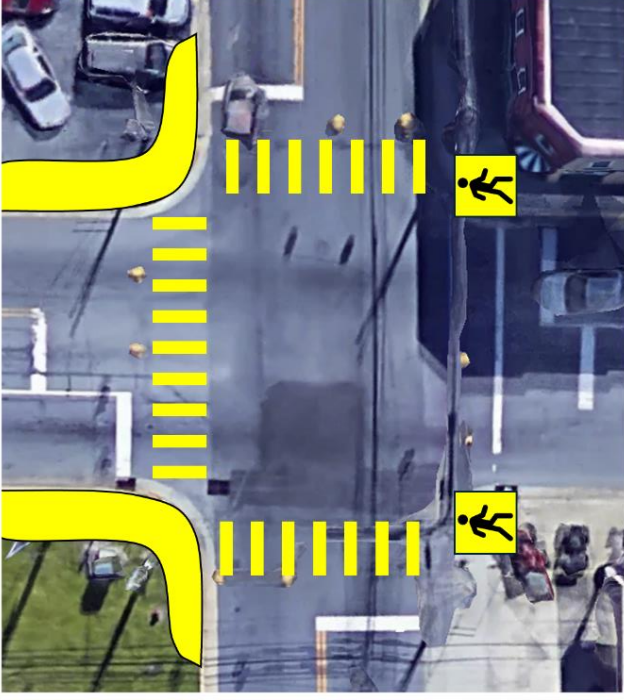
Why this works:

- Shortens pedestrian crossing distance.
- Provides increased visibility for both drivers and pedestrians.
- Leverages results and existing materials from earlier quick builds, which improved crosswalk compliance and decreased vehicle speeds.

Safety concern: Only one simple crosswalk at this intersection, and no pedestrian crossing signals





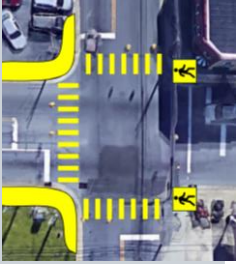


Proposed intervention: Petition NCDOT (*conversation begun!*) to install curbs/sidewalks at NW or NE corner along with crosswalks; install pedestrian signal(s)



Why this works:

- Provides separated, safe pedestrian crossing infrastructure.
- Indicates to drivers that pedestrians may be present.
- Provides crossing guidance for pedestrians (including those who are visually-impaired).

Location/safety intervention	Est. cost	Potential funding sources	Draft rendering
Depot St/N Railroad St curb cut, crosswalk, and sidewalk infill	\$ \$	TOW (curb cut and sidewalk) Safe Routes to School grant (crosswalk)	
Main St painted railroad crossing	\$ \$	TOW (median modifications) Safe Routes to School grant (crosswalk and CSX fees, if needed)	
Fire/PD station planter	\$	Safe Routes to School grant	
Main/Railroad bulb-out	\$	TOW and existing materials	
Main/Mill intersection pedestrian signals, curbs, and crosswalks	\$ \$ \$	NC DOT, with potential support from TOW	



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

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: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- May 5, 2025 Budget Progress Meeting; and
- May 12, 2025 Regular Meeting Minutes; and
- May 20, 2025 Budget Work Session #1 Meeting; and
- May 21, 2025 Budget Work Session #2 Meeting; and
- May 27, 2025 Budget Work Session #3 Meeting; and
- June 2, 2025 FY 2025-2026 Budget Public Hearing.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, MAY 5, 2025 AT 6:00 PM
BUDGET PROGRESS MEETING MINUTES**

The Winterville Town Council met in a Budget Progress 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
Johnny Moye, Mayor Pro Tem
Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim 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 Harrell gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All Present.

APPROVAL OF AGENDA:

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to approve the agenda. Motion carried unanimously, 5-0.

ITEMS FOR DISCUSSION:

1. School's Out: Summer Fun Youth Event on June 28, 2025 from 12 noon – 3:00 pm at Hillcrest Park, 2418 Carmon Street, Winterville, NC.

Council and Staff discussed the event. Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Councilwoman Hawkins and seconded by Councilwoman Harrell to approve the School's Out: Summer Fun Youth Event on June 28, 2025. Motion carried unanimously, 5-0.

2. Update on FY 2025-2026 Budget. Finance Director Manning gave the following presentation. Town Manager Parker noted the NTA information in the booklets.



**FY 2025-2026
Budget Progress Meeting
Monday, May 5th, 2025
Town Hall Assembly Room**

General Fund Revenues:

- ✓ The DRAFT Budget is in the works – anticipate a DRAFT being delivered on May 19th.
- ✓ FY 2025-2026 Budget Calendar has been previously provided for Council's information.
- ✓ **Current tax rate is \$0.45.** The tax rate was reduced from .475 to .45 after the 2024 tax revaluation.
- ✓ Property Tax budget will be calculated with a **98%** collection rate. This is our normal collection rate. The present year valuation is **\$1,297,746,298** and the new valuation is **\$1,360,832,543**.
- ✓ Sales and Use Tax will continue to be difficult to budget for. We had tremendous increases over the last few years mostly driven by stimulus funding, rising inflation, and changes in consumer spending. Economists are suggesting that the growth rate will decline compared to prior years. The general uncertainty around the economy continues to make sales tax difficult to forecast. These revenues run on a three-month lag. Economist are still expecting population growth, possible increased inflation, and increased economic activity that will contribute to increased sales tax. We are recommending that the Town use a 2% growth factor compared to current year revenues which is more conservative than the leagues 2.8%. This will generate an estimated increase in the amount of **\$19,092** over the original budget revenue for FY 2024-2025.
- ✓ Powell bill distributions are expected to remain consistent with FY 2024-2025 with an estimated amount of **\$378,918**.
- ✓ Historically Utility Franchise Tax revenues have been stable from year to year, however the league is projecting that electric sales tax revenue will increase by 6.3% in FY 2025-2026. We are recommending a 5% increase for the FY 2025-2026. Revenues are expected to be approximately **\$444,507** and this will generate an estimated increase of \$64,651.
- ✓ The Building Inspections Department continues to be busy. Based on conversations with our planning/inspections department, developers are moving forward at a steady pace. This will allow for revenues to remain constant. We are estimating those revenues to be **\$185,000**.
- ✓ Interest income is projected to decrease compared to last year as economist are expecting interest rates to decline to around 3.5% - 3.25% by the end of 2025. Interest Income is expected to be around **\$496,400** for the General Fund.

- ✓ All other General Fund revenues are expected to be slightly **higher** for the FY 2025-2026 Fiscal Year.

Enterprise Funds:

- ✓ Electric revenues are expected to increase slightly with an estimated growth rate of **1%** showing electric sales increase in the amount of \$70,255 to be approximately **\$7,095,704**.
- ✓ Water revenues are expected to increase slightly with an estimated growth rate of **1%** showing water sales to be approximately **\$1,598,025**.
- ✓ Sewer revenues are expected to increase slightly with an estimated growth rate of **2%** showing sewer sales to be approximately **\$2,780,514**. Winterville (who is a member of the Contentnea Metropolitan Sewerage District) will see a decrease in the amount of \$166,474. The current year budget is \$1,429,770 and will be decreased to **\$1,263,296**. The decrease equates to about a 12% decrease in our contribution.
- ✓ Storm water sales growth is expected to be flat at the same **1%**, with revenues **increasing from \$530,000 to \$535,300**.

Notable Items:

- ✓ First National Insurance is anticipating that the renewal will have a **6%** increase in health insurance premiums and no increase in dental insurance premiums.
- ✓ We have two loans in the General Fund that will no longer be on the books in the 2025-2026 fiscal year with one loan in the amount of \$101,610 for the Winterville Recreation Park and the other loan in the amount of \$11,932 for the downtown land payment. We also have one loan in the Electric Fund in the amount of \$98,112 and a loan in the amount of \$32,689 for Pump stations in the Sewer Fund that will be coming off the books in the 25-26 fiscal year.
- ✓ We have new debt service payments scheduled for this fiscal year in the General Fund in the total amount of \$142,519 for Town Christmas Lights, Paving Head, John Deere Gator, two Public Works trucks, and an Excavator. The Sewer Fund will also have a new debt service payment in the amount of \$61,656 for a Sewer Crane Truck and Sewer Pump Replacements.
- ✓ The Town will receive an \$8,397,232 Sewer loan for the construction of the Pump Station Rehabilitation Project. This is a 20-year loan with payments at \$419,863 a year beginning in May 2027. We also received a loan for \$165,000 from NCDEQ for the Lead Line Service Inventory Project in the Water department. This is a 5-year loan with payments at \$33,000 a year beginning in May 2025.
- ✓ In 2024 we were approved to receive an AIA Sewer Grant in the amount of \$150,000 and an AIA Stormwater Grant in the amount of \$400,000 from NCDEQ.

Town Manager Parker noted that the CMSD contribution has decreased and the insurance has increased, however, it is a slight increase. Mayor Pro Tem Moye concerning the health insurance benefits, have we checked with other vendors. Town Manager Parker said no, however, NCLM has even dropped this type coverage. Mayor Pro Tem Moye asked did NCLM help us find our vendor. Town Manager Parker responded no; the broker is still the same. Councilwoman Roberson asked will the first draft of budget include the NTA. Town Manager Parker said it will include what they are shown in FY 24-25 budget.

Mayor Hines noted the control burn at Vernon White House. Hats off and excellent job off to all those involved.

Mayor Pro Tem Moye noted that CityVision was a success to all involved especially the Economic Development workshop. Councilwoman Roberson said thanks to the Greenville folks for putting on CityVision

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

ADJOURN:

Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Smith to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 6:33 pm.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
MONDAY, MAY 12, 2025 - 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
Johnny Moye, Mayor Pro Tem
Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman

Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim 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
Donald Harvey, Town Clerk

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

INVOCATION: Councilwoman Roberson gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL:

APPROVAL OF AGENDA:

Manager Parker noted the amendment to the Agenda.

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

PROCLAMATIONS: Town Clerk Harvey presented the following Proclamations:

1. Mental Health Awareness Month.
2. Council on Aging.
3. Police Week.
4. Public Works Week.
5. J. B. Hill 90th Birthday.

Mayor Hines read J. B. Hill 90th Birthday Proclamation and made a presentation.

PRESENTATIONS:

1. Dayna Farrington, Mental Health Awareness.





IFS Mobile Crisis Program Goals



Integrated Family Services

Mobile Crisis Management Services

Focus

- Short-term service that include:
 - Intervention
 - Stabilization
 - Prevention
- Behavioral health crises are self defined and related to:
 - Mental Health
 - Substance Use
 - Developmental Disability
- Situational crisis

Service Structure

- 24/7/365 coverage
- Qualified team
 - Qualified Professionals, Licensed Clinical Social Workers, Licensed Clinical Addictions Specialist, Certified Substance Abuse Counselors, and Qualified Intellectual Developmental Disabilities Professional, Psychiatrist
- Accessible to all citizens (children, adolescents, and adults) regardless of insurance coverage
 - Trillium Health Resources' members
 - Contracted with all NC Medicaid Managed Care Health Plans (WellCare of NC, AmeriHealth Caritas, Healthy Blue of NC, UnitedHealthcare of NC, Carolina Complete Health)
 - Some 3rd party insurances
- Response time
 - Telephonic: 1 hour
 - Face to face: 2 hours

Integrated Family Services



Clinical Outcomes

2025	137 total crisis responses in Pitt County
Jan-April	
2025	91% of individuals diverted from hospital setting
Jan-April	
2025	91% of our responses are within 1 hour
Jan-April	



Crisis Chat 24/7/365

- *Online emotional support
- *Alternative for those who may not be comfortable with in-person services
- *Designed with youth in mind but can be assessed by anyone needing it
- *Can be anonymous
- *Chat with Qualified Chat Specialists
- *Access through the QR code QR through the IFS or Trillium website
- *No charge to the individual utilizing the service
- *Additional resources can be shared through the chat



Contact Information:

Dayna Farrington

252-702-0503

Dayna.Farrington@
Integratedfamilyservices.net

Mayor Hines asked how it compares to state numbers. Dayna Farrington said she feels like it is high but cannot say for sure.

PUBLIC COMMENT: Mayor Hines read the Public Comment Policy.

1. Mat de Jesus: Thanks for cutting tree limbs off wires, Cox Cable dangling cable and protecting residents from their neglect.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Schedule Public Hearing for 2020 Global Investments Annexation.
2. Schedule Public Hearing for Quail Trace Annexation.
3. Schedule Public Hearing for Hunsucker Rezoning.
4. Schedule Public Hearing for Stella Little Rezoning.

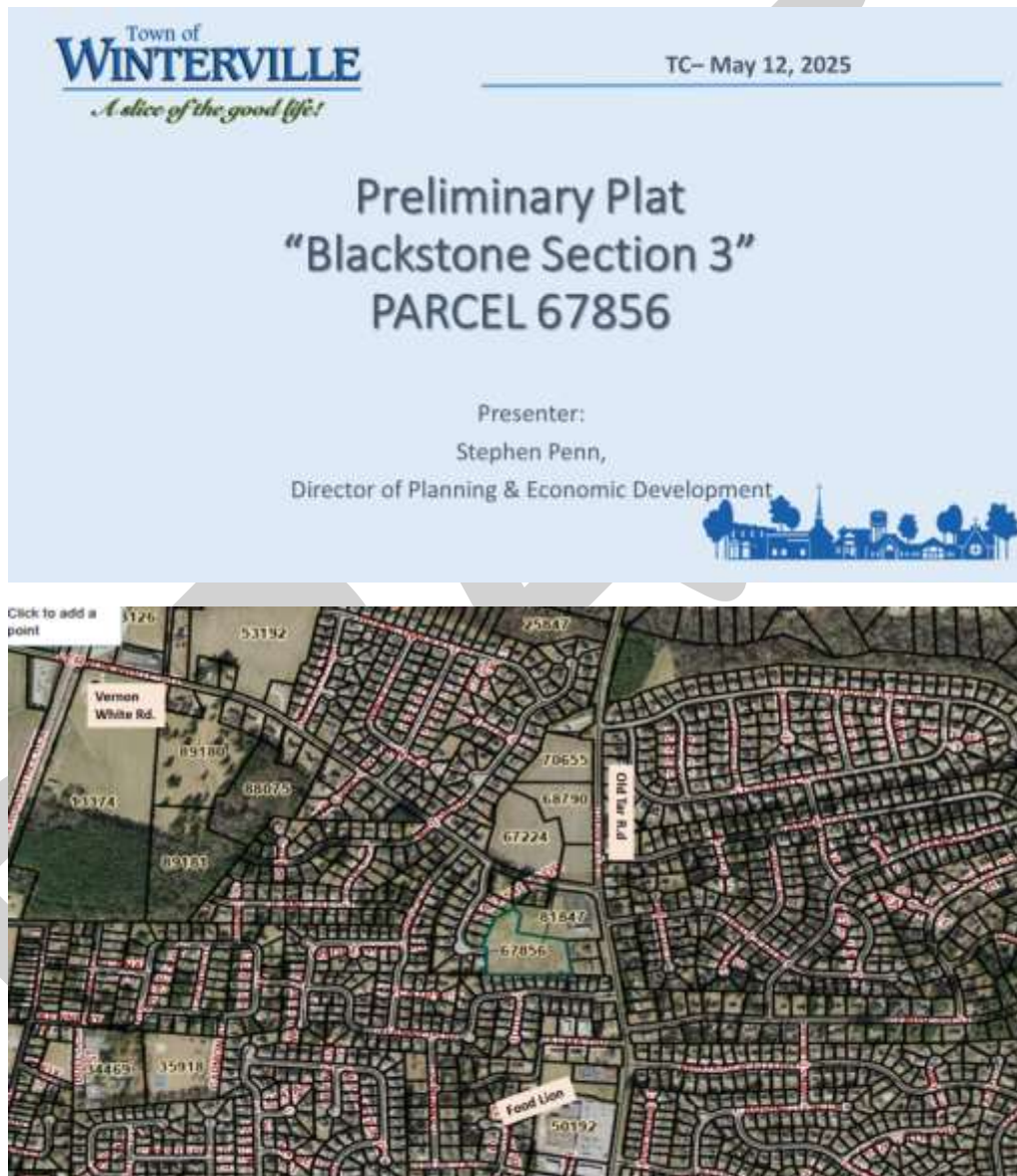
Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Moye to approve the consent agenda. Motion carried unanimously, 5-0.

OLD BUSINESS: None

NEW BUSINESS:

1. Blackstone Section 3 Preliminary Plat.

Planning and Economic Development Director Penn gave the following presentation:



- Applicant: Ark Consulting Group (Scott Anderson)
- Location: Within Existing Blackstone Subdivision (between phase 1 and the Kingdom Hall Church).
- Parcel Numbers: 67856
- Site Data: 4.83 Acres; 12 Single Family Detached Lots.
- Zoning District: R-12.5.
- Overview:
 - 12 Single-Family Residential Lots.
 - Interconnectivity with existing "Blackstone Drive".
 - There is an existing fire lane that provides a second means of access into this subdivision should there be an emergency. (This was dedicated and built during the Kingdom Hall Project).



Staff Recommendation:

- Staff recommends **approval** of the Blackstone Section 3 Preliminary Plat as it has been reviewed and has received Technical Review Committee (TRC) approval.
 - If approved, Blackstone Section 3 will submit Construction Drawings. & Eventually a Final Plat.
- Planning and Zoning Board **unanimously recommended approval** at their April Meeting.

Question?



Councilwoman Roberson said she has concerns for safety and adjacent homeowners about the access road and use. Councilwoman Harrell asked when will adjacent homeowners will be notified? Planning and Economic Development Director Penn said no notice will be sent, will be glad if instructed by Council. Mayor Hines said will become more active with this development. This development predated the 2 entrance/exit desire. Town Manager Parker not sure why this is not being maintained as an access road. Developers will be required to bring it up. Mayor Pro Tem Moye is concerned homes are built to same level as existing development. Town Attorney Lassiter Town can have limited power over requirements. Councilwoman Hawkins asked when will letters be sent

Motion made by Councilwoman Hawkins and seconded by Councilwoman Roberson to send letter to existing Blackstone residents concerning new plat.

Mayor Pro Tem Moye said will letters be sent to anyone when a house is being built. Town Manager Parker asked to who will letter be sent? Town Council discussed alternatives on access road/emergency road.

Motion carried, 4-1. Councilwoman Smith opposed.

Mayor Pro Tem Moye asked is the main issue on condition of access road.

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to approve the Blackstone Section 3 Preliminary Plat. Motion carried, 4-1. Councilwoman Roberson, opposed.

2. Eleven at Main Final Plat.

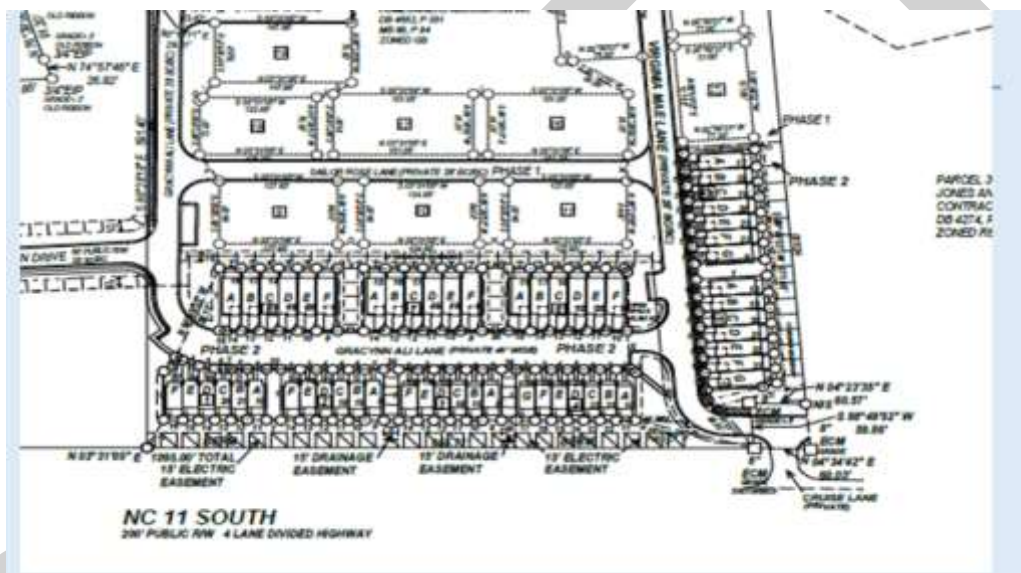
Planning and Economic Development Director Penn gave the following presentation:

Final Plat "Eleven at Main Phase 2" PARCEL 67856

Presenter:
Stephen Penn,
Director of Planning & Economic Development



- Applicant: Eleven at Main LLC.
- Location: Between Highway 11 and Mill St. Phase 2 of existing Eleven at main development
- Parcel Numbers: 91583
- Site Data: 4.07 Acres; 57 Single Family Attached Lots in 9 buildings.
- Zoning District: Multi-Family Residential.



Town of WINTERVILLE

A slice of the good life!

Eleven at Main Ph 2 FP

Staff Recommendation:

- Staff recommends **approval** of the Eleven at Main Phase 2 Final Plat as it has been reviewed and has received Technical Review Committee (TRC) approval.
- Planning and Zoning Board **unanimously recommended approval** at their April Meeting.

Question?



Councilwoman Roberson said she is astonished with number of retention ponds. Planning and Economic Development Director Penn said at the present time, this area, the ponds have been built.

Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Smith to approve the Eleven at Main Final Plat. Motion carried unanimously, 5-0.

3. WHRB Replacement Members.

Town Manager Parker commented that the Winterville Human Relations Board (WHRB) shall consist of six (6) members appointed by the Town Council. The term of office for each WHRB member shall be for a two-year term. Town Council shall appoint one (1) member of Town Council to act as the liaison to the WHRB. The appointed liaison shall attend the WHRB meetings and keep Town Council informed as to the activities of the WHRB. The Town Clerk shall serve as the Staff liaison to the WHRB.

Applications are taken continuously on the Town website and advertised monthly in the Town newsletter. Applicants on file are as follows:

- LaTonya Jones.
- Dr. Raymond James.

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

Motion made by Councilwoman Roberson to appoint Shetoria Roach to the WHRB and Ray James as an alternate. It was noted that the WHRB By-laws do not call for an alternate. Councilwoman Roberson withdrew her motion.

Motion made by Councilwoman Roberson and seconded by Councilwoman Harrell to appointed Shetoria Roach and Ray James to the WHRB. Motion carried unanimously, 5-0.

Council discussion was that the WHRB bring back an amendment to the by-laws to allow for an alternate member.

4. Change August Meeting Date.

Town Clerk Harvey noted that the 2025 ElectriCities Annual Conference is scheduled for August 11 – 13, 2025 creating a conflict with the Town Council Regular Meeting on Monday, August 11, 2025. Staff recommends that the meeting be changed for the Town Council Regular Meeting Date to Monday, August 4, 2025.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to change the August 11, 2025 Regular meeting to August 4, 2025. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

1. Ripe for Revival.

Councilwoman Harrell asked that Council think about places and way this could be utilized in Town. Mayor Hines said get with Economic Planner Daughtry for help. Councilwoman Harrell noted they are already coming, and we can assist, and it will help our community. Mayor Pro Tem Moye noted they come every Thursday to the Community Fire Department

2. Affordable Housing.

Councilwoman Hawkins noted in terms of availability, in our growth. Keep in mind. We want to move forward and upward. Additional discussion and keep at forefront. Councilwoman Roberson asked what definition is. Mayor Hines said 29% of income.

3. Staff.

Councilwoman Hawkins asked how does Council acknowledge staff and indicate staff for recognitions? Town Manager Parker said there is not an official day or month. Many are recognized in unique ways. Assistant Town Manager Bowers said we have special weeks/months to recognize them. Mayor Hines said we could establish a special time for Council to show their appreciation. Town Manager Parker said certain department heads do special things. Mayor Pro Tem Moye said merit pay goes with a long time, if done the right way it is helpful. Town Manager Parker said we have and are improving our system to make recognition. Councilwoman Hawkins said every employee needs to be recognized. Appreciation and recognition are very important.

4. Juneteenth.

Councilwoman Hawkins said Juneteenth discussion at WHRB meeting noted that transparency is essential. The Chamber has an event planned that will transpire. Town Manager Parker asked could you recap your plans? Councilwoman Hawkins said WHRB has a Movie night planned? Councilwoman Hawkins discussed and involved discussion on event. Town Manager Parker responded to comments and discussed details. Councilwoman Hawkins said things are not historic. Times are changing. Why can an in-Town Board be charged for use of equipment.

Mayor Hines left the Board meeting he was attending due to another engagement. Will need more people to carry out these events. Need more volunteers for many events and other events.

Councilwoman Smith asked if this event involved only around the movie. Not aware of all intricacies. Councilwoman Hawkins said she gets emails all the time that there is an event upcoming shortly. Finding reasons not to do things; we need a policy for Town Board uses. Parks and Recreation Director White explained licensure varies by type of category. Councilwoman Hawkins said she does not see the barrier of movie and speakers. Share what Juneteenth is about. Movie to bring community together. Councilwoman Roberson questioned the availability of staff. Town Manager Parker explained the reason for non-availability. Councilwoman Hawkins said I do not understand. Parks and Recreation Director White explained the process for showing the movie. Councilwoman Hawkins noted how things are not very complicated and does not understand. Council can solve a barrier. Nation is divided. Chamber seems to be able to have events. Mayor Pro Tem Moye asked what you need for the event. Councilwoman Hawkins talking about having a movie; need approval.

Motion made by Councilwoman Roberson and seconded by Councilwoman Harrell to approve Juneteenth movie event hosted by WHRB and use of Town equipment on June 20th. Motion carried unanimously, 5-0.

5. Complaint Process.

Councilwoman Hawkins wanted to let public know that she requested Town Manager Parker about complaint process and procedure. Would like to know how to proceed. Felt like she was on one side. Requests with proper process. Procedure was outdated and hard to read. Part of process is by a number of ways. How is an anonymous process referenced? Chief Williams assisted. How does an anonymous complaint to be followed-up on? Chief Williams said we do not have an online way to respond. The 6th Amendment allows facing the accuser. Councilwoman Hawkins said Policy says you can file an anonymous complaint, how do you. Chief Williams said we are proceeding with NCLM to find a resolution. Town Manager Parker said we do have a reference number. However, in time, an anonymous complaint may no longer be anonymous. Councilwoman Hawkins said there are ways it can be done and get clarity. Kinks should have been worked out. Police are held to a higher standard. Town Manager Parker we continue to edit forms as part of our improvements. Will keep everyone up to date.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Councilwoman Roberson asked will updates be at a special meeting. Town Manager Parker said will take several; recodification, civility.

REPORTS FROM DEPARTMENT HEADS: (January, February, March, and April). Attached to the Agenda.



First Quarter 2025 Department Reports (January, February, March, and April)

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**TOWN OF WINTERVILLE
PITT COUNTY, NORTH CAROLINA**

**INSPECTIONS / GIS DEPARTMENT QUARTERLY REPORT
Months of January, February, March, and April**

To: Town Council

From: Evan Johnston, Building Inspector / Code Enforcement Officer

Date: April 29, 2025

Building Inspections Division

The following is a list of current projects under construction, which are permitted by the Building Inspections Office. This does not include any number of smaller projects being performed in Town such as residential renovations, additions, decks, pools, and equipment change-outs or small commercial projects including change-outs, minor alterations/renovations, etc. The Inspections Division continues to work closely with the Fire Department to inspect places of business to ensure code compliance and safety. Work performed by the Inspections Division is done with the intention to protect life, health, and safety of all Town of Winterville citizens and businesses.

- PCC Welding Building: This project is currently in the framing and framing and rough-in phase.
- Christ Covenant School Expansion: This project is currently in the framing and rough-in phase.
- Venice Nail & Spa: This is a first-time commercial upfit in the Lowes Foods shopping center. This project is in the final construction stage. Temporary power has been approved.
- Hot Worx: This is a first-time commercial upfit in the Lowes Foods shopping center. Framing and rough-in inspections were recently approved.
- Club Pilates: This was first-time commercial upfit in the Lowes Foods shopping center. Certificate of Occupancy was issued February 24, 2025.
- Glo Med Spa: This was first-time commercial upfit in the Lowes Foods shopping center. Certificate of Occupancy was issued February 24, 2025.
- 4746 Reedy Branch Rd: Commercial shell building has been completed with Certificate of Compliance issued on April 3, 2025. An upfit of Unit A in this building is underway with framing and rough-in inspections being the most recent inspections approved.
- Reedy Branch Storage: Construction is nearing final stages. Final inspections are the remaining inspections for this project.
- Villa Grande Phase 3: Final phase of Villa Grande subdivision. This project is ready for Zoning Compliance applications which would be followed by building permit applications. This final phase is comprised of 40 lots.
- Brookfield Section 4 Phase 1: Final section and phase of Brookfield subdivision. This section has 31 lots. There are 4 lots available to be built on, 8 houses under construction, and 19 houses complete.

There are a number of small projects being performed in town such as renovations, additions, decks, pools, and equipment change outs. The inspections Office continues to work closely with the Fire Department to inspect places of business for building code compliance and help with any fire investigations. We continue to try to stay on top of all construction work being performed so as to protect the life, health, and safety of all Town of Winterville citizens.

Building Inspections Division – 1/1/2025 – 4/30/2025

Description	Quantity
Commercial Building Permits – New Construction	2
Commercial Building Permits – Additions/Alterations	9
Single Family Dwelling Permits – New Construction	8
Residential Additions, Alterations, and Detached Buildings	4
Electrical, Mechanical, Plumbing, Gas, and Miscellaneous Permits	242
Inspections Performed	1,055
Number of Days Inspections Performed	67
Average Number of Inspections per Workday	15.75

Code Enforcement Division

Code Enforcement Nuisance Cases – 1/1/2025 – 4/30/2025

Description	Quantity
Closed Cases – Complied	21
Closed Cases – Abated	12
Closed Cases – No Violations Found	10
Open Cases	14
Total Cases	57

Electric Department Quarterly Report

January, February, March, April

- 622 General Work Orders.
- 388 Cut Offs and Notes.
- 464 Locates.
- 186 Water Meter and Erts Changeouts.
- 82 Electric Meter Changeouts.
- 26 New Water Services.
- 34 New electric services.
- 1 Energy audit and 1 Electric Meter Test.
- 9 Street light repairs.

Completed repair to all downtown decorative lighting. All lights are on.

Installed Electric infrastructure to 5 new homes on Jones st. at Winterville Manor.

Installed 1000' of OH primary along Highway 11.

Installed secondary services to 18 condos at 11 & Main.

Installed 1200' of UG primary with 6 new pad mount transformers to complete infrastructure to Phase 2 of 11 & Main.

Extended 225' of UG primary with transformer to feed new home site on Vernon White Road.

Removed 5 trees at Parks and Rec. that were dead and hazardous.

**Finance Department
Quarterly Report**

**Town of Winterville
January – April 2025**

Audit:

The Council approved the annual audit contract with the audit firm Thompson, Price, Scott, Adams, & Co., PA for the 2025-2026 fiscal year at the March 2025 Town Council meeting. We will set a timeline for the pre-audit and the final audit with the auditors in the next couple weeks. The Local Government Commission has changed the audit due date from October 31st to December 31st beginning with the 24-25 fiscal year audits. Although the due date has changed, the auditors plan to stay on the same time frame path as in the past.

Budget:

Departments have submitted their 2025-2026 departmental budgets to management and staff has been preparing revenue and other expenditure budget calculations. The next budget meeting will be the Town Council and Manager Progress Meeting that will be held on May 5th. The agenda for the April Town Council meeting included a budget amendment to cover the cost needed to repair the squad engine in the Fire department, Public Building repairs, engineering for the crosswalk at South Central High School, engineering for the Cemetery Expansion project, and to cover debt service expenses for the Lead Service Line loan. We will have the final budget amendment in June to close out the year end.

Taxes:

The 2024 Tax Bills were mailed out mid-August and were due on September 1, 2024. Interest was added to the delinquent bills on January 6th with additional interest that will be added on the 1st of each month afterwards. The advertisement for the delinquent tax bills was advertised in the newspaper on March 19th, 2025. As of April 30th, we have collected \$5,892,412.88 in revenue for the 2024 taxes.

Utility Rates:

Along with staff recommendations, in the 2024-2025 budget Council approved Electric rate adjustments to the facilities charge and the energy charges to help offset the large swing in customer bill amounts during the peak winter and summer months. This eliminated the need for the Power Cost Adjustment for now, however, we will continue to monitor the prices of Natural Gas. The budget also included an increase of \$3.50 per household account/per month for sanitation and an increase of \$7.00 per household/per month to the sewer flat rate. Staff will continue to evaluate rates and cost for the 2025-2026 budget year.

Energy Assistance:

The Town is continuing to partner with Greene Lamp Community Action Agency to provide assistance to the Town of Winterville customers with their Electric Bills. We have posted information about this process on posters at the Town Hall, the Town's website, and the monthly newsletter. A representative from Greene Lamp is scheduled to be in the Town Hall every Tuesday for the time being from 10:00 AM – 3:00 PM to offer information and guidance to customers regarding the Greene Lamp program and the application. Customers who applied and were approved for assistance one year ago, are eligible to apply again for the yearly one-time assistance. We also have an area resource list available for customers that list other entities that may offer assistance.

Please contact me at 756-2221 ext. 2351 with any questions that you may have.

Jessica Manning, Finance Director

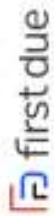
Fire-Rescue-EMS Quarterly Report

Months of January, February, March, and April



Monthly Report (Inspections)

INSPECTION TYPE	COL_1
TOW-12	64
TOW-6	3
TOW-24	22
ETJ-24	3
ETJ-12	4
Foster Home	6
Special Request	5
Total	106



Winterville Fire-Rescue-EMS
Address: Winterville, NC, 28590



CALL VOLUME

INCIDENT TYPE	COL 1
100 - Fire, other	1
111 - Building fire	6
113 - Cooking fire, confined to container	2
118 - Trash or rubbish fire, contained	2
141 - Forest, woods or woodland fire	3
142 - Brush or brush-and-grass mixture fire	5
143 - Grass fire	1
151 - Outside rubbish, trash or waste fire	1
311 - Medical assist. assist EMS crew	167
320 - Emergency medical service incident, other	2
321 - EMS call, excluding vehicle accident with injury	158
322 - Motor vehicle accident with injuries	14
323 - Motor vehicle/pedestrian accident (MV/Ped)	2
324 - Motor vehicle accident with no injuries	9
352 - Extrication of victim(s) from vehicle	2
412 - Gas leak (natural gas or LPG)	2
424 - Carbon monoxide incident	2
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	1

Report ID: 8461

This report was generated on 05/02/2025 12:14 PM

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CALL VOLUME

Winterville Fire-Rescue-EMS
Address: Winterville, NC, 28590



INCIDENT TYPE	COL_1
445 - A/cng. shifted electrical equipment	1
500 - Service Call, other	4
542 - Animal rescue	1
550 - Public service assistance, other	2
551 - Assist police or other governmental agency	1
553 - Public service	26
554 - Assist medical	11
600 - Good intent call, other	3
611 - Dispatched & canceled en route	43
622 - No incident found on arrival or dispatch address	4
631 - Authorized controlled burning	1
651 - Smoke scare, odor of smoke	3
700 - False alarm or false call, other	2
731 - Sprinkler activation due to malfunction	2
735 - Alarm system sounded due to malfunction	4
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	20
746 - Carbon monoxide detector activation, no CO	1
813 - Wind alarm, tornado/hurricane assessment	1

Report ID: 8461

This report was generated on 05/02/2025 12:14 PM

Page: 2 of 3

CALL VOLUME

Winterville Fire-Rescue-EMS
Address: Winterville, NC, 28590



INCIDENT TYPE	COL_1
(NULL)	
Total	512

Report ID: 8461

This report was generated on 05/02/2025 12:14 PM

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WFREMS-NFIRS: Turnout Time - Response Performance - Year to Date-copy

APPARATUS NAME	TOTAL RESPONSES	AVERAGE	90TH %	RESPONSES WITHIN 80 SECONDS	% WITHIN 80 SECONDS
1501 - Squad	303	00:01:07	00:02:53	185	61.06%
1502 - Engine	197	00:01:45	00:02:54	83	42.13%
1506 - Rescue	15	00:04:49	00:09:31	2	13.33%
1508 - Truck	18	00:04:14	00:08:09	2	11.11%
1509 - Brush	9	00:03:59	00:07:05	1	11.11%
Total	503	00:00:20	00:03:07	269	53.48%



WFREMS-NFIRS: Total Response Time - Response Performance - Year To Date-copy

APPARATUS NAME	TOTAL RESPONSES	AVERAGE	90TH %	RESPONSES WITHIN 6 MINUTES	% WITHIN 6 MINUTES
1501 - Squad	303	00:04:11	00:07:55	196	64.69%
1502 - Engine	197	00:05:20	00:07:37	131	66.50%
1506 - Rescue	15	00:08:07	00:20:25	3	20.00%
1508 - Truck	18	00:09:18	00:11:50	5	27.78%
1509 - Brush	9	00:08:21	00:18:34	3	33.33%
16CAR1	67	00:06:37	00:13:11	28	41.82%
16CAR2	31	01:44:10	00:08:54	18	58.06%
4101	5	00:04:18	00:05:18	3	60.00%
4201	1				0.00%
4206	1				0.00%
5101	3				0.00%
Fire Marshal	2	00:12:11	00:16:00		0.00%
POV	3	00:10:23	00:21:23	2	66.67%
(NULL)	32				0.00%
Total	545	00:00:40	00:08:15	342	62.75%

Human Resources Department Quarterly Report Months of January, February, March, and April

To: Town Council
From: Angie Fuller, Human Resource Director
Date: April 30, 2025

Listed below is information on our United Way Campaign, Classification & Pay Study, and our open positions. If you have any questions, please don't hesitate to contact me.

United Way Campaign- January

- We reached our goal of \$2,500. We will continue to sale snacks and drinks at our different location break rooms so that we will have funds to start another campaign later in 2025.

Classification and Pay plan Study

- Erika Phillips with the Maps Group came on January 16th & 17th and met with all full-time employees for a brief orientation and answered questions. All full-time Employees were asked to fill out position description questionnaires (PDQ) All questionnaires were due in HR by February 14th.

Open Positions

- In the month of January, we had 7 open positions, all were posted on our website and information board located in the front of Town Hall.

Recently posted

- > Electrician/Instrumentation Technician

Ongoing positions in Parks and Rec.

- > Baseball scorekeeper
- > Concession Attendant
- > Site Supervisor

Ongoing positions in Fire & Police

- > PT Fire Engineer
- > PT Firefighter
- > Police Officer

Status of positions posted & closed

- Facility Maintenance Technician (Part-time) - John Truselo started January 13th.
- Fire Engineer- we had 4 out of 5 candidates that took the written test and physical/agility test on January 6 - 8. Interviews were scheduled, that was the last part of the process.
- We had a new recruit that just started BLET December 30th, TJ Harris.

Open Positions- February

- In the month of February, we had 7 open positions, all were posted on our website and information board located in the front of Town Hall.

Recently posted

- Executive Staff Assistant - closing date February 14, 2025.

Ongoing positions in Parks and Recreation

- Baseball scorekeeper.
- Concession Attendant.
- Site Supervisor.

Ongoing positions in Fire and Police

- PT Fire Engineer.
- PT Firefighter.
- Police Officer.

Status of positions posted and closed

- We had 2 candidates to apply for the Electrician/Instrumentation Technician position. Interview panel was Cliff McGuffin, Chad Skinner, Angie Fuller.
 - Fire Engineer- was a re-hire, the employee that originally vacated the position
 - We did a 3-part process for the Police Patrol Lieutenant position. Interviews were February 5 & 6th. Interview panel- Lieutenant Rown with the Ayden Police department, Captain Bradbury with the Washington Police department and Angie Fuller. The second part to the process was written Supplemental questions that were graded by internal assessors- Chief Williams, Terri Parker, Jim Miller, Angie Fuller. The final part of the process was a written assignment presented in front of the internal assessors.

Classification and Pay plan Study- March

- The majority of the Position Description Questionnaires (PDQ), were mailed to Erika Phillips with the MAPS group. The next step will be for them to come back and talk to Employees about their jobs and what they do, those meetings will take place late May-June.

Open Positions

- In the month of March, we had 6 open positions, all are posted on our website and information board located in the front of Town Hall.

Ongoing positions in Parks and Rec.

- Baseball scorekeeper
- Concession Attendant
- Site Supervisor

Ongoing positions in Fire & Police

- PT Fire Engineer
- PT Firefighter
- Police Officer

Status of positions posted & closed

- Electrician/Instrumentation Technician, we interviewed, selected a candidate, Bryan Bland, he started Monday, March 24th.
- Patrol Lieutenant- we finished that process, still working on finalizing the candidate.
- Executive Staff Assistant position closed on 2-14-25, in the process of reviewing applications, will be scheduling interviews soon.

Classification and Pay plan Study- April

- The majority of the Position Description Questionnaires (PDQ), have been mailed to Erika Phillips with the MAPS group. The next step will be for them to come back and talk to Employees about their jobs and what they do, the first round of meetings have been scheduled for May 21, 22, and 28th

Open Positions

- We currently have 5 open positions that we are recruiting for, all are posted on our website and information board located in the front of Town Hall. The open positions in Parks and Rec. are being revised and will be re-posted soon.

Ongoing positions in Fire & Police

- PT Fire Engineer
- PT Firefighter
- Police Officer

Recently -Posted

- Electric Line Technician- 1st Class
- Equipment Operator

Status of positions posted & closed

- Patrol Lieutenant - we finished that process – Charles Hamilton was promoted. (We had 5 internal candidates)
- Executive Staff Assistant position closed on 2-14-25, we are still reviewing applications, will be scheduling interviews soon.
- Part-Time Firefighter//Fire Engineer- we started a two-part process Wednesday, April 16th, the physical/agility testing, we had 2 candidates to pass that part, interviews have been scheduled starting May 2nd.

Annual performance reviews

- We will be working on all those at one time - they were due by April 30th.

Parks and Recreation Quarterly Report

Months of January, February, March, and April

Below is a list of accomplishments, programs, activities, coordination's with others for the month of January through April.

Accomplishments

- Comprehensive Plan completed and adopted February 2025
- Awarded \$1300 (matching grant) to host two mother and son movie nights which is supported by a Recreation Program Management Fund Grant from Pitt County Cultural Arts and Recreation in March 2025
- Site Specific Plan completed and adopted April 2025

Programs/Sports

Senior Programs:

- Golden Age Senior Program (January, February, March, April)
 - > Meet Twice a month, 2nd & 4th Thursdays



Adult Programs:

- Zumba-Tuesday evenings 6:00-7:00 pm (January, February, March, April)
- Yoga- Thursday evenings 5:45-6:45 pm (January, February, March, April)
- Bodyweight Fitness Class- Tuesday mornings 7-7:40 am (January, February)

Youth Programs:

- Dance classes- Saturday morning classes 9:00 am-1:00 pm (January-March)
 - All in One Dance (4-7)
 - Ballet & Tap Combo (4-6)
 - Parent & Me Princess Ballet (1.5-3)
 - Princess Ballet (3-5)

Youth Sports:

- Cal Ripken/Tar Heel Spring Baseball
 - Registration (January)
 - Baseball evaluations (February)
 - Baseball drafts (February)
 - Baseball games (March, April)
- Travel Ball Tournament (March)
- Prep work for fields (January-April)
- Basic Skills Baseball Clinic at Next Level Training Center, (February 2nd)
 - (7-9 5:30pm and 10-12 6:30 pm)
- T-ball and Pee Wee registration (February)
 - Practice and games (April)
- Jr. Babe Ruth (13-15-year olds) Registration (February)

Activities/Special Events

- Daddy Daughter Dance (February 6th & 7th)



- Winterville Charter Academy Career Day March 14th)
- Winterville Baseball Opening Ceremony (March 29th)



- Easter Eggstravaganza (April 5th)



- She Tris event- planning (January, February, March, April)

Coordination's with others

Cooper's Cup

- Golden Age Senior Program (February)

Winterville Police Department

- Golden Age Senior Program (January, February, March, April)
- Winterville Baseball Opening Ceremony (March)
- Easter Eggstravaganza (April)

G. Cox Middle School-Athletics

- Softball Field (February, March, April)
- Baseball Field (April)
- Soccer practice and games at Hillcrest Park (February, March, April)
- Track and Field at Winterville Recreation Park (February, March, April)

Winterville Chamber of Commerce

- Upcoming Special Events

Planning and Economic Development Quarterly Report
Months of January, February, March, and April

Highlight of Growth and Projects: This list does not contain all projects but is intended to highlight some of the Town's current projects.

- **Commercial:** Commercial interest continues as demand and growth increases. These are some of the new commercial projects that are in the works:
 - Reedy Branch Road Near Forlines:
 - A few commercial buildings are under construction. This will bring additional commercially leasable space and warehousing.
 - Lowes Foods Shopping Center continues to add businesses:
 - Glo MedSpa, Club Pilates, Burrito Shak, Venice Nail Bar, Hotworx Fitness, with more to come.
 - Vernon White & Highway 11 Commercial Activity:
 - A Preliminary Plat has been submitted showing five new commercial lots on 14 acres.
 - Christ Covenant Addition - Large addition to the school, located on Worthington Road.
 - Pitt Community College Welding Building - adding a 30,000 square foot welding facility that will include 96 welding booths, two fabrication shops and space for robotic welding.
- **Residential:** There are a significant number of residential subdivisions under review however there are not many empty lots on the ground at the moment. Below you will find some of the upcoming residential developments.
 - Reuse and Infill Development: 5 new homes replace the Winterville Manor Retirement Home on Jones Street.
 - Villa Grande (Red Forbes) - Will be adding 40 new lots.
 - Carroll Crossing (Church Street) - Adding 23 new lots.
 - Eleven at Main (Blount Street) - Adding 57 Townhome units.
 - Southbrook (Church Street and Laurie Ellis Rd) - Up to 612 units are under review.
 - Quail Trace (Reedy Branch Road) - Adding 85 new lots.
 - Copper Creek (Reedy Branch Road) - Adding 34 new lots.
 - Neal and Mellon Rezoning (Old Tar Rd and Laurie Ellis) - Parcel 14642 and 25801 (~93 acres) was just rezoned to R - 10 Conditional District.
 - Stella Little Rezoning (Davenport Farm Road and Reedy Branch Road) - Parcel 13781 - Town has received a rezoning request for an R - 6 Conditional District Zone.
 - Blackstone Preliminary Plat (Blackstone Drive) - A preliminary Plat has been submitted showing 12 new residential lots.
 - Mill Street Townes - The Town is currently reviewing construction drawings for 93 single family attached lots.

Police Department Quarterly Report
Months of January, February, March, and April

List of accomplishments, programs, activities, coordination's with others, and notes of any nature.

Events – Senior watch, Summer bash, Coffee with a cop, Easter event.

Instituted communications with various churches for safety and community outreach.

Partner with PCC to teach summer students about investigation techniques. (Criminal Justice program).

Created a partnership with Parks & Rec and Chamber of commerce for various events such senior bingo, glow golf, Easter events, back to school bash, market on the square, golf cart parades, etc.

All attempts at after-hours educational programs with zero attendance. (Over time issue).

Speaking engagements with senior groups and HOA safety meetings.

Currently working on curriculum for Citizen academy (2026).

Introduced more speed safety signs designed to record speeds and educate drivers.

Established Drone program to enhance mission capabilities (Used at Easter and Opening day).

Purchased portable cameras for monitoring town property and high crime areas.

Hired 2 new officers (Whitaker, Harris), Officer Ivey return from deployment.

Public Works Quarterly Report
Months of January, February, March, and April

- 33 Sinkholes were repaired.
- All force main and gravity sewer has been installed for the pump station project up to the Reedy Branch, Church Street and Chapman Street pump station sites.
- Spring cleaning has begun including grass mowing of all Town right of ways and properties.
- State Water inspection was completed in March in which we received a good report with notes of improvements we could make so staff is working on those.
- Ditch maintenance was completed where staff removed a good amount of debris collected over the winter.
- Construction plan reviews, approvals and inspections have been heavy with current construction and submitted plans.
- Staff continues to work on our annual 10% cleaning of the sewer system.

ANNOUNCEMENTS: Town Clerk Harvey noted the following announcements:

- Coffee with a COP: Friday, May 16, 2025; 9:00 am – 10:30 am – Cooper's Cup, 2588 Railroad Street, Winterville, NC.
- Mental Health Awareness Day Event: Saturday, May 17, 2025 @ 2:00 pm – Winterville Community Room.
- Planning and Zoning Board Meeting: Monday, May 19, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Monday, May 19, 2025 @ 7:30 pm - Town Hall Assembly Room.
- Town Council Budget Work Session #1: Tuesday, May 20, 2025 @ 6:00 pm - Town Hall Assembly Room.
- Town Council Budget Work Session #2: Tuesday, May 21, 2025 @ 6:00 pm - Town Hall Assembly Room.
- Winterville Human Relations Board Meeting: Thursday, May 22, 2025 @ 7:00 – Town Hall Executive Conference Room.
- Learn to Ride – Winterville on Wheels: Saturday, May 24, 2025; 9:00 am to 11:00 am – Hillcrest Park.
- Golf Card Parade: Saturday, May 24, 2025; 10:00 am – 2:00 pm – Market on the Square and Downtown Winterville.
- Ready to Ride – Winterville on Wheels: Saturday, May 24, 2025; 2:00 pm to 4:00 pm – Hillcrest Park.

- Memorial Day Holiday – Town Offices Closed: Monday, May 26, 2025.
- Town Council Budget Work Session #3 (Tentative): Tuesday, May 27, 2025 @ 6:00 pm - Town Hall Assembly Room.
- Recreation Advisory Board (Cancelled): Tuesday, May 27, 2025 @ 6:30 pm – Operation Center.
- June Agenda Abstracts/Information Due: Wednesday, May 28, 2025.
- Community Conversations Roundtable: Thursday, May 29, 2025 @ 6:00 pm – Winterville Community Room.
- FY 2025-2026 Budget Public Hearing: Monday, June 2, 2025 @ 6:00 pm - - Town Hall Assembly Room.
- Agenda Review Meeting: Thursday, June 5, 2025 @4:00 pm – Town Hall Executive Conference Room.
- July 2025 Newsletter Information Due: Friday, June 6, 2025.
- Regular Town Council Meeting: Monday, June 9, 2025 @ 6:00 pm - Town Hall Assembly Room.

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

Town Attorney Lassiter: Reminded all of the closed session

Councilwoman Hawkins: Closing remarks wish all a Happy Mother's Day. Remember the WHRB Mental Health Awareness Day event on Saturday May 17th and the Community Conversations Session on Thursday, May 29th. Every meeting teaches me more.

Councilwoman Harrell: Thank you for those that came and stayed tonight. Council's decisions and staff show significance of caring.

Councilwoman Smith: Thank you to residents and public works.

Councilwoman Roberson: Thanks to the Departments. America 250th event is in the planning.

Mayor Pro Tem Moye: Thanks to Council and Staff that help our Town keep working. At CityVision heard compliments of our Town. Thanks to speaker tonight and to Mr. Hill.

Town Manager Parker: No comments.

Mayor Hines: Thanks to Public Works and staff as a whole and to Council.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to go into Closed Session.

(NCGS § 143-318.11. (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.).

Motion carried unanimously, 5-0.

CLOSED SESSION:

ADJOURN:

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 9:35 pm.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
TUESDAY, MAY 20, 2025 – 6:00 PM
BUDGET WORK SESSION #1 MINUTES**

The Winterville Town Council met in Budget Work Session #1 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
Johnny Moye, Mayor Pro Tem
Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim 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: Mayor Pro Tem Moye gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All Present.

APPROVAL OF AGENDA:

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to approve the agenda. Motion carried unanimously, 5-0.

BREAK FOR DINNER

ITEM FOR DISCUSSION: 1. Fiscal Year 2025-2026 Recommended Budget.

UNBALANCED DRAFT BUDGET VERSION #1 – FY 2025-2026

May 19, 2025

Mr. Ricky Hines, Mayor
Mr. Johnny Moye, Mayor Pro-Tem
Mrs. Brandy Harrell, Councilwoman
Ms. Shantel Hawkins, Councilwoman
Ms. Veronica Roberson, Councilwoman
Mrs. Lisa Smith, Councilwoman

RE: Unbalanced Draft Annual Budget (Version #1) for the 2025-2026 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 2025-2026, beginning July 1, 2025 and ending June 30, 2026. 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.

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;*
- *no fee adjustments;*
- *includes some restructuring and new positions;*
- *includes a few capital outlay requests;*
- *includes funding for Non-Town Agency requests – discussion item;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA for employees;*
- *includes an average of 2% Merit for employees;*
- *Health Insurance costs increased 2.98% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums stayed the same;*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve; and*

Below is a brief budgetary summary of point of interests:

General Fund:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends and historical data from the Town. The proposed

budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option sales tax. The inspections line references a full year's worth of anticipated revenue.

This Fund is **out of balance** by **(\$2,756,500)**. 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 \$350,000 for the time being. This transfer amount is the same as FY 2024-2025.

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:

- Non-Town agency requests for FY 2025-2026 total \$107,000. The cash allocation requests for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$40,000;
 - *Boys and Girls Club* - \$10,000;
 - *Winterville Chamber of Commerce* - \$20,000;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$8,500;
 - *Rebuilding Together, Pitt County, NC* - \$10,000;
 - *Winterville Senior Citizens Club* - \$3,500; and
 - *Pitt County Girls Softball* - \$15,000.
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$14,215+/-.
- The in-kind amount for the Winterville Chamber - \$1,210+/-.
- The in-kind amount for the Winterville Watermelon Festival - \$67,770+/-.
- Sheppard Memorial Library has requested a total of \$176,921.

Recreation Fund:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. This Fund is **out of balance** by **(\$1,648,176)**.

Historically, 87+/- percent of the revenues for this Department comes in the form of a transfer from the General Fund. That transfer has not been accounted for in this version of the DRAFT budget.

Enterprise Funds Summary:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of **\$350,000** as is done annually to assist in covering the costs of operations. This amount is currently the same as FY 2024-2025.

Due to the continued rapid expansion of our Town, substantial amount of capital work continues. This Fund is **currently out of balance** by **(\$1,930,479)**. Currently, no fund balance appropriation is included.

Water Fund – \$700,000 is included for water purchases for resale (which is more than FY 2024-2025). This amount covers the water currently purchased from Greenville Utilities. This Fund is currently **out of balance** by **(\$753,105)**. Currently, no fund balance appropriation is included.

Sewer Fund – There are also a few capital requests. This Fund is **out of balance** by **(\$251,733)**. Currently, no fund balance appropriation is included.

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 **\$1,263,296** that reflects the continued implementation of the system for charging member entities based entirely on flow.

Storm Water Fund – This Fund is **out of balance** by **(\$193,113)**. Currently, no fund balance appropriation is included.

Conclusion:

It is with pleasure and an abundance of caution that Staff presents the **Version #1 FY 2025-2026 Unbalanced Draft Budget**. The Draft is **out of balance across all funds by (\$7,403,160)**. 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

Jessica Manning

Jessica Manning
Finance Director

Town Manager Parker and Finance Manager Manning gave the presentation and asked Council for discussion of the Unbalanced Draft Budget Version #1 – FY 25-26

Council discussed the budget summary letter. Councilwoman Smith it was discussed last year eliminating NTA funding. Plenty of other agencies that could come to us and we have many needs, look very closely to what we do. Councilwoman Harrell echo Councilwoman Smith's comment. Mayor Pro Tem Moyer said each one is relevant to the Town and many residents can utilize in some way each of these uses. Councilwoman Smith said Winterville based agencies should be supported but others go out into the County; we need to focus on Winterville services. Councilwoman Hawkins said Winterville residents are utilizing and benefiting from many of these services and all agencies are affecting Winterville residents. Cutting one over the other is unfair; Watermelon Festival takes out the most; smaller amounts take less. Define in-kind to listeners. Town Manager Parker said instead of cash, they utilize space and services of the Town. Councilwoman Hawkins these are volunteer hours, not paid. Town Manager Parker they are services to help the agencies. Councilwoman Roberson asked can we take the in-kind separately? Mayor Hines said even if we do not fund them, they are not going away. We keep asking citizens for more, but we turn around and give away.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to fund the following in-kind amounts: Winterville Chamber of Commerce; \$1,210; Winterville Historical & Arts Society, Inc.: DEPOT; \$7,865; Winterville Historical & Arts Society Inc.: MUSEUM; \$6,350; Winterville Senior Citizen Club; \$2,950; and Winterville Watermelon Festival Committee, Inc.; \$67,770. Total In-Kind \$86,145.

Mayor Pro Tem Moyer asked for clarification. Town Manager Parker asked what clarification? Councilwoman Hawkins said citizens need to know this is only in-kind.

Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to approve Sheppard Memorial Library for the Winterville Public Library; \$176,921. Motion carried unanimously, 5-0.

Councilwoman Roberson discussed a variety of expenditures. Mayor Hines said cap all at \$2,500. Council discussed a variety of options to fund or not to fund agencies.

Motion made by Councilwoman Harrell and seconded by Councilwoman Roberson to approve Boys & Girls Club of the Coastal Plain; \$10,000 and Pitt County Council on Aging; \$8,500. Motion carried 4-1. Councilwoman Smith opposed.

Motion made by Councilwoman Hawkins and seconded by Councilwoman Harrell to approve Winterville Senior Citizen Club; \$3,500.

Mayor Pro Tem Moyer said he has attended and supports them. Councilwoman Smith said we support it less than the County. Councilwoman Roberson said our Parks and Recreation has their own and program that she enjoys.

Motion carried unanimously, 5-0

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve Winterville Chamber of Commerce; \$20,000. Motion carried unanimously, 5-0.

Motion made by Mayor Pro Tem Moyer and seconded by Councilwoman Smith to approve Winterville Watermelon Festival Committee, Inc; \$40,000.

Councilwoman Hawkins noted the variety of activities, vendors fees, Ms. Watermelon should be notified of contest and be given an opportunity.

Motion carried unanimously, 5-0.

Council discussed the intricacies of the Rebuilding Together Program, inside and outside the different programs.

Motion made by Mayor Pro Tem Moyer to approve Rebuilding Together Pitt County; \$10,000. Died for lack of second.

Mayor Pro Tem Moyer said they are going to run our program and they used to get volunteers, now they do not have the volunteers. Town Manager Parker said presently the Urgent Repair balance is \$89,305. Councilwoman Smith said this year have \$10,000. Town Manager Parker said they never requested administration. Councilwoman Smith said Mid-East may have help.

Motion made by Councilwoman Harrell and seconded by Councilwoman Smith not to fund Rebuilding Together Pitt County

Councilwoman Harrell said they could they use some of the money backlogged. Councilwoman Roberson said Mid-East will charge to administer a program. Council had a general discussion on housing repair programs.

Motion carried 4-1. Mayor Pro Tem Moye opposed.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith not to fund Pitt County Girls Softball League; Inc. Motion carried 4-1. Mayor Pro Tem Moye opposed.

Mayor Hines noted that Councilwoman Smith is excused tomorrow night due to a death in the family.

BUDGET WORK SESSION #2: WEDNESDAY, MAY 21, 2025 AT 6:00 PM – TOWN HALL ASSEMBLY ROOM.

ADJOURN:

Motion made by Councilwoman Harrell and seconded by Councilwoman Hawkins to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 8:21 pm.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
TUESDAY, MAY 21, 2025 – 6:00 PM
BUDGET WORK SESSION #2 MINUTES**

The Winterville Town Council met in Budget Work Session #2 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
Johnny Moye, Mayor Pro Tem
Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman – excused for family death
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim 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 Roberson gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All Present except Councilwoman Smith, excused for a family death.

APPROVAL OF AGENDA:

Motion made by Councilwoman Roberson and seconded by Councilwoman Harrell to approve the agenda. Motion carried unanimously, 4-0.

BREAK FOR DINNER

ITEM FOR DISCUSSION

1. Fiscal Year 2025-2026 Recommended Budget.

UNBALANCED DRAFT BUDGET VERSION #2 – FY 2025-2026

May 21, 2025

Mr. Ricky Hines, Mayor
Mr. Johnny Moye, Mayor Pro-Tem
Mrs. Brandy Harrell, Councilwoman
Ms. Shantel Hawkins, Councilwoman
Ms. Veronica Roberson, Councilwoman
Mrs. Lisa Smith, Councilwoman

RE: Unbalanced Draft Annual Budget (Version #2) for the 2025-2026 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the Version #2 of Draft Budget for Fiscal Year 2025-2026, beginning July 1, 2025 and ending June 30, 2026. 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.

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;*
- *no fee adjustments;*
- *includes some restructuring and new positions;*
- *includes a few capital outlay requests;*
- *includes funding for Non-Town Agency requests;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA for employees;*
- *includes an average of 2% Merit for employees;*
- *Health Insurance costs increased 2.98% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums stayed the same;*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve; and*

Below is a brief budgetary summary of point of interests:

General Fund:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends and historical data from the Town. The proposed

budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option sales tax. The inspections line references a full year's worth of anticipated revenue.

This Fund is **out of balance** by **(\$1,746,088)**. 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 \$350,000 for the time being. This transfer amount is the same as FY 2024-2025.

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:

- Non-Town agency approvals for FY 2025-2026 total \$82,000. The cash allocation approvals for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$40,000;
 - *Boys and Girls Club* - \$10,000;
 - *Winterville Chamber of Commerce* - \$20,000;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$8,500;
 - *Rebuilding Together, Pitt County, NC* - **\$0.00**;
 - *Winterville Senior Citizens Club* - \$3,500; and
 - *Pitt County Girls Softball* - **\$0.00**.
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$14,215+/-.
- The in-kind amount for the Winterville Chamber - \$1,210+/-.
- The in-kind amount for the Winterville Watermelon Festival - \$67,770+/-.
- The in-kind amount for the Winterville Senior Citizens Club - \$2,700+/-.
- Sheppard Memorial Library has requested a total of \$176,921.

Recreation Fund:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. This Fund is **out of balance** by **(\$115,873)**.

Historically, 87+/- percent of the revenues for this Department comes in the form of a transfer from the General Fund. A transfer of \$1,043,454 has been added which is the same amount as FY 24-25.

Enterprise Funds Summary:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of \$350,000 as is done annually to assist in covering the costs of operations. This amount is currently the same as FY 2024-2025.

Due to the continued rapid expansion of our Town, substantial amount of capital work continues. This Fund is **currently out of balance** by **(\$1,100,479)**. Currently, no fund balance appropriation is included.

Water Fund – \$700,000 is included for water purchases for resale (which is more than FY 2024-2025). This amount covers the water currently purchased from Greenville Utilities. This Fund is **currently out of balance** by **(\$620,105)**. Currently, no fund balance appropriation is included.

Sewer Fund – There are also a few capital requests. This Fund is **out of balance** by **(\$201,733)**. Currently, no fund balance appropriation is included.

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 decreased to \$1,263,296 that reflects the continued implementation of the system for charging member entities based entirely on flow.

Storm Water Fund – This Fund is **out of balance** by **(\$43,113)**. Currently, no fund balance appropriation is included.

Conclusion:

It is with pleasure and an abundance of caution that Staff presents the **Version #2 FY 2025-2026 Unbalanced Draft Budget**. The Draft is **out of balance across all funds** by **(\$3,688,245)**. 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

Jessica Manning

Jessica Manning
Finance Director

1. Fiscal Year 2025-2026 Recommended Budget

Mayor Pro Tem Moye asked is the general fund out of balance. Town Manager Parker said as stated on the handout. Reduced positions still included are some positions. More changes to come. Equipment that could be financed. Finance Director Manning listed equipment that could be financed in a variety of departments. Mayor Hines are some rolling off debt payments. Finance Director Manning said yes, the list contains those coming off next year. Councilwoman Hawkins asked why inside and outside financing. Town Manager Parker said we look at what is most advantageous to Town; goal is to balance funds and no increases in taxes and fees. Town Manager Parker said merit and COLA have not changed and we continue to look for anything left out. Councilwoman Roberson noted the Audit said enterprise funds rates are to cover expenses. Town Manager Parker said we could adjust rates now to keep things in line. Assistant Town Manager Bowers noted there is an 18-month lag from process to get funds in and rate studies indicate needs and some coming. Town Manager Parker said we anticipate on increases and keeping up with employment. Town Manager Parker said there is no money in budget for the Multi-Purpose Building. Those expense are coming as the specific needs are clarified. Councilwoman Hawkins said last year for we set aside funds. Mayor Pro Tem Moye said we need to add funds for Multi-Purpose Building; \$50,000. Mayor Hines funds we do not have.

Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Roberson to allocate \$50,000 for the Multi-Purpose Building start-up.

Councilwoman Harrell said last night in NTA discussions, 2 agencies were not funded, could we use that. Assistant Town Manager Bowers we can move funds into restricted reserve, from one to the other. Councilwoman Hawkins said NTA funds not utilized, could be used; not enough for the building. Town Manager Parker said we have a process underway; an associated capital budget will come out of the plans. Councilwoman Hawkins asked what plans and estimated a timeframe. Town Manager Parker and Parks and Recreation Director White noted the next step is meet with Council and firm to move forward; have a July meeting for the next steps; put out RFQ. Mayor Pro Tem Moye said this to show we are getting ready. Councilwoman Harrell said at this time \$25,000 is only set aside.

Motion carried unanimously, 4-0.

Councilwoman Harrell asked could NTA funds not be used. Town Manager Parker said those funds were originally shown last night. Councilwoman Roberson said if we do a rate study, will it increase or decrease. Town Manager Parker said it is on-going, all enterprise funds are being looked at. Mayor Hines said we need to look at ourselves and keep-up within. Mayor Pro Tem Moye said if rates stay the same, all live within Town, affects all of us; reflects us also. Councilwoman Roberson asked we tighten up what, Mayor Hines. Mayor Hines said we need to be leaner, like NTA funds. Councilwoman Roberson said we have added to fund balance, we have a healthy fund balance; cannot shy away from raising rates. Mayor Hines said we are going to cover ourselves in case of catastrophe; we are here to make tough decisions. Councilwoman Roberson said we do not want to gouge ourselves. Town Manager Parker noted we are good in fund balance. Councilwoman Hawkins said we have been talking about Multi-Purpose Building for over 2 decades; where is advantage of developers; more development, more strain, where is it going. Town Manager Parker said development spreads the cost over more; some services are being subsidized; rates are needed to be looked; steps have been taken to getting the Multi-Purpose Building in place; development helps to keep things down; extra staff and facilities will be needed. Councilwoman Hawkins said everyone appreciates growth, a lot is out of balance; something has to be cut; Multi-Purpose Building has been in conversation for over 2 decades. Parks and Recreation Director White said community in-put was part of study; next step would be an RFQ and that is in the works. Councilwoman Hawkins said it is time to move forward on Multi-Purpose Building; I have met with Chief Moore. Town Manager Parker said budget considers a collective approach for the Town; currently utilize existing and expanded plans; add items not presently included. Councilwoman Hawkins asked what happens to old vehicles taken out of service. Town Manager Parker said they are sold on GovDeals. Mayor Pro Tem Moye noted there are several vehicles needed. Town Manager Parker we replace vehicles that are needed.

BUDGET WORK SESSION #3: TUESDAY, MAY 27, 2025 AT 6:00 PM – TOWN HALL ASSEMBLY ROOM.

ADJOURN:

Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Moye to adjourn the meeting. Motion carried unanimously, 4-0. Meeting adjourned at 7:45 pm.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
TUESDAY, MAY 27, 2025 - 6:00 PM
BUDGET WORK SESSION #3 MINUTES**

The Winterville Town Council met in Budget Work Session #3 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
Johnny Moye, Mayor Pro Tem
Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric 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
Willi Gay, Building Inspector/GIS Technician
Donald Harvey, Town Clerk

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

INVOCATION: Mayor Hines gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL:

APPROVAL OF AGENDA:

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to approve the agenda. Motion carried unanimously, 5-0.

ITEMS FOR DISCUSSION:

1. Fiscal Year 2025-2026 Recommended Budget.

RECOMMENDED BALANCED DRAFT BUDGET– FY 2025-2026

May 27, 2025

Mr. Richard (Ricky) Hines, Mayor
Mr. Johnny Moye, Mayor Pro Tem
Dr. Brandy Harrell, Councilwoman
Ms. Shantel Hawkins, Councilwoman
Ms. Veronica Roberson, Councilwoman
Mrs. Lisa Smith, Councilwoman

RE: Recommended (Balanced) Draft Annual Budget for the 2025-2026 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the **balanced** Draft Budget for Fiscal Year 2025-2026, beginning July 1, 2025 and ending June 30, 2026. 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.

This version of the Budget is **balanced** as of May 27, 2025.

The Recommended Draft Budget:

- *includes no tax adjustments;*
- *includes no rate adjustments;*
- *includes small fee adjustments;*
- *includes some restructuring and new positions;*
- *includes a few capital outlay requests;*
- *includes funding for Non-Town Agency requests;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA for employees;*
- *includes an average of 2% Merit for employees;*
- *Health Insurance costs increased 2.98% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums stayed the same;*
- *\$50,000 is included for the Multi-Purpose Capital Reserve Fund; and*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve.*

Below is a brief budgetary summary of point of interests:

GENERAL FUND:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North

Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a **98%** collection rate for ad valorem taxes.

The total General Fund budget currently totals **\$17,708,462**. There is a General Fund balance appropriation of **\$1,886,961** as well as a transfer from the Electric Fund to the General Fund in an amount of **\$350,000**.

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

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

- Non-Town agency approvals for FY 2025-2026 total \$82,000. The cash allocation approvals for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$40,000;
 - *Boys and Girls Club* - \$10,000;
 - *Winterville Chamber of Commerce* - \$20,000;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$8,500;
 - *Rebuilding Together, Pitt County, NC* - **\$0.00**;
 - *Winterville Senior Citizens Club* - \$3,500; and
 - *Pitt County Girls Softball* - **\$0.00**.
- The *in-kind* amount for Winterville Historical and Arts Society (WHAS) - \$14,215+/-.
- The *in-kind* amount for the Winterville Chamber - \$1,210+/-.
- The *in-kind* amount for the Winterville Watermelon Festival - \$67,770+/-.
- The *in-kind* amount for the Winterville Senior Citizens Club - \$2,700+/-.
- Sheppard Memorial Library has requested a total of \$176,921.
- The "big ticket" capital requests in this Fund are being financed, therefore Debt Proceeds are being shown for the purchase year (FY 2025-2026) on the revenue side of the Fund budget and the expenditure side of the Fund budget will show the same amount for said purchases.

RECREATION FUND:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. A transfer from General Fund to Recreation in the amount of \$1,209,327 has been included for operational purposes.

The total budget for Parks and Recreation for FY 2025-2026 is estimated to be **\$1,365,497**.

POWELL BILL FUND:

The total budget for the Powell Bill Fund for FY 2025-2026 is estimated to be **\$406,646**. There is no contribution from "Fund Balance" included in this budget.

URGENT REPAIR FUND:

The total budget for the Urgent Repair Fund for FY 2025-2026 is estimated to be **\$20,000**.

ENTERPRISE FUNDS:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of \$350,000 as is done annually to assist in covering the costs of operations. Due to the rapid expansion of our Town, substantial amount of capital work continues. There is a Retained Earnings appropriation of \$1,100,479 included, and the total budget for the Electric Fund is estimated to be **\$9,444,778**.

Water Fund – The total budget for the Water Fund is estimated to be **\$2,475,172**. There is a contribution from Retained Earnings included in this Fund budget in the amount of \$620,105. \$700,000 is included for water purchases for resale. This amount covers the water currently purchased from Greenville Utilities.

Sewer Fund – The total budget for the Sewer Fund is estimated to be **\$3,280,911**. There is \$201,733 in Retained Earnings which has been allocated to assist in balancing the Sewer Fund budget.

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 comprised of a flow-based formula. The Town's appropriation to CMSD decreased to **\$1,263,296**.

Storm Water Fund – The total budget for the Storm Water Fund is estimated to be **\$774,519**. There is \$43,113 in Retained Earnings which has been allocated to assist in balancing the Storm Water Fund budget.

Conclusion:

It is with great stress and caution that Staff presents **Recommended (Balanced) Annual Budget for FY 2025-2026**. The Total Recommended Annual Budget across all funds is estimated to be **\$35,475,985**. 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 simultaneously planning.

Staff has major concerns about the Town's current revenue sources, and we urge Council to continue to look toward making upward adjustments in some of these sources in the future or be faced with the consideration of substantial service adjustments to the citizens. As the Town continues its rapid growth and expansion, there will be increasing pressure on our workforce, equipment and facilities. We, as an organization, talk about these growing pressures during every Budget process and we have arrived at a time where we simply cannot maintain the same path. Staff thanks the Mayor and Council for the difficult decisions you have had to make this year and we know it will only get more difficult as time goes on.

The Town is in a very good financial position and I know that each of you desires that it stay that way. Unfortunately, that will result in hard decisions related to revenues needed to cover the ever-increasing cost of doing business. Staff would be remiss if we did not continue to urge a change in the Town's financial direction moving forward. Please know that growth is wonderful,

but it comes at a cost which is required to be expended before the additional revenue of such growth is realized.

Thank you and Staff looks forward to answering any questions you may have.

Thank you.

Terri L. Parker

Terri L. Parker
Town Manager

Jessica Manning

Jessica Manning
Finance Director

Town Manager Parker noted the Recommended Balanced Draft Budget FY 25-26 Message; Updated Sections 1, 3, and 4; and #5 behind tab 9 including percentages of usage from Town Manager Parker; and water and sewer important due to rates not being where they need to be. Look down the road to stay strong. Mayor Pro Tem Moye said a concerned citizen stated about going back to every week recycle pick-up. Assistant Town Manager Bowers said it has been a year since we looked at those numbers; noted we are not paying as we go; will get numbers to Council. Councilwoman Hawkins said figures would help to see the balance of fees and services. Councilwoman Harrell asked will it be available before public hearing. Councilwoman Roberson said when will we look at fees and adjustments? Town Manager Parker said Staff will look at and have rates and fees out to citizens and looking at these. Mayor Pro Tem Moye asked what vehicles we are looking at, are they to replace or new. Town Manager Parker said they replace existing vehicles; there were none this past year. Assistant Town Manager Bowers said they are new vehicles: 1-inspection, 2-police, 1-fire, Councilwoman Hawkins asked for the Police vehicles, is it one to one. Town Manager Parker said there are 26 sworn officers with vehicles, used are put on auction. Assistant Town Manager Bowers noted there are 7 breathing apparatus. Councilwoman Hawkins are we going to look at budget to go through? Want to look at Fire Department. Town Manager Parker said Fire Department is full time, part-time, and volunteers and coordinate schedules; challenge to cover shifts. Councilwoman Hawkins asked about shift employees, how do we cover multiple emergencies. Town Manager Parker said protocol to cover how apparatus go to these; the Master plan will highlight some needs; have to look at your own town to see how it works; need for additional revenue. Councilwoman Hawkins said leave with a focus on being proactive of needs. Town Manager Parker said every department plays a role in disaster preparedness and reactions.

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

BUDGET PUBLIC HEARING: MONDAY, JUNE 2, 2025 AT 6:00 PM – TOWN HALL ASSEMBLY ROOM.

ADJOURN:

Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Smith to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 6:40 pm.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
FISCAL YEAR 2025-2026 BUDGET PUBLIC HEARING MINUTES
MONDAY, JUNE 2, 2025 – 6:00 PM**

The Winterville Town Council met in FY 2025-2026 Budget Public Hearing 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
Johnny Moye, Mayor Pro Tem
Brandy Harrell, Councilwoman
Shantel Hawkins, Councilwoman (arrived at 6:08 pm)
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim 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
Donald Harvey, Town Clerk

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

INVOCATION: Mayor Pro Tem Moye gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All present except Councilwoman Hawkins that arrived at 6:08 pm.

APPROVAL OF AGENDA:

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to approve the agenda. Motion carried unanimously, 4-0.

PUBLIC HEARING:

1. Fiscal Year 2025-2026 Recommended Budget.

Mayor Pro Tem Moye asked about the information on trash costs provided by Assistant Town Manager Bowers on the waste fund. Assistant Town Manager Bowers said the presentation given then and now still operating at a loss; need \$108, 681 increase to add back the additional recycle day. Town Manager Parker asked what that would cost each customer. Assistant Town Manager Bowers said to recoup the cost it would run \$34. Mayor Hines said we are under surrounding Towns.

Councilwoman Hawkins arrived at 6:08 pm.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition.

Ross Peterson, 2434 Cannon Road, Winterville; said he has been through the Budget; appreciates looking at the trash costs; serve all at an equal level; look at basic needs; any consideration to bring back weekly recycle would be appreciated.

Mayor Hines asked if anyone would like to speak in favor. None spoke.

Councilwoman Hawkins said I came in late and would like a summary of what happened prior to her arrival. Mayor Hines gave a summary of what had transpired. Town Manager Parker reiterated some of the points. Councilwoman Hawkins asked what the purpose of waste pickup discussion was; what is the Staff appreciation line item. Town Manager Parker it is in the Human Resources budget. Councilwoman Hawkins asked for information. Councilwoman Roberson noted that citizen have concerns about containers left on street side; make sure people are ok if people are not pulling them back. Councilwoman Smith said that is a most common complaint. Town Manager Parker said we will get it out.

Mayor Hines Declared the public hearing closed.

Mayor Hines asked for any further discussion. Hearing none, Mayor Hines declared the public hearing closed.

ADJOURN:

Motion made by Councilwoman Roberson and seconded by Councilwoman Harrell to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 6:20 pm.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Jessica Manning, Finance Director

Item to be Considered

Subject: Budget Amendment 2025-2026-1.

Action Requested: Approval of the Amendment.

Attachment: Budget Amendment 2025-2026-1.

Prepared By: Jessica Manning, Finance Director

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

This is the first budget amendment for the 2025-2026 Fiscal Year.

The first item in this budget amendment addresses the need to increase the Public Buildings Contracted Services account by \$21,300. This will cover the cost of asbestos removal on the building that will be burned and removed on the corner of Depot Street and Chapman Street.

The second item addressed in this budget amendment is the annual roll over of purchase orders. The budget must be amended in order for us to complete the purchases that the Town obligated in last year's budget through the issuance of purchase orders.

Budgetary Impact: Increase in the amount of \$1,673,759 across all funds.

Recommendation: Staff recommends Council approve the Budget Amendment.

BUDGET ORDINANCE AMENDMENT 25-26-1

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, 2026:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION	Fund	Account	Increase	Decrease
Fund Balance Appropriation	General	10-0000-00 3110	\$ 605,694	
Fund Balance Appropriation	Parks and Recreation	15-6010-00 3831	\$ 81,138	
Retained Earnings	Electric	60-0000-00 3907	\$ 697,331	
Retained Earnings	Water	61-0000-00 3935	\$ 35,545	
Retained Earnings	Sewer	62-0000-00 3935	\$ 108,450	
Fund Balance Appropriation	Stormwater	63-0000-00 3831	\$ 145,601	

Total **\$ 1,673,759 \$ -**

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Fund	Department	Account	Increase	Decrease
Contracted Services	General	Public Buildings	10-4260-00 4233	\$ 21,300	
Travel-Meals, Lodging, Miles	General	Town Council	10-4110-00 4222	\$ 6,400	
Contracted Services	General	Finance	10-4120-01 4233	\$ 1,200	
Contracted Services	General	Information Technology	10-4120-04 4233	\$ 116,942	
Engineering	General	Public Buildings	10-4260-00 4232	\$ 53,293	
Contracted Services	General	Public Buildings	10-4260-00 4233	\$ 1,900	
Maint & Repair - Facility	General	Public Buildings	10-4260-00 4239	\$ 13,039	
Capital Outlay Account	General	Public Buildings	10-4260-00 7150	\$ 61,392	
Contracted Services	General	Grounds and Lawn Maint	10-4260-02 4233	\$ 3,200	
Travel-Meals, Lodging, Miles	General	Police	10-4310-00 4222	\$ 1,494	
Postage & Telephone	General	Police	10-4310-00 4223	\$ 25	
Uniforms & Shoes	General	Police	10-4310-00 4231	\$ 1,880	
Authorized Forfeiture Allocation	General	Police	10-4310-00 4263	\$ 13,737	
Professional Development-Educat	General	Fire	10-4320-00 4221	\$ 2,200	
Uniforms & Shoes	General	Fire	10-4320-00 4231	\$ 3,117	
Contracted Services	General	Fire	10-4320-00 4233	\$ 94,044	
New Equipment	General	Fire	10-4320-00 4274	\$ 27,192	
Engineering	General	Public Works	10-4510-02 4232	\$ 3,817	
Engineering	General	Streets & Sidewalks	10-4510-03 4232	\$ 39,641	
Paving & Resurfacing	General	Streets & Sidewalks	10-4510-03 4270	\$ 80,164	
Capital Outlay Account	General	Streets & Sidewalks	10-4510-03 7150	\$ 54,717	
Contracted Services	General	Non-Departmental	10-9500-00 4233	\$ 5,000	
Contracted Services	Parks & Recreation		15-6010-00 4233	\$ 20,600	
Maint & Repair - Facility	Parks & Recreation		15-6010-00 4239	\$ 4,450	
Citizen/Rec Programs	Parks & Recreation		15-6010-00 4282	\$ 1,800	
Cal Ripken All Star	Parks & Recreation		15-6010-00 4285	\$ 818	
Babe Ruth Baseball Allstar	Parks & Recreation		15-6010-00 4286	\$ 2,933	
Capital Outlay Account	Parks & Recreation		15-6010-00 7150	\$ 50,537	

OSHA	Electric		60-7110-00	4229	\$	4,580	
Supplies & Materials	Electric		60-7110-00	4230	\$	8,790	
Engineering	Electric		60-7110-00	4232	\$	74,941	
Maintenance - Substation	Electric		60-7110-00	4293	\$	85,063	
New Equipment	Electric		60-7110-22	4274	\$	9,575	
Capital Outlay Account	Electric		60-8010-00	7150	\$	514,382	
Engineering	Water		61-7210-00	4232	\$	35,545	
AIA Grant	Sewer		62-7320-20	6101	\$	108,450	
Contracted Services	Stormwater		63-7420-00	4233	\$	9,146	
AIA Grant	Stormwater		63-7420-00	6101	\$	136,455	

Total **\$ 1,673,759 \$ -**

Adopted the 4th day of August 2025.

Richard E. Hines, Mayor

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Jessica Manning, Finance Director

Item to be Considered

Subject: Tax Settlement 2024-2025.

Action Requested: Accept the Tax Settlement for the 2024-2025 Fiscal Year.

Attachment: Certified Tax Settlement.

Prepared By: Jessica Manning, Finance Director

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

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

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the 2024-2025 Certified Tax Settlement.

**Town of Winterville
Tax Settlement
2024-2025
As of June 30, 2025**

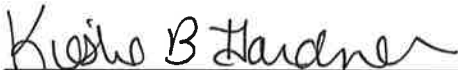
Charges to The Tax Collector

Original Levy	\$5,935,805.98
Discoveries	\$7,092.55
Interest	\$10,132.97
Total	\$5,953,031.50

Credit to Tax Collector

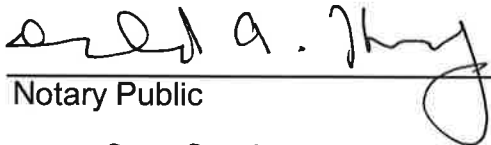
Revenues From Taxes	\$5,938,020.75
Releases	\$13,299.62
Uncollected/Insolvent	\$47,601.20
Overpayment/Refunds	(\$45,890.07)
Total	\$5,953,031.50

Respectfully Submitted,



Kiesha B. Gardner, Tax Collector

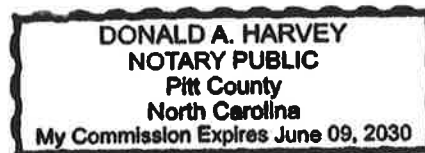
Sworn to and subscribed before me, this 28th day of July 2025.



Notary Public

6-9-2030

My Commission Expires:





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Chris Williams, Police Chief

Item to be Considered

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

Action Requested: Approval.

Attachment: Parade Route.

Prepared By: Chris Williams, Police Chief

Date: 7/9/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

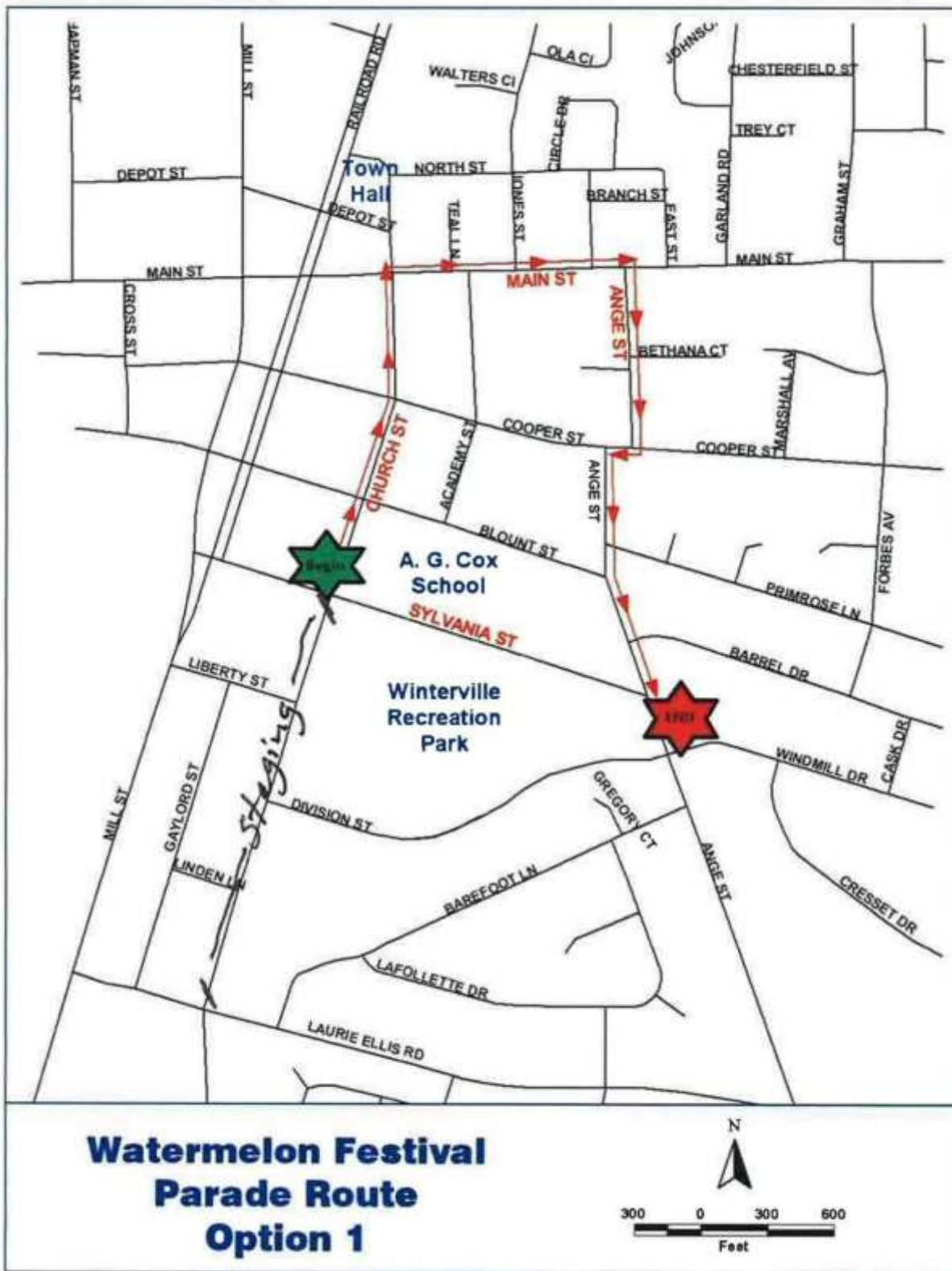
☒ Final: tlp - 7/29/2025

Supporting Documentation

The code of ordinance requires all organizations that wish to hold a parade submit information describing the route, responsible persons, and their contact numbers. The Town Council must approve the issuance of the permit based on this and any other information they request. The Winterville Watermelon Festival Committee is expected to submit a parade application in the immediate future to the Chief of Police. The organization's address and contact telephone numbers are on file at the Police Department, along with any other additional information that may be required to notify responsible parties. The date of the parade is Saturday, August 23rd, 2025. The lineup will begin at 9:00 am and will end at approximately 11:00 am. The parade route is attached

Budgetary Impact: NA.

Recommendation: Staff recommends Council approval for Watermelon Festival Parade.





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Chris Williams, Police Chief

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee to Limit the use of the Parking lot at the Winterville Recreation Park and Request a Change in Traffic Patterns from August 21st - 24th, 2025.

Action Requested: Approval of Request.

Attachment: NA.

Prepared By: Chris Williams, Police Chief

Date: 7/9/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

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

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

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

- Sylvania Street - West bound vehicular traffic only from Ange Street to Church Street, and East bound pedestrian traffic only from Church Street to Ange Street.
 - Thursday, August 21st 4:00 pm until 12:00 am.
 - Friday, August 22nd 4:00 pm until 12:00 am.
 - Saturday, August 23rd 3:00 pm until 12:00 am.
- Division Street - From Church Street to Park entrance.
 - Closed Thursday, August 21st at 4:00 pm until 12:00 am.
 - Closed Friday, August 22nd at 4:00 pm until 12:00 am.
 - Closed Saturday, August 23rd at 8:00 am until 12:00 am.
 - Closed Sunday, August 24th at 12:00 pm until 6:00 pm
- Barrel Street – From Ange Street to Forbes Street.
 - No parking on south side of street during festival hours.
 - No parking on south side of street during festival hours.
- Windmill Street – From Ange Street to Forbes Street.
 - No parking on south side of street during festival hours.
- No parking on west side of Ange street from Blount street to Sylvania street.

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

In order to promote optimum traffic flow and public safety, changes to the Watermelon Festival Committee's request may have to be altered to accommodate Festival requirements.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approval for Watermelon Festival Traffic changes.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Chris Williams, Police Chief

Item to be Considered

Subject: Approval of Request from the Watermelon Festival Committee to Suspend the Winterville Park Hours Limitation for August 21st - 24th, 2025.

Action Requested: Approval.

Attachment: NA.

Prepared By: Chris Williams, Police Chief

Date: 7/9/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

The Town of Winterville's policy states that the Winterville Recreation Park may not be used after the hours of 10:30 pm. The Winterville Watermelon Festival Committee requests that this policy be suspended for the 2025 Winterville Watermelon Festival to be held August 21st – 24th, 2025.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approval for Watermelon Festival hours.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Chris Williams, Police Chief

Item to be Considered

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

Action Requested: Approval.

Attachment: NA.

Prepared By: Chris Williams, Police Chief

Date: 7/9/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

The Winterville Watermelon Festival Committee request approval for the placement of signs and Banners on town property and along public right-of-way announcing the location and times for the upcoming 2025 Watermelon Festival. The signs will begin being erected on or about August 1, 2025

Budgetary Impact: NA.

Recommendation: Staff recommends Council approval for Watermelon Festival Signage.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Chris Williams, Police Chief

Item to be Considered

Subject: Approval of Request from the Watermelon Festival Committee to grant an exemption from the Noise Ordinance application for Festival concerts or other associated festival events to include any Administration Fee associated with associated permit application.

Action Requested: Approval of Request.

Attachment: NA.

Prepared By: Chris Williams, Police Chief

Date: 7/9/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

The Town of Winterville Code of Ordinance section 96.04 requires person(s) wishing to engage in activities regulated by this ordinance to acquire a specific permit approved by the Chief of Police, or his designee. A permit granted under this section requires an administration fee of twenty dollars (\$20.00). The Winterville Watermelon Festival Committee is requesting exemption from this fee.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approval for Watermelon Festival Noise.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Diane White, Parks and Recreation Director

Item to be Considered

Subject: Request from the Winterville Watermelon Festival Committee for use of Parks and Recreation bathroom facilities from August 21st through August 24th, 2025.

Action Requested: Approve.

Attachment: None.

Prepared By: Diane White, Parkers and Recreation Director

Date: 7/14/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

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

8/21/2025 – 5 pm to 11 pm.

8/22/2025 – 5 pm to 11 pm.

8/23/2025 – 8 am to 11 pm.

8/25/2025 – 12 pm to 7 pm.

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

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

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

Recommendation: Staff recommends Council approval for Use of Bathroom Facilities.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Chris Williams, Police Chief

Item to be Considered

Subject: Ordinance Amendment.

Action Requested: Approval of Ordinance Amendment 25-O-081.

Attachment: Existing and recommended wording and Ordinance Amendment 25-O-081 Chapter 72 Stopping, Standing, or Parking.

Prepared By: Chris Williams, Police Chief

Date: 7/9/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Request an amendment to Town Ordinance 72.50

The ordinance is currently worded to enforce trucks. The Police Department would need the wording changed to vehicle to enforce against different types of 3 axle vehicles parking on town streets.

For example, a 3-axle van or recreational vehicle would not be covered as they are not "trucks; per NCGS and DOT definitions.

See attached existing and recommended amended ordinance wording and Ordinance 25-O-081 for Council consideration.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the change to Ordinance 25-O-081.

*****AMENDED*****

§ 72.50 PARKING OF MULTI-AXLE VEHICLE.

It shall be unlawful for any person to park or cause to be parked any **vehicle** having three or more axles, including tractor-trailer units whether attached or disattached, upon any of the streets, public alleys or rights-of-way within the corporate limits of the town except for the purpose of loading or unloading cargo or passengers and except for temporary parking in cases of emergency involving a mechanical breakdown necessitating repairs to any vehicle. This section shall not apply to emergency services vehicles or public utility vehicles engaged in the conduct of the services.

(1992 Code, § 72.50) (Ord. 0-49-06109596, passed 6-10-1996) Penalty, see § 72.99

*****EXISTING*****

§ 72.50 PARKING OF TRUCKS.

It shall be unlawful for any person to park or cause to be parked any **truck** having three or more axles, including tractor-trailer units whether attached or disattached, upon any of the streets, public alleys or rights-of-way within the corporate limits of the town except for the purpose of loading or unloading cargo or passengers and except for temporary parking in cases of emergency involving a mechanical breakdown necessitating repairs to any vehicle. This section shall not apply to emergency services vehicles or public utility vehicles engaged in the conduct of the services.

(1992 Code, § 72.50) (Ord. 0-49-06109596, passed 6-10-1996) Penalty, see § 72.99

ORDINANCE NO. 25-O-081

**ORDINANCE AMENDING CHAPTER 72 OF THE CODE OF ORDINANCES
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

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

CHAPTER 72: STOPPING, STANDING, OR PARKING.

§ 72.50 PARKING OF MULTI AXLE VEHICLE.

It shall be unlawful for any person to park or cause to be parked any vehicle having three or more axles, including tractor-trailer units whether attached or disattached, upon any of the streets, public alleys or rights-of-way within the corporate limits of the town except for the purpose of loading or unloading cargo or passengers and except for temporary parking in cases of emergency involving a mechanical breakdown necessitating repairs to any vehicle. This section shall not apply to emergency services vehicles or public utility vehicles engaged in the conduct of the services.

(1992 Code, § 72.50) (Ord. 0-49-06109596, passed 6-10-1996) Penalty, see§ 72.99.

This Ordinance shall be effective upon adoption.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: August 4, 2025

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Water and Sewer System Development Fee (SDF).

Action Requested: Approve Amended System Development Fee Schedule.

Attachment: Amended System Development Fee Schedule.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Recently the Town Council was presented with the acceptance of a new subdivision phase Villa Grande Phase Three. For this development to be accepted by the Council, the developer had to pay all of the System Development Fees (SDF's) prior to the recording of the final plat. During this conversation it was discovered that the water corporations that service parts of Town, do not always use the same size meter that the Town of Winterville does, for a residential unit. For example, Bell Arthur Water Corporation uses a 1-inch meter, while the Town of Winterville uses and $\frac{3}{4}$ inch meter. The fee schedule is based on meter size. State sewer flow standards are based on 75 gallons per bedroom of a residential unit. So, under the previous model, a 3-bedroom home on Bell Author's water system would have to pay significantly higher sewer system development fees over a three-bedroom home on Winterville's water system.

Therefore, staff requested that the residential development be treated like all other residential developments that are annexed into Town. Staff then notified the Council that we would bring back a recommendation for the fee schedule so that we are operating consistently across the board, and so that each development does not have to come back to the council for a fee variance.

We are recommending establishing a Residential Unit fee that covers all homes that have 4 bedrooms or less as equivalent to having a $\frac{3}{4}$ inch or $\frac{5}{8}$ -inch meter. If the home has more than 4 bedrooms, the developer or builder would have to pay based on the meter size. This excludes irrigation meters.

Budgetary Impact: System Development Fees are not budgeted and are placed in reserve for capital improvements.

Recommendation: Staff recommends Council approve the amendment to the fee schedule.

System Development Fees			
Meter Size, inches	Water Meter SDF	Sewer Meter SDF	Combined Total
Residential Units 4 bedroom or smaller (Excludes Irrigation)	\$1,081.67	\$2,163.33	\$3,245.00
5/8	\$1,081.67	\$2,163.33	\$3,245.00
3/4	\$1,081.67	\$2,163.33	\$3,245.00
1	\$1,803.33	\$3,606.67	\$5,410.00
1-1/2	\$3,608.33	\$7,216.67	\$10,825.00
2	\$5,773.33	\$11,546.67	\$17,320.00
3	\$11,548.33	\$23,096.67	\$34,645.00
4	\$18,045.00	\$36,090.00	\$54,135.00
6	\$36,090.00	\$72,180.00	\$108,270.00
8	\$57,743.33	\$115,486.67	\$173,230.00
10	\$83,006.67	\$166,013.33	\$249,020.00
12	\$155,186.67	\$310,373.33	\$465,560.00



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: General Services Engineering Contract – Task Order 43.

Action Requested: Approve Task Order 43.

Attachment: Task Order 43 Terms and Conditions.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

The Town has a contract with The Wooten Company Engineering with a master service agreement. Each year, the Town enters into a new Task Order agreement for General Consulting services. The Wooten Company is essentially on a retainer, and the Town is billed based on the hours worked by the engineers. They assist us with various items that include, subdivision acceptance, plan reviews, stormwater management calculations, sewer system management review and many other items. The Task Order is not to exceed \$47,500.

Budgetary Impact: Contract is set not to exceed \$47,500 and is included in the budget.

Recommendation: Staff recommends Council approve Task Order 43.

Task Order No. 43

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated **July 7, 2025** ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data
 - A. Title: **2025-2026 General Consulting Services**
 - B. Description: **One year extension to existing on call contract to provide engineering-related services on a task-by-task basis request**

2. Services of Engineer

☒ Study and Report Services

Part 1 of Exhibit A as specifically requested by Owner.

☒ Design Services

Part 2 of Exhibit A as specifically requested by Owner.

☒ Construction and Commissioning Services

☒ Resident Project Representative Services

Engineer will provide Resident Project Representative services pursuant to Part 4 of Exhibit A; Exhibit D is attached to this Task Order and expressly incorporated by reference.

☒ Additional Services

Part 5 of Exhibit A as specifically requested by Owner.

☐ Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: **No modifications.**

4. Times for Rendering Services

General Consulting Services**July 1, 2026**

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
General Consulting Services	Hourly Rate	\$ 47,500.00

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

C. **Ceiling Fee will not be exceeded without written consent of the Owner.**6. Consultants: **With written consent of the Owner.**7. Other Modifications to Agreement: **None**8. Attachments: **Appendix 1, Schedule of Fees**9. Documents Incorporated By Reference: **None**

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 7/15/2025.

OWNER:

Town of Winterville

By (Signature): _____
Typed Name: Terri L. Parker
Title: Town Manager

Date Signed: August 5, 2025

ENGINEER:

**L.E. Wooten & Company dba
The Wooten Company**

By (Signature): W. Brian Johnson
Typed Name: W. Brian Johnson, PE
Title: Vice President

Date Signed: 7/9/25

Engineer License or Firm's
Certificate No. F-0115
State of: NC

**DESIGNATED REPRESENTATIVE FOR
TASK ORDER:**

Typed Name: Terri L. Parker

Title: Town Manager

Address: P.O. Box 1459
Winterville, NC 28590

E-Mail
Address: Terri.parker@wintervillenc.com

Phone: (252) 756-2221

Fax: (252) 321-8455

**DESIGNATED REPRESENTATIVE FOR
TASK ORDER:**

Typed Name: William A. Larsen, PE

Title: Greenville Regional Manager

Address: 301 W. 14th Street
Greenville, NC 27834

E-Mail
Address: wlarsen@thewootencompany.com

Phone: 252-757-1096

Fax: 252-757-3221

PRE-AUDITED STATEMENT

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

Print Name: Jessica Manning

Title: Finance Officer

By (Signature): _____

Date Signed: August 5, 2025



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Pornography Policy.

Action Requested: Approve Policy.

Attachment: Pornography Policy - 25-R-081.

Prepared By: Donald Harvey, Town Clerk

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

House Bill 971 / North Carolina General Statute §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town.

The Town prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve the attached required Pornography Policy.

**RESOLUTION PROHIBITING
VIEWING OF PORNOGRAPHY ON TOWN NETWORKS AND DEVICES**

WHEREAS, House Bill 971 / North Carolina General Statute §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of Winterville; and

WHEREAS, the Town of Winterville prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

NOW, THEREFORE, be it resolved that the following policies shall apply in the Town of Winterville:

1. No employees of the Town of Winterville, elected officials, or Town appointees shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1, the Town shall report information required in NCGS §143-805 to the State Chief Information Officer.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the Town shall remove, delete, or uninstall the pornography no later than June 15, 2025.
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Board.
9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Eli's Ridge Phase 6 Annexation Petition.

Action Requested: Direct Town Clerk to Investigate Sufficiency of Annexation.

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

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Applicant: Landon Weaver of Bill Clark Homes of Greenville LLC.

Location: Phase 6 of Eli's Ridge located off of Worthington Road.

Parcel Numbers: 91917 (Current Parent Parcel Number).

Site Data: 8.8016 Acres.

Zoning District: R-10.

Staff Analysis:

The applicant is constructing Eli's Ridge Phase 6 in order to build 24 more Single Family Residential Homes.

Anticipated Annexation Schedule:

8/4/25: Direct Town Clerk To Investigate Sufficiency.

9/8/25: Schedule Public Hearing.

10/13/2025: Hold Public Hearing.

If approved, anticipated Effective Date will be October 31, 2025.

Budgetary Impact: NA.

Recommendation: Staff recommends Council direct the investigation of the sufficiency of the annexation.



**PETITION REQUESTING ANNEXATION
TOWN OF WINTERVILLE**

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

Staff Use Only
Appl. # _____

TO THE MAYOR AND TOWN COUNCIL OF THE TOWN OF WINTERVILLE:

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

Description:

Name London Weaver for BCGH of Greenville LLC Address _____

Signature [Signature]

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

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
- Digital copy of all petition items

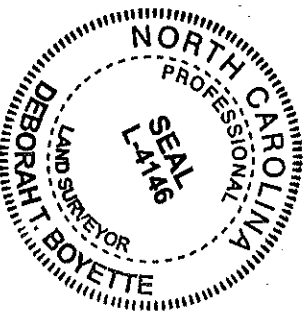
Legal Description for Annexation
ELI'S RIDGE, PHASE 6

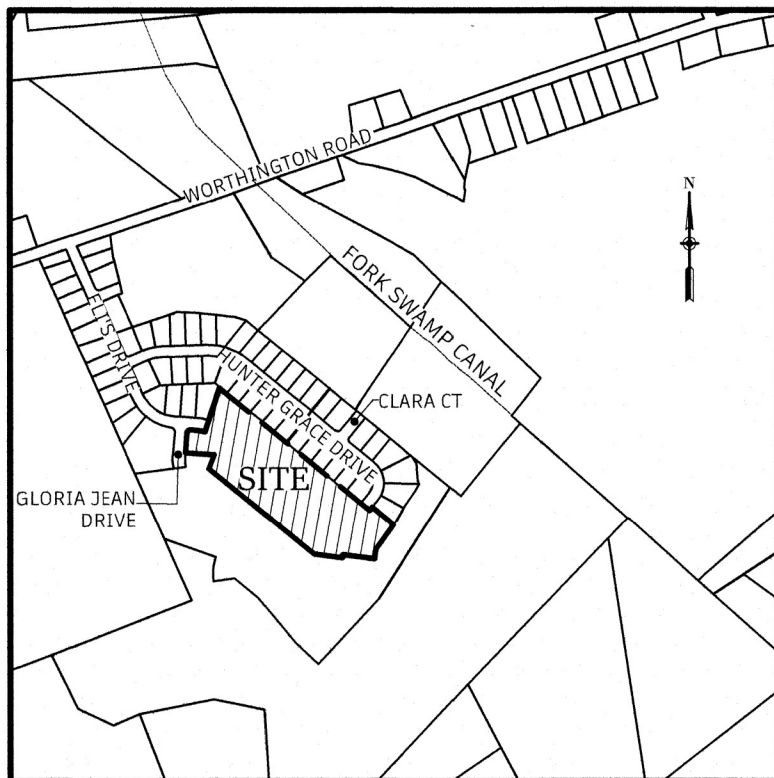
Lying and being in Winterville Township, Pitt County, North Carolina and lying north of NCSR 1713 Laurie Ellis Road, east of NCSR 1700 Old Tar Road, and being bounded on the northeast and northwest by Eli's Ridge, Phase 1 & 3 (Map Book 86, Page 155), on the east by Eli's Ridge, Phase 5 (Map Book 92, Page 185), and on the west and south by Bill Clark Homes of Greenville, LLC (Deed Book 3683, Page 559) and being more particularly described as follows:

Beginning at a point on the northern right-of-way of Eli's Drive, said point being the southernmost corner of Lot 37, Eli's Ridge, Phase 1 & 3 as recorded in Map Book 86, Page 155, the True Point of Beginning. Thence from the True Point of Beginning, leaving the northern right-of-way of Eli's Drive and following the eastern line of Lot 37 N18-06-41E - 179.82' to a point in the southwestern line of Lot 60, Eli's Ridge, Phase 1 & 3, thence following the southwestern boundary of Eli's Ridge, Phase 1 & 3 and Eli's Ridge, Phase 5 S50-40-03E - 1009.76' to the southern right-of-way of Hunter Grace Drive, thence along the right-of-way of Hunter Grace Drive N39-19-57E - 22.38' to the westernmost corner of Lot 85, Eli's Ridge, Phase 5, thence along the line of Lot 85 S50-40-03E - 144.61', thence leaving the boundary of Eli's Ridge, Phase 5 and following a new annexation line through the lands of Bill Clark Homes of Greenville, LLC (Deed Book 3683, Page 559) the following calls: S35-41-29W - 160.32', thence S06-03-16W - 47.49', thence N82-50-31W - 167.72', thence S07-09-29W - 15.73', thence N82-50-31W - 150.34', thence N50-40-03W - 705.81', thence N21-29-53E - 78.35', thence N85-51-02W - 151.14' to the eastern right-of-way of Gloria Jean Drive, Eli's Ridge, Phase 1 & 3 as recorded in Map Book 86, Page 155, thence along the eastern right-of-way of Gloria Jean Drive N04-08-58E - 101.65', thence with a curve to the right having a radius of 20.00' and being subtended by a chord of N49-08-58E - 28.28' to the southern right-of-way of Eli's Drive, thence along the southern right-of-way of Eli's Drive S85-51-02E - 26.06', thence with a curve to the right having a radius of 200.00' and being subtended by a chord of S78-52-10E - 48.62', thence crossing Eli's Drive N18-06-41E - 60.00' to the southernmost corner of Lot 37, Eli's Ridge, Phase 1 & 3, the True Point of Beginning, containing 8.8016 Acres and being a portion of Parcel Number 91917 as filed with the Pitt County Tax Assessor's Office.

Deborah T. Boyette
Professional Land Surveyor

L- 4146
Date 6-6-25





VICINITY MAP
SCALE 1" = 1000'

THIS MAP IS EXEMPT FROM GS 47-30 REQUIREMENTS PER GS 47-30 (j) WHICH STATES:
"THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREAS ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED".

CERTIFICATIONS

I, DEBORAH T. BOYETTE, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY OR FROM REFERENCES HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES AND ARE PLOTTED FROM INFORMATION FOUND IN DEEDS AND MAPS REFERENCED HEREON.

WITNESS MY HAND AND SEAL THIS THE
6th DAY OF JUNE, 20 25

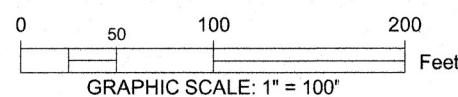
Deborah T. Boyette
PROFESSIONAL LAND SURVEYOR L-4146



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

NOTARY PUBLIC
MY COMMISSION EXPIRES _____

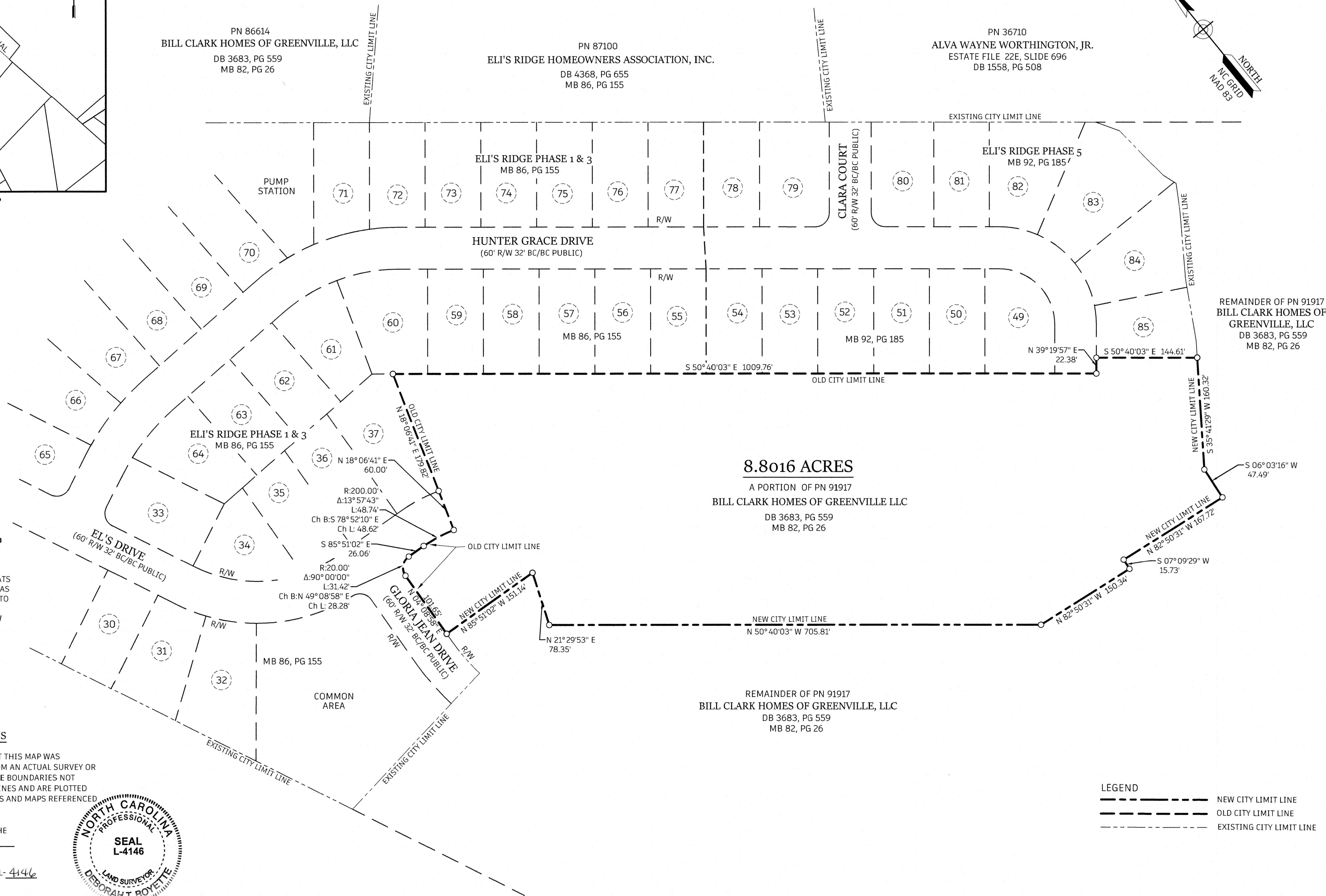
PROJECT NO. P1611-001 PHASE 6
DRAWING NO. P1611-001 PHASE 6 ANNEX.DWG



PN 86614
BILL CLARK HOMES OF GREENVILLE, LLC
DB 3683, PG 559
MB 82, PG 26

PN 87100
ELI'S RIDGE HOMEOWNERS ASSOCIATION, INC.
DB 4368, PG 655
MB 86, PG 155

PN 36710
ALVA WAYNE WORTHINGTON, JR.
ESTATE FILE 22E, SLIDE 696
DB 1558, PG 508



8.8016 ACRES

A PORTION OF PN 91917
BILL CLARK HOMES OF GREENVILLE LLC
DB 3683, PG 559
MB 82, PG 26

REMAINDER OF PN 91917
BILL CLARK HOMES OF GREENVILLE, LLC
DB 3683, PG 559
MB 82, PG 26

LEGEND
--- NEW CITY LIMIT LINE
--- OLD CITY LIMIT LINE
--- EXISTING CITY LIMIT LINE

A PORTION OF PARCEL NUMBER 91917

SHEET 1 OF 1

MAP SHOWING AREA TO BE ANNEXED BY		ELI'S RIDGE, PHASE 6	
WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA		OWNER: BILL CLARK HOMES OF GREENVILLE, LLC 200 E ARLINGTON BLVD GREENVILLE, NC 27858 (252) 355-5805	
ORDINANCE NO.	8.8016 ACRES AREA	SURVEYED: HOB	APPROVED: DTB
ACCEPTED BY THE TOWN OF WINTERVILLE, NC		DRAWN: JME/DTB	DATE: 06/04/2025
MAYOR	DATE	CHECKED: DTB	SCALE: 1" = 100'
STROUD ENGINEERING, P.A. 107-B COMMERCE STREET GREENVILLE, NC 27858 (252) 756-9352 LICENSE NO. C-0647			

CERTIFICATE OF SUFFICIENCY

**ELI'S RIDGE PHASE 6 ANNEXATION
PARCEL NUMBER: 91917**

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 5th day of August 2025.

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 4, 2025

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Neuse River Hazard Mitigation Plan Resolution.

Action Requested: Adoption of Resolution.

Attachment: Neuse River Regional Hazard Mitigation Plan Resolution 25-R-081.

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/23/2025

ABSTRACT ROUTING:

☐ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Persuant to federal requirements, the Neuse River Hazard Mitigation plan must be reviewed, updated, and adopted on a five (5) year cycle. The plan has been updated and is in accordance to the guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management. The Town of Winterville Town Council must adopt this resolution in order to be eligible for federal and state assistance in the event that a state of disaster is declared.

Review or download the plan here:

https://neuseriverhmp.com/assets/pdfs/Neuse%20River%20Regional%20Hazard%20Mitigation%20Plan_060225.pdf

Budgetary Impact: NA.

Recommendation: Staff recommends Council approval of Resolution 25-R-081.

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

WHEREAS, the citizens and property within the Town of Winterville, North Carolina are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the region are particularly vulnerable to dam failure, drought, earthquake, excessive heat, flooding, hurricane and coastal hazards, thunderstorm, tornado, winter weather, and wildfire; and

WHEREAS, the Town of Winterville, North Carolina desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and.

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, the Town of Winterville, North Carolina has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Board of Council of The Town of Winterville, North Carolina to fulfill this obligation in order that the Town of Winterville will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Council of the Town of Winterville hereby:

1. Adopts the Neuse River Regional Hazard Mitigation Plan.
2. Vests the Town of Winterville, North Carolina 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 areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints Pitt County Emergency Management to assure that 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 Hazard Mitigation Plan.

Adopted this the 4th day of August 2025.

Richard E. Hines, Mayor
Town of Winterville

Attest:

Donald Harvey, Town Clerk
Town of Winterville

Certified by Donald Harvey, Town Clerk (SEAL)

Date: August 4, 2025



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 4, 2025

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Winterville Human Relations Board By-Laws Amendment.

Action Requested: Approve By-Law Amendment.

Attachment: Winterville Human Relations Board Proposed Amended By-Laws.

Prepared By: Donald Harvey, Town Clerk

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Winterville Human Relations Board (WHRB) By-Laws Amendment:

Section II - Membership and Attendance.

Membership:

The WHRB shall be selected for membership in the following manner:

- Town Council members shall nominate six (6) member nominations and one (1) alternate member nomination; and
- All nominees must reside within the Town of Winterville.

In filling vacancies caused by resignations of existing members, the Council will make nominations and appoint members for the respective seats that are vacant or are scheduled to become vacant. The same application process used to select members for other volunteer boards of the Town will be used for filling vacancies of the WHRB.

Staff recommends Town Council approve the amendment submitted by the WHRB.

Budgetary Impact: NA.

Recommendation: Staff recommends Council amend the Winterville Human Relations Board By-Laws.



Winterville Human Relations Board

Approved by Town Council on Monday, October 9, 2023.
Proposed: Amended by Town Council August 4, 2025.

Section I - Purpose of the Board.

The Winterville Human Relations Board (hereinafter referred to as the WHRB) is devoted to:

- The study of problems in the area of human relations;
- The promotion of equity for all citizens;
- The promotion of understanding, respect, and goodwill among all citizens;
- The provision of channels of communication among diverse groups;
- Encouraging the employment of qualified people without regard to race, color, religion, gender, sex, age, national origin, disability or genetic information.
- Encouraging youth to become better trained and qualified for employment.

Section II - Membership and Attendance.

Membership:

The WHRB shall be selected for membership in the following manner:

- Town Council members shall nominate six (6) member nominations and one (1) alternate member nomination; and
- All nominees must reside within the Town of Winterville.

In filling vacancies caused by resignations of existing members, the Council will make nominations and appoint members for the respective seats that are vacant or are scheduled to become vacant. The same application process used to select members for other volunteer boards of the Town will be used for filling vacancies of the WHRB.

In the event any nominees are not approved by Town Council, the person making the original nomination shall submit an alternate nomination. The Town Council will endeavor to create a composition for the WHRB that fairly represents the social, economic, gender, and ethnic composition of the population of the Town. The Town Council may in its discretion appoint up to two (2) high school and two (2) college/university student representatives from high schools and/or colleges and universities located which serve the Town of Winterville. Such student representatives will be non-voting members of the WHRB. Town Council shall appoint one (1) member of Town Council to act as the liaison to the WHRB. The appointed liaison shall attend the WHRB meetings and keep Town Council informed as to the activities of the WHRB. The Town Clerk shall serve as the Staff liaison to the WHRB.

Terms:

The term of office for each WHRB member shall be as follows:

- All members will serve a two-year staggered term;
- No member shall serve more than three (3) consecutive terms;
- Each member shall hold office until the qualification and appointment of his/her successor or until one (1) year has lapsed since the expiration of the term for which the member was appointed, which first occurs; and
- In order to establish staggered terms, the original voting members of the WHRB shall be appointed as follows:
 - Two members for a one-year term.
 - Two members for a two-year term.
 - Two members for a three-year term.
- Thereafter, each newly appointed voting member shall serve for a two-year term.

Attendance:

Members are expected to attend regular WHRB meetings as required. After review, the Executive Committee may recommend to Town Council whether a member should be retained or removed from the WHRB. The recommendation will be determined by the following:

- Three (3) consecutive absences from regularly scheduled meetings if notification of any such absence has not been submitted to the Chairperson or Staff liaison prior to the meetings where the absence occurred.
- Five (5) absences from regularly scheduled meetings of the WHRB in any calendar year if notification of any such absence has not been submitted to the Chairperson or Staff liaison prior to the meetings where the absence occurred
- If a vacancy occurs by reasons stated in this Section II, the Chairperson of the WHRB shall immediately notify the Town Council liaison, so that the vacancy can be filled in accordance with the By-Laws of the WHRB.
- Members may also be removed from the WHRB by breach of Section III of the By-Laws governing general conduct of WHRB members.

Section III - General Conduct.

Government appointees are expected to meet high standards of conduct, which enhance and maintain public confidence in the operation of the WHRB. In order to instill public confidence in the actions and decisions of the WHRB, members will adhere to the following:

- Be cognizant of your individual actions as a member of the WHRB.
- WHRB members are always expected to act with integrity demonstrating good faith, honesty, and due diligence on behalf of the public interest.
- WHRB members are expected to participate, prepare, and regularly attend meetings in order to adequately carry out the duties expected of them.
- The public conduct and language of WHRB members must be free of discrimination, harassment, and hate acts prohibited by local, state, and federal laws. Conduct should reflect social standards of courtesy, respect, and dignity.
- WHRB members must not reveal or divulge information deemed confidential by the WHRB or liaisons received in the course of their duties. Confidential information must not be used for any purpose outside that of undertaking the work of the WHRB to which they have been appointed.
- WHRB members must comply with the public comment protocols established by the Town or the WHRB. If none exist, WHRB members must refer to the Chairman for guidance before making public comment on WHRB matters.
- WHRB members may not make individual personal statements, editorials, speeches, appearances, or requests for information on behalf of the WHRB.
- WHRB members' work or endeavors should not result in any financial or other substantive gain for personal increase and/or profit, or for organized entities to which the WHRB may have membership or affiliation. (Private gain does not include honoraria for service on other agencies, boards or commissions).
- WHRB members must inform the Chairman or Staff liaison of any circumstance that may have a negative or harmful impact on their respective abilities to perform the duties required of their appointments or that could reflect negatively upon the WHRB.

Section IV - Conflict of Interest.

WHRB members must avoid any activity that might impair or impugn the independence, integrity or impartiality of the WHRB. There must be no apprehension of bias, based on what a reasonable person might perceive.

WHRB members who are in any doubt must disclose their circumstances and consult with the Chairman or Staff liaison. In practical terms, WHRB members should ensure that:

- All personal financial interests, assets, and holdings are distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the WHRB.
- Activities undertaken as a private citizen are kept separate and distinct from any responsibilities held as a member of the WHRB.
- Activities undertaken individually as a member of other agencies, boards, or commissions are kept separate and distinct from the WHRB.
- Recusal is expected when agencies, organizations, boards, and commissions you are affiliated with come before the WHRB for action.
- WHRB members may not receive any form of payment for products, services, or acts done as a part of WHRB sponsored or supported events.
- Other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing their duties as public appointees. Actions taken in the course of performing duties as public appointees neither cause nor suggest the reality or perception that their ability to perform or exercise those duties has been or could be affected by private gain or interest.

Section V - Election, Tenure, and Duties of the Chair & Vice Chair.

The WHRB shall elect from its membership a Chair and Vice Chair, each for a one-year term and they will be eligible for re-election. Their duties shall be those generally assigned by the nature of their offices. Interim elections may be held if any such office is vacated.

Section VI – Committees.

In accordance Town ordinance, Town Council may, as necessary and upon request from the WHRB, appoint or approve the appointment of committees related to specific human relations issues. These committees shall be composed of adult residents of the Town that are not members of the WHRB and chaired by a member of the WHRB.

Standing Committees of the WHRB shall be appointed by vote of Town Council after suggestions by the WHRB and discussion by Town Council. Each committee shall be chaired by a current WHRB member. Ad hoc committees will be formed as needed. The following shall constitute the Standing Committees:

- Executive
- Interfaith
- Youth Council Advisory

Section VII - Conduct of Business.

- Quorum - A quorum for the official conduct of business shall consist of a simple majority of voting WHRB members.
- Business shall be conducted in accordance with Robert's Rules of Order or Rules of Procedures approved by Town Council.
- Meeting Time shall be at 7:00 pm in the Town Hall Executive Conference Room.
- The WHRB shall hold monthly meetings, which shall be conducted on the 4th Thursday of each month.
- Meeting times or location can be changed by a majority vote or in case of emergency by the Chair.
- Additional meetings as needed shall be called by the Chair, Vice Chair, or any three (3) WHRB members.
- The WHRB shall hold an annual planning session in November.
- Time Commitment - members have agreed to a minimum time commitment of one (1) hour per month (this is inclusive of regular WHRB and committee meetings).
- Meetings are open to the public.

Section VIII – Work Plan.

The WHRB shall submit a work plan to Town Council in March of each year. The work plan should list the proposed activities of the WHRB and any associated budget requests.

Section IX – Changes and Amendments.

The By-Laws may be changed and/or amended by motion passed by three-fourths of the entire WHRB, which includes all voting members, provided written notice of the proposed amendment(s) is mailed to all WHRB members at least then (10) days prior to the meeting which action proposed is to be taken. The changes are then submitted to Town Council for approval.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 4, 2025

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Advisory Board Appointments: Winterville Human Relations Board.

Action Requested: Appoint new member(s).

Attachment: Applicants Attached.

Prepared By: Donald Harvey, Town Clerk

Date: 7/23/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Winterville Human Relations Board (WHRB):

The WHRB is composed of six (6) members and one (1) alternate member (pending Town Council approval of amendment to By-Laws).

- All members will serve a two-year staggered term;
- No member shall serve more than three (3) consecutive terms;
- Each newly appointed member shall serve for a two-year term.

Town Council shall appoint one (1) member of Town Council to act as the liaison to the WHRB. The appointed liaison shall attend the WHRB meetings and keep Town Council informed as to the activities of the WHRB. The Town Clerk shall serve as the Staff liaison to the WHRB

The WHRB currently has two (2) members (Dennis Bottoms and Shantel Hawkins) whose term is expiring. Staff recommends reappointing these current WHRB members to an additional two-year term.

The WHRB currently has one (1) vacant members position.

There are currently applications on file and confirmed that they are interested. The applicants indicated WHRB as either their 1st, 2nd, or 3rd priority. The applicants, all of whom are Town residents, are as follows (listed in order of receipt and attached):

- LaTonya Jones
- Christie Leary
- Dee Parker
- Shree Daniels

Staff recommends appointing one (1) of the individuals to the now vacant WHRB member position and one (1) to the now alternate position (pending approval of By-Laws amendment).

Budgetary Impact: NA.

Recommendation: Staff recommends Council approve reappointments and appointments of new members.

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 1 Planning and Zoning Board
 _____ Recreation and Parks Advisory Board _____ Stormwater Advisory Committee
2 Human Relations Board

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

Name: LaTonya Jones

Address: 518 Little Dr. **ok**

Winterville, NC 28590

Home Phone #: 252-717-5664

Business Phone #: _____

Email Address: mrsjones5664@yahoo.com

Employed By: ECU Health Occupation: Learning and Development Specialist

Name of High School Attended: JH Rose High School

College or University Attended: NC Wesleyan Undergrad & Grand Canyon University Graduate

How long have you been a resident of Winterville? 20 plus years

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: Zeta Pi Sigma chapter of Sigma Gamma Rho Sorority Inc.

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. I would be an asset to this board because Winterville is the town where I resided from birth until middle school and where

I have deeply rooted ties here from generations on back. My heart and history is here and I want to see flourish and continue to grow and attract businesses and strive to be one of the top places to live.

Signature: latonya jones MSJ Date: 06/08/2024

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:

Ethnic Group:	Sex: <input checked="" type="checkbox"/> Female _____ Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes _____ No
_____ American Indian	Birth Date: <u>04/15/1974</u>
_____ Asian or Pacific Islander	
_____ Caucasian	
_____ Hispanic	

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
 _____x Human Relations Board

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

Name: Christie Leary_____

Address: 2321 Blackstone Dr. Winterville, NC 28590_____

Home Phone #: 252-395-1632_____ Business Phone #: NA

Email Address: christieleary1009@gmail.com_____

Employed By: Jaac and Jill Afterschool and Summer Camp/Program Director

Our Mission Home Care/ Agency Director Occupation:

Name of High School Attended: Ft. Knox High School Ft. Knox KY

College or University Attended: Roanoke Chowan Community College

How long have you been a resident of Winterville? 12yrs

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: New Life Church Co-Chair Women's Ministry, New Life

Church Co- Chair Youth Advisor, 4 H All-Stars Pitt County Club volunteer club leader.

Past membership in organizations and offices held:

Pitt local NAACP 24', C.M. Eppes Vice President PTA 2 school year term, National Anger Management Association

State why you feel you would be an asset to this board/commission. I have a voice and ideas that I think can be helpful to the Human Relations Board and the Town of Winterville.

Signature: *Christie Leary*

Date: 6/4/2025

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:

Ethnic Group:	Sex: _____ Female _____ Male
_____ African American	
_____ American Indian	US Citizenship: ___x___ Yes _____ No
_____ Asian or Pacific Islander	
_____ Caucasian	Birth Date: _____ 8/02 _____
_____ Hispanic	

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.)

1 _____ Board of Adjustment _____ Planning and Zoning Board
 2 _____ Recreation and Parks Advisory Board _____ 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: Dee Parker _____

Address: 3015-A Cheryl Court Winterville NC 28590 _____

Home Phone #: 8642930319 _____ Business Phone #: _____

Email Address: parker_dee@yahoo.com _____

Employed By: Retired business exec. Occupation: _____

Director of Manufacturing Operations

Name of High School Attended: _____

Mc Dowell High Marion NC

College or University Attended: Western Piedmont College

How long have you been a resident of Winterville? _____ 4 years total

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: _____

Chamber of Commerce Chairman of Education Committee McDowell County NC

State why you feel you would be an asset to this board/commission.

I have an extensive business background and enjoy working with teams who engage with projects and groups (have worked with manufacturing firms,community colleges,and Chamber of Commerce teams over the years). Now that I have retired from full time employment,I would enjoy serving in the Winterville community (now that I have time to contribute) by serving the City of Winterville on one of the open board positions as outlined above.

Signature: Dee Parker

Date: 06/25/2025

**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:

<u>Ethnic Group:</u>	<u>Sex:</u>	_____ Female	_____ Male
_____ African American			
_____ American Indian	<u>US Citizenship:</u>	_____ Yes	_____ No
_____ Asian or Pacific Islander			
_____ Caucasian	<u>Birth Date:</u>	_____	
_____ Hispanic			



RECEIVED

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 3 Planning and Zoning Board
 Recreation and Parks Advisory Board Stormwater Advisory Committee
1 Human Relations Board

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

Name: Shree Daniels

Address: 536 Villa Grande Drive
Winterville, NC 28590

Home Phone #: 252-412-7604 Business Phone #:

Email Address: cdaniels@powernc.church

Employed By: Pitt CC Occupation: Professor

Name of High School Attended: East Wake High School

College or University Attended: Mt. Olive / Regent / Duke

How long have you been a resident of Winterville? 6 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: Vice Chairperson
Power Nation Church (2003 to current)

Past membership in organizations and offices held:

State why you feel you would be an asset to this board/commission. I love serving the public - it has existed in all my professional positions. From Hurdess as a teenager to Humanities Coordinator currently.

Signature: Shree Daniels Date: 7/22/2025

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:

Ethnic Group:

 African American
 American Indian
 Asian or Pacific Islander
 Caucasian
 Hispanic

Sex: Female Male

US Citizenship: Yes No

Birth Date:



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 4, 2025

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Planning & Zoning Board (P&Z) Reappointments and Appointments.

Action Requested: Reappoint and Appoint members.

Attachment: Volunteer Board Applications.

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/21/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

P&Z Open and Expiring Seats:

- 1.** Seat 1: (Town Seat).
 - a. Term Expires 6/30/2025. Extend Term to 6/30/2028.
Currently: Brandy Daniels. Is interested in continuing to serve.
- 2.** Seat 2: (Town Seat).
 - a. Term Expires 6/30/2025. Extend Term to 6/30/2028.
Currently: James Godfrey Jones. Is interested in continuing to serve.
- 3.** Seat 3: (Town Seat).
 - a. Term Expires 6/30/2025. Extend Term to 6/30/2028.
Currently: Morris Luton. Is interested in continuing to serve.
- 4.** Seat 4: (Town Seat- Alternate.).
 - a. Term Expires 6/30/2025. Extend Term to 6/30/2027.
Currently: Domini Cunningham. Is interested in continuing to serve.
- 5.** Seat 5: (ETJ Member.)
 - a. Term Expires 6/30/2025. Extend Term to 6/30/2028.
Currently: Henry Hostetler. Is interested in continuing to serve.
Note: If approved - Staff will request Pitt County Commissioners to approve for 3 more years.
- 6.** Seat 6: (ETJ Member.) Currently Empty. **There are no ETJ applications on file.**
 - a. Term Expires 6/30/2024. Extend Term to 6/30/2027.
- 7.** Seat 7: (ETJ Alternate.). Currently Empty. **There are no ETJ applications on file.**
 - a. Term Expires 6/30/2024. Extend Term to 6/30/2027.

Applications on file from in-town citizens who are interested in serving: (alphabetical order)

1. Jason Bunch- 2854 Cresset Dr. Planning Board is only choice.
2. Laura T. Gantt- 755 Corbett St. Planning Board is only choice.
3. Corbett Harris- 382 Holly Grove Dr. Planning Board is only choice.
4. Dr. Glenn E. Johnson- 459 Williamston Dr. Planning Board is only choice.
5. LaTonya Jones- 518 Little Dr. Planning Board is their choice. (HRB 2nd.)
6. Michael Ryan McFayden- 296 Chesterfield St. Planning Board is second choice (BoA 1st; RAB 3rd).
7. David Moody- 419 Angier Ct. Planning Board is only choice.
8. William Richbourg- 1948 Cornerstone Dr. Planning Board is their second choice (RAB 1st).

Budgetary Impact: NA.

Recommendation: Staff recommends approving reappointments and appointments to P&Z Board.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

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

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

Name: Jason Burch

Address: 2854 Cresset Dr
Winterville NC 28590

Home Phone #: 252-341-9896 Business Phone #: _____

Email Address: jason.s.burch@gmail.com

Employed By: ACR Supply Occupation: Business Unit Leader

Name of High School Attended: JH ROSE

College or University Attended: PITT CC, MT OLIVE

How long have you been a resident of Winterville? 3 years

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: NA

Past membership in organizations and offices held: NA

State why you feel you would be an asset to this board/commission. I am interested in helping decide and shape the town of Winterville in an effective manner.

Signature: [Signature] Date: 11-27-22

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.

This information requested below is optional:

Ethnic Group:	Sex: _____ Female <input checked="" type="checkbox"/> Male
<input type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes _____ No
<input type="checkbox"/> American Indian	Birth Date: <u>01/13/1980</u>
<input type="checkbox"/> Asian or Pacific Islander	
<input checked="" type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	

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: Laura T. Gantt

Address: 755 Corbett St
Winterville, NC 28590

Home Phone #: 252-258-6319 (cell) Business Phone #: 252-744-6503

Email Address: ganttl@ecu.edu

Employed By: ECU Occupation: Nurse faculty

Name of High School Attended: Durham HS

College or University Attended: Duke, UNC-CH, Univ. of Colorado

How long have you been a resident of Winterville? 21 yrs.

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: I am an associate editor for a journal, I am a member of numerous professional nursing orgs.

Past membership in organizations and offices held: φ

State why you feel you would be an asset to this board/commission. I have been a resident of Winterville many years & am impacted by the many changes happening in town.

Signature: [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:

Ethnic Group:	Sex: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
<input type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> American Indian	Birth Date: <u>09/27/1957</u>
<input type="checkbox"/> Asian or Pacific Islander	
<input checked="" type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	

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 _____ X 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: Corbett Harris

Address: 382 Holly Grove Drive, Winterville, NC 27858

Home Phone #: 757-615-2929 Business Phone #: 252-227-4794

Email Address: harrisappstate73@gmail.com

Employed By: Self Employed Occupation: Franchisee

Name of High School Attended: Kellam High School

College or University Attended: Appalachian state University

How long have you been a resident of Winterville? 3.5 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: n/a

Past membership in organizations and offices held: n/a

State why you feel you would be an asset to this board/commission. Maning multiple franchised locations across multiple states has allowed me to see different communities and experience different environments that have fostered growth and development

Signature: Corbett Harris Date: 1-19-2025

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:

Ethnic Group: _____ African American _____ American Indian _____ Asian or Pacific Islander _____ Caucasian _____ Hispanic	Sex: _____ Female _____ Male US Citizenship: _____ Yes _____ No Birth Date: _____
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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 X 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: Corbett Harris

Address: 382 Holly Grove Drive, Winterville, NC 28590

Home Phone #: 757-615-2929 Business Phone #: 252-227-4794

Email Address: harrisappstate73@gmail.com

Employed By: Jimmy John's Occupation: Franchisee

Name of High School Attended: Kellam High School

College or University Attended: Appalachian State University

How long have you been a resident of Winterville? 1 year 4 months

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: _____

State why you feel you would be an asset to this board/commission. As winterville continues to go having a business background to look at different lenses on development and how either will impact or spur growth in areas to which are affected.

Signature: Corbett Harris Date: 11/29/2022

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:

Ethnic Group:	Sex: _____ Female _____ Male
_____ African American	US Citizenship: _____ Yes _____ No
_____ American Indian	Birth Date: _____
_____ Asian or Pacific Islander	
_____ Caucasian	
_____ Hispanic	

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: _____

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: _____

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. _____

Signature: Glenn Johnson 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:

<u>Ethnic Group:</u> _____ African American _____ American Indian _____ Asian or Pacific Islander _____ Caucasian _____ Hispanic	<u>Sex:</u> _____ Female _____ Male <u>US Citizenship:</u> _____ Yes _____ No <u>Birth Date:</u> _____
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Letter Expressing Interest to Be a Member Of Planning and Zoning Advisory Council Board,

Dr. Glenn E. Johnson, DCRC

Date: 10-14-24

459 Williamston Drive

Winterville, NC 28590

glennjohnsonshow@gmail.com

Phone Number (25-902-9222

Don Harvey – Town Clerk

Planning and Zoning Advisory Council Board

Town of Winterville

2571 Railroad Street/P.O. Box 1459

Dear, Mr. Harvey

I am writing to assert my strong interest in becoming a member of the Planning and Zoning Advisory Council Board., I am confident in my ability to make a significant contribution to the board's crucial work.

My Residency here in the Town of Winterville, coupled with my deep understanding of the local community and its needs, uniquely position me to advocate for the best interests of the residents.

I am eager to leverage my skills in [specific skills or experiences] to drive positive change and collaborate effectively with other board members. I am resolute in my commitment to addressing the challenges and opportunities facing our community and am ready to take on the responsibilities of a board member.

I am keen to meet with you to further discuss how I can add value to the board and to gain insight into the expectations of board members. Please do not hesitate to contact me at 252-902-9222 or Email Address, glennjohnsonshow@gmail.com to arrange a meeting or to discuss my application in greater detail.

Thank you for considering my application. I am enthusiastic about the prospect of contributing to the important work of the Planning and Zoning Advisory Council Board.

I anticipate the opportunity to bring my expertise to the table and am looking forward to the possibility of serving on the board.

Sincerely, Dr. Glenn E. Johnson, DCRC



Dr. Glenn E Johnson, DCRC <glennjohnsonshow@gmail.com>

North Central CFAC

2 messages

Desmetress Howard <Desmetress.Howard@trilliumnc.org>

Fri, Jul 12, 2024 at 2:57 PM

To: Lorraine Washington <Nink_51@hotmail.com>, Felicia McNair <felicialmcnair@yahoo.com>

Cc: "glennjohnsonshow@gmail.com" <glennjohnsonshow@gmail.com>

Good morning to all,

Mr. Johnson has shown interest in joining our CFAC. We invite Mr. Johnson to our next meeting on July 16th 2024.

The North Central CFAC meets every 3rd Tuesday of each month from 4:30 PM to 7:00 PM.

Trillium Health Resources (Greenville office) [201 W 1st Street, Greenville, NC 27858](#) (Training Room #123).

Thank you and enjoy your weekend.

Desmetress Howard

North Central Regional Operations

Administrative Assistant

Desmetress.Howard@trilliumnc.org

www.TrilliumHealthResources.org

1-866-998-2597

Member & Recipient Service Line: 1-877-685-2415

Provider Support Service Line: 1-855-250-1539

The Trillium Tailored Plan launches July 1, 2024. [Learn more here.](#)

Like and follow us on Facebook, Instagram, and Twitter!

[Trillium Health Resources](#)

[Trillium Direct Connect for Recovery](#)

[Trillium Direct Connect for Enrichment](#)

[@TrilliumHealthResources Instagram](#)

[@TrilliumNC Twitter](#)

Public Records Law Statement: Please be advised that any e-mail sent to and from this e-mail account is subject to the NC Public Records Law and may be disclosed to third parties. Confidentiality Statement: This e-mail transmission and any documents, files or previous e-mail messages attached to it may contain confidential health information. Such documents are legally privileged. The authorized recipient of this information is prohibited from disclosing this information to any other party unless required to do so by law or regulation. Recipients are required to destroy such information after its stated need has been fulfilled. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and delete the e-mail and accompanying file attachment.

Dr. Glenn E Johnson, DCRC <glennjohnsonshow@gmail.com>
To: Desmetress Howard <Desmetress.Howard@trilliumnc.org>

Fri, Jul 12, 2024 at 3:10 PM

I Plant to Attend, Thanks

[Quoted text hidden]

--

Dr. Glenn E. Johnson, DCRC
Glenn Johnson Show - Motivations With Glenn
<https://www.wbisawesomeradio.org/>
2531 South Memorial Dr.
Greenville, NC 27834
Dr. Glenn E. Johnson, D.C.R.C.
Home/Office # 252-408-6516
Cell # 252-902-9222

Trillium - (Consumer and Family Advisory Committee (CFAC))

The Consumer and Family Advisory Committee (CFAC) is a group of individuals or the family services through a Partners Health Management Health Plan.

The committee gives a voice to people who receive services for mental health, substance use disorders, intellectual and developmental disabilities (I/DD) or traumatic brain injuries by providing important input into Partners' business processes.

The committee is self-governing and operates under the requirements of North Carolina general statute 122-C-170 (a) Local Community and Family Advisory Committees.

<https://www.trilliumhealthresources.org/regional-operations/regional-cfacs>

In keeping with the regional structure, Trillium has Regional Consumer & Family Advisory Committees (CFAC).

One (1) Consumer & Family Advisory Committee per region Northern, North Central, South Central, Southern, and Mid-state

Representation from each county with equal representation from among the disability groups (Mental Health; Substance Use; Intellectual/Developmental Disabilities; traumatic brain injury)

CFACs should be self-governing and self-directed, in accordance with G.S. 122C-170

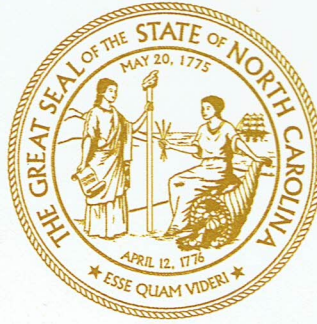
The Consumer and Family Advisory Committee is an advisory group for our communities devoted to enhancing care for individuals with mental health, intellectual/developmental disabilities, traumatic brain injury, and substance use disorders.

Mission

Our mission is to ensure that the development and delivery of services and supports remain responsive to the well-being of the people served.

Each member is either an individual with a serious behavioral health diagnosis (Mental Health, Substance Use (MH/SUD), Traumatic Brain Injury (TBI), or Intellectual/Developmental Disability (I/DD) or a family member of a person who does. A person considering membership must attend at least one meeting then submit an application form which will be reviewed by the appropriate Membership Committee.

My Member Application – Status Pending



State of North Carolina

ROY COOPER
GOVERNOR

*Placing special trust and confidence in your integrity and knowledge,
and by virtue of the authority vested in me by law, I hereby appoint*

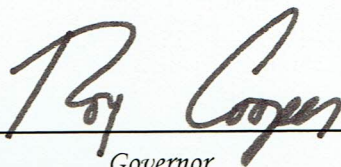
Dr. Glenn Edward Johnson

Member of the

North Carolina Brain Injury Advisory Council

*and hereby confer upon you all the rights, privileges and powers useful
and necessary to discharge your duties faithfully and in a manner proper
with your appointment.*

*I hereby sign my name and affix the Great
Seal of the State at the Capitol in Raleigh, on
this day, November 21, 2022*



Governor



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 1 Planning and Zoning Board
 _____ Recreation and Parks Advisory Board _____ Stormwater Advisory Committee
2 Human Relations Board

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

Name: LaTonya Jones

Address: 518 Little Dr. **ok**

Winterville, NC 28590

Home Phone #: 252-717-5664

Business Phone #: _____

Email Address: mrsjones5664@yahoo.com

Employed By: ECU Health Occupation: Learning and Development Specialist

Name of High School Attended: JH Rose High School

College or University Attended: NC Wesleyan Undergrad & Grand Canyon University Graduate

How long have you been a resident of Winterville? 20 plus years

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: Zeta Pi Sigma chapter of Sigma Gamma Rho Sorority Inc.

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. I would be an asset to this board because Winterville is the town where I resided from birth until middle school and where

I have deeply rooted ties here from generations on back. My heart and history is here and I want to see flourish and continue to grow and attract businesses and strive to be one of the top places to live.

Signature: latonya jones MSJ Date: 06/08/2024

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:

Ethnic Group: <input checked="" type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic	Sex: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male US Citizenship: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Birth Date: <u>04/15/1974</u>
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TOWN OF WINTERVILLE

Received 01/31/2025-DAH

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.)

1 Board of Adjustment 2 Planning and Zoning Board
3 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: Michael Ryan McFayden

Address: 296 Chesterfield Street, Winterville, NC, 28590 (In Town)

Home Phone #: (910) 308-0523 Business Phone #: —

Email Address: mrm317@outlook.com

Employed By: — Occupation: Medical Student

Name of High School Attended: Gray's Creek High School

College or University Attended: UNC - Wilmington & East Carolina University

How long have you been a resident of Winterville? 8 months

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: ECU Brody Conduct Committee, Master Educator Committee, Integrated Curriculum Improvement Task Force

Past membership in organizations and offices held: Brody Ambassador, Brody Med Pals, Brody Big/Little Program, Gray's Creek Station #18 volunteer fire dept., Pender County EMS & Fire

State why you feel you would be an asset to this board/commission. Though my age and time of residence may be concerning, I believe that allows me to approach issues with fresh eyes and opinions. I will handle this with the same honor and effort as my studies.

Signature: Michael McFayden Date: 1-31-2025

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 Thank you.
 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group:	Sex: <u>—</u> Female <input checked="" type="checkbox"/> Male
<u>—</u> African American	US Citizenship: <input checked="" type="checkbox"/> Yes <u>—</u> No
<u>—</u> American Indian	Birth Date: <u>March 17, 1999</u>
<u>—</u> Asian or Pacific Islander	
<input checked="" type="checkbox"/> Caucasian	
<u>—</u> Hispanic	

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: David Moody

Address: 419 Angier Court
Winterville NC

Home Phone #: 252-714-0370 Business Phone #: 252-714-0370

Email Address: davidm27858@gmail.com

Employed By: Wilson Comm. College Occupation: Criminal Justice Instructor

Name of High School Attended: Rosewood High School

College or University Attended: Fayetteville State, ECU and Capella University

How long have you been a resident of Winterville? 15 years

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: 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 have an
understanding of the different considerations that must be addressed when it comes
zoning and planning. Also I have a limited amount of real estate knowledge.

Signature: David Moody Date: 08/27/24

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:

Ethnic Group:	Sex: _____ Female <input checked="" type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes _____ No
<input type="checkbox"/> American Indian	Birth Date: _____
<input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	

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 2 Planning and Zoning Board
1 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: William RICHBOURG

Address: 1948 CORNERSTONE DR

Home Phone #: 703-599-8035 Business Phone #: _____

Email Address: BILLRICHBOURG@gmail.com

Employed By: Retired Occupation: Real Estate Finance

Name of High School Attended: CLINTON, NC Senior HS

College or University Attended: U.S. NAVAL Academy

How long have you been a resident of Winterville? 2 1/2 years

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: _____

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission.

Knowledge of subject matter, time to devote to tasks

Signature: William A. Richbourg

Date: 5/1/25

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:

Ethnic Group: _____ African American _____ American Indian _____ Asian or Pacific Islander _____ Caucasian _____ Hispanic	Sex: _____ Female _____ Male US Citizenship: _____ Yes _____ No Birth Date: _____
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**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 4, 2025

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Animal Control Agreement/Ordinance with Pitt County/Pitt County Animal Services.

Action Requested: Approval of Agreement and Adoption of Pitt County Animal Ordinance.

Attachment: Copy of DRAFT Agreement, DRAFT Ordinance 25-O-082, and Copy of Pitt County Animal Ordinance.

Prepared By: Terri L. Parker, Town Manager

Date: 7/29/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

The Town Staff has been working with Pitt County Staff to draft an agreement and adopt applicable ordinances so that Pitt County Animal Services can begin to perform animal control services in the Town of Winterville beginning September 1, 2025.

Attached is the DRAFT Interlocal Agreement and associated Resolution adopting the County's Animal Control Ordinance.

The initial cost for the first 10 months is \$5,000.

Budgetary Impact: \$5,000 during the Agreement Period – Already in the FY 25-26 Budget.

Recommendation: Staff recommends Council approval pending Town Attorney review.

INTERLOCAL AGREEMENT FOR SERVICES BETWEEN PITT COUNTY AND TOWN OF WINTERVILLE

This Interlocal Agreement is entered into by and between Pitt County, North Carolina ("County") and Town of Winterville North Carolina ("Town") as of the 4th day of August 2025 and will take effect September 1st, 2025.

WITNESSETH:

WHEREAS, Pitt County provides animal control services and sheltering within the unincorporated portions of Pitt County; and

WHEREAS, The Town of Winterville desires that Pitt County provide animal control services and sheltering within the municipal limits of the Town; and

WHEREAS, the County has the capability and shared interest in providing animal control services and sheltering through this agreement with the Town of Winterville.

NOW THEREFORE, it is agreed based on the mutual promises contained herein and for the good and valuable consideration receipt and sufficiency of which are hereby acknowledged by and between the County and Town as follows:

1. Services Provided.

County agrees that it will provide animal control services and sheltering within the municipal limits of Town to the same extent that such services are provided in the unincorporated portions of the County.

Such services may include rabies control, trapping, sheltering and enforcement of County Ordinances that, by Resolution of the Town, beforehand are adopted by the Town's governing board for enforcement within the municipal limits. In addition, the County may request the assistance of the Town of Winterville as to also enforce additional Ordinances that, by Resolution of the Town, beforehand have been the Town of adopted by the Town's governing board for enforcement within the municipal limits and attached hereto as **Exhibit A**.

County agrees that it will use its best efforts to provide animal control services in the municipal limits of the Town, and that it will exercise the same methods and diligence that it exercises to provide animal control services in the unincorporated parts of the County.

2. Billing and Payment.

The total \$5,000 cost to be paid by the Town to the County for the services performed pursuant to this Agreement, shall be paid September 1, 2025. The first initial payment covers a one-time prorated fee of \$5,000 to cover September 1st, 2025 until June 30th, 2026. The Annual fee of \$25,000 will then take effect July 1st, 2026 if this contract is renewed.

Payment to the County will be made by the Town within 30 days after receipt by the Town of the County's invoice. Failure of the Town to make payment to the County within (15) fifteen days after receipt of the County invoice shall result in a \$100 late payment penalty assessed to the Town and payable to the County.

3. Initial Term and Termination.

The initial Term of this Agreement shall be for a ten (10) month period beginning September 1st, 2025 and ending June 30, 2026. Upon the expiration of the Initial Term, this Agreement may be renewed for subsequent one (1) year terms in writing as agreed upon between the parties. However, the parties shall meet at the end of the first term to review performance and modify any terms or pricing agreed upon between the parties, to begin the following July 1, 2026.

The County or Town may terminate this Agreement without cause at any time by providing thirty (30) days written notice from the terminating party to the non-terminating party. If the Agreement is terminated as provided herein, the County will be paid for all services performed.

4. Reimbursements.

The County shall not be entitled to reimbursement of any other expenses from the Town during the term of this Agreement.

5. Other Expenses.

The County shall be responsible for all costs of care, including but not limited to nutrition, hydration, medication, routine veterinary care, and overall animal welfare of the animals accepted and held pursuant to this Agreement. To the extent required, Town shall be responsible for extraordinary medical expenses as approved by the Winterville Police Chief or his/her designee. The County shall be responsible for the cost and administration of all appropriate vaccinations at or about the time of and shall also be responsible for the administration of all prescribed medications as well as documentation for same consistent with the County's policies and procedures and applicable State law. The Town shall not be responsible for any medical expenses, which are the result of the negligence of the County or for any communicable disease outbreaks occurring at the Pitt County Animal Shelter.

6. Inspections and Certifications.

The County agrees to maintain current inspections of the shelter, including but not limited to certifications and permits as required and issued by the NC Agriculture Welfare Section (AWS). In the event that AWS conducts an inspection of the County's facilities and the facilities are found in violation or otherwise deficient under the rules and regulations prescribed by the North Carolina Department of Agriculture and Consumer Services or that the County's health

certification is withdrawn or housing authorization is withdrawn, this Agreement may be suspended or terminated as provided by this Agreement without penalty or cost to either Party.

7. Certain Fees to be Retained by County.

The Town agrees that the County may set a fee schedule for services rendered to the public including, but not limited to, reclaims of animals, adoptions of animals, and routine medical provided to animals. The County shall be entitled to all monies derived from the fees charged to the public for these services.

8. Reporting.

The Town of Winterville must report quarterly the number of animal complaints received/ dispatched to Pitt County Animal Services. These reports will be used for end of year review before contract renewal. Further information regarding specific cases may be provided upon written request.

9. Independent Contractor.

The relationship between the parties to this Agreement shall be that of independent contractors, and no party shall be construed to be the agent, partner, employee, or joint venture of the other party to the Agreement. The parties shall not exercise control or direct the way others perform their duties hereunder except to assure compliance with this Agreement.

10. Hold Harmless and Indemnification.

The Town agrees to hold harmless and indemnify County from any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by County while in the performance of the duties or assignment pursuant to this Agreement.

11. Insurance.

The County certifies by the execution of this Agreement that it possesses the following insurance coverages with the following minimum Limits of Insurance which cover the operation of the Town's animal shelter including but not limited to all animals at the County's animal shelter facility pursuant to this Agreement, and other related contents:

Commercial General Liability: Limit of Insurance:
Per Occurrence: \$1,000,000
General Aggregate: \$2,000

12. Federal, State, and Local Legal Compliance.

The County shall at all times possess and maintain approval rating with the North Carolina Department of Agriculture and Consumer Services, Animal Health Division (Veterinary Division), Animal Welfare Section ("AWS"). In accordance with N.C.G.S. 19A-26, the County shall always maintain a current and valid certificate of registration granted and issued by the Director of AWS. If otherwise engaged in any business regarding animals regulated by federal and/or state law, the County shall always possess and maintain current and valid licenses and permits as applicable to said business.

13. Amendment(s).

Any notice required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when personally delivered or three (3) days after being mailed by certified mail, return receipt requested, postage prepaid, to the following addresses, or at such other address as either party may designate in a manner in compliance with this Section:

Pitt County
Attn: Janis Gallagher
County Manager
1717 5th St.
Greenville, NC 27834

Town of Winterville
Terri L. Parker
Town Manager
2571 Railroad St.
Winterville, NC 28590

14. Applicable Law, Venue, and Service of Process.

This Agreement has been entered into in the State of North Carolina, County of Pitt, and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. The parties agree that exclusive venue for the bringing of any action concerning this Agreement shall be in the state or federal courts having jurisdiction in Pitt County, North Carolina and that service of process may be made upon either party by certified mail, return receipt requested, postage prepaid to the party's address as set forth herein or such other address as the party may designate in writing received by the party. Contractor agrees that it will comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in addition to those specifically noted herein.

15. Force Majeure. The parties understand and acknowledge that neither shall be liable for any loss, damage, detention, delay or failure to perform in whole or put resulting in causes beyond their control including, but not limited to fire, strikes, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation and inability to obtain supplies of raw materials or requirements or regulations of the United States government or any other civil or military authority.

16. Severability.

If any provision, or portion thereof, of this Agreement shall for any reason be adjudged by any court of competent jurisdiction to be illegal, invalid or otherwise unenforceable, such judgment shall not affect, impair or invalidate the remainder of this Agreement but shall be limited in its operation to the provision of this Agreement directly involved and only the illegal, invalid or unenforceable provision shall be deemed stuck.

17. Waiver.

The failure by the party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time nor shall the waiver by either party of a breach of any provision hereof be taken or be held to be a waiver of such provision.

18. Counterparts and Facsimiles.

This Agreement may be executed in one or more counterparts each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original and if there is any inconsistency between such facsimile and an executed Agreement subsequently received by "hard-copy," the terms contained in the facsimile shall prevail.

19. Headings.

The headings and numbers of sections and paragraphs contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

20. E-Verify.

Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the undersigned hereby certifies that the Contractor named herein, and the Contractor's subcontractors, comply with the requirements of 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal system,

21. Equal Opportunity Clause.

The equal opportunity clause contained in 41 CFR Part 60-1.4, as amended, and implementing regulations at 41 CFR Part 60, are hereby included by reference, and incorporated into this Agreement as if set forth fully herein.

22. Record Retention Requirements.

As applicable, County shall retain all records related to this Agreement for three (3) years after all pending matters are closed, or for such other time period as required by County or by applicable federal or state law or regulation.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized representative on the date set forth above.

Pitt County

Town of Winterville

By: _____
Janis Gallagher
County Manager

By: _____
Terri L. Parker
Town Manager

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

Pitt County Attorney

Pitt County Finance Officer

EXHIBIT A

CHAPTER 91: ANIMALS (Winterville)

Section

General Provisions

[91.01](#) Running-at-large

[91.02](#) Keeping horses, mules, sheep, and the like

[91.03](#) Construction and maintenance of stables

Dogs

[91.20](#) Running-at-large or creating a nuisance prohibited

[91.21](#) Tethering, keeping, and penning

[91.22](#) Disposition of fierce, dangerous, or vicious dogs

[91.23](#) Owner liable for damages caused by dog or cat

[91.24](#) Cruel treatment

[91.25](#) Enforcement

[91.99](#) Penalty

Cross-reference:

Animal waste and dead animals, see § [95.004](#)

GENERAL PROVISIONS

§ 91.01 RUNNING-AT-LARGE.

It shall be unlawful for any person to allow animals, stock, or fowl to run-at-large within the town, except as otherwise provided in this chapter.

(1992 Code, § 91.01) (Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.02 KEEPING HORSES, MULES, SHEEP AND THE LIKE.

(A) It shall be unlawful for any person to maintain, keep, house or stable any horse, mule, pony, cow, sheep, goat or other livestock within the corporate limits of the town within 300 feet of any dwelling, school, church, restaurant, grocery store, drug store or other retail establishment. No more than one such animal or livestock shall be maintained on a lot containing less than one acre, and no more than two such animals or livestock shall be maintained on any additional acreage of land under any circumstances.

(B) It shall be unlawful for any person to maintain, keep or house any hogs or pigs within the town.

(C) All property determined by the County Tax Office to be a farm use and therefore receive deferred tax status shall be exempt from these provisions as long as the property maintains its deferred tax status in accordance with the rules and regulations of Pitt County, the State of North Carolina and United States Tax Codes.

(1992 Code, § 91.02) (Ord. O-64-03139900, passed 3-13-2000; Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.03 CONSTRUCTION AND MAINTENANCE OF STABLES.

(A) All animals or livestock shall be kept and maintained in an enclosed area, and stables shall be constructed and maintained in conformity with the requirements of the County Board of Health. After the plans for the area and stables have been approved as to sanitation requirements by the County Health Department, application shall then be made to the Building Inspector of the town for a permit for the construction.

(B) In all cases, the structure shall be located in the manner as to give the least possible offense to the occupants or residents on adjoining lots. All the stables shall be cleaned and disinfected at least once each day and kept free of noxious odors.

(1992 Code, § 91.03) (Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

DOGS

§ 91.20 RUNNING AT LARGE OR CREATING A NUISANCE PROHIBITED.

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

OWNER. Any person, groups of persons or any entity possessing, keeping, having charge of sheltering, feeding, harboring, or taking care of any animal covered by this subchapter.

RUNNING-AT-LARGE. The presence of any dog or cat on any property, public or private, not owned by the owner of such dog or cat, unless such dog or cat is held in control by a leash or other adequate means of physical control by a person sufficiently strong to hold such dog or cat in control at all times. The phrase **RUNNING-AT-LARGE** shall also refer to any dog which has not been properly vaccinated for rabies or does not wear a vaccination tag as required by this subchapter or other applicable law. The phrase **RUNNING-AT-LARGE** shall also refer to any cat which has not been properly vaccinated for rabies or where the cat owner does not possess proper documentation of vaccination as required by this subchapter or other applicable law.

(B) It shall be unlawful for any dog(s) or cat(s) to be running at large within the town.

(C) It shall be unlawful for any person to own, keep, possess, harbor, or maintain an animal in such a manner as to annoy or disturb rights and privileges common to the public or to annoy or disturb persons in the enjoyment of private property. By way of

example, but not of limitation, the following are hereby declared to be a public nuisance and are therefore unlawful within the town:

- (1) Getting into or turning over waste or garbage containers;
- (2) Walking on or sleeping on automobiles of another;
- (3) Damaging the real or personal property of anyone other than its owner;
- (4) Repeatedly being or running at large;
- (5) Being maintained in an unsanitary condition so as to be offensive to sight or smell;
- (6) Not being confined to a building or secure enclosure while in estrus;
- (7) Being vicious or chasing, snapping at, attacking, or otherwise molesting others including, pedestrians, bicyclists, motor vehicle passengers, or domestic animals;
- (8) Allowing or permitting an animal to bark, whine, howl, or yowl in an excessive, continuous, or untimely fashion, or to make other noise in such a manner so as to result in a serious annoyance or interference with the reasonable use and enjoyment of neighboring premises;
- (9) Being housed or restrained less than five feet from a public street, road, or sidewalk such that the location of the animal poses a threat to the general safety, health, and welfare of the general public;
- (10) Being diseased or dangerous to the health of the public;
- (11) Habitually killing other animals, attacking, or attempting to attach persons;
- (12) Damaging gardens, flowers, or vegetables.

(D) It shall be unlawful for any dog owner to permit any dog four months old to appear or be on any street, park or public place therein, unless the dog is wearing a collar or harness to which is attached a current rabies vaccination tag, which has been issued for the dog.

(E) It shall be unlawful to permit any dog to defecate or urinate on the lawn or property of any but the owner, or upon any public or private property without the permission of the owner of that property.

(1992 Code, § 91.20) (Ord. O-47-12108485, passed 12-10-1984; Ord. 06-O-222, passed 5-8-2006; Ord. 06-O-247, passed 12-11-2006; Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.21 TETHERING, KEEPING AND PENNING.

(A) (1) It shall be unlawful for any person to restrain a dog using a chain, wire, or other type of tethering device on vacant or unoccupied property.

(2) No person shall tether with a chain or wire or other device to, or cause such attachment to, a head harness, choke-type collar, or pronged collar to a dog.

(3) Tethered dogs shall have access to adequate food, water, and shelter. This includes shelter from extreme heat or near freezing temperatures, flooding, tornadoes, thunderstorms, tropical storms, and hurricanes.

(B) It shall be unlawful for any person, without the consent of an animal's owner or keeper, to knowingly and intentionally harbor or keep in possession by confinement any animal that does not belong to him or her. Any person in possession of a stray animal shall contact the Town of Winterville within 24 hours to provide notice of the stray animal's description and location or to arrange for impoundment. It shall also be unlawful for any person other than the owner or keeper of an animal to remove its collar, license tag or rabies tag.

(C) No more than four dogs, over six months old, shall be kept on any residential or commercial parcel of land in the town. No dog pen or enclosure shall be within 30 feet of the dwelling house of any person other than the dog's owner, unless by permission of the neighbor in writing. No pen shall be built for the purpose of maintaining more than four dogs within 500 feet of the city limits.

(1992 Code, § 91.21) (Ord. O-47-12108485, passed 12-10-1984; Ord. 02-O-111, passed 11-12-2002; Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.22 DISPOSITION OF FIERCE, DANGEROUS OR VICIOUS DOGS.

(A) A dog shall be deemed fierce/vicious dangerous under the following conditions: Fierce/vicious/ dangerous dog:

- (1) A dog that without provocation has killed or inflicted severe injury on a person,
- (2) A dog that has killed or inflicted severe injury upon a domestic animal when not on the real property of the owner of the dog,
- (3) A dog that has approached a person when unrestrained and not on the owner's property in a vicious or terrorizing manner in an apparent attitude of attack, or
- (4) A dog that has been declared dangerous or potentially dangerous, either under state law or local ordinance.

(B) If any dog, fierce, dangerous or vicious, or having vicious propensities, or any female dog in heat is found running-at-large in any public place in the town, or on any private property without the permission of the owner or occupant of the private property, and the dog cannot be safely taken up and impounded, the dog may be slain by any law enforcement official of the town, county or the state.

(1992 Code, § 91.22) (Ord. O-47-12108485, passed 12-10-1984; Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.23 OWNER LIABLE FOR DAMAGES CAUSED BY DOG OR CAT.

A dog or cat owner who allows his or her dog or cat to run at large in any public place in the town or on any private property without the permission of the owner or occupant of said private property shall be liable in damages to any person injured by such dog or

cat and to any person suffering loss to his or her real or personal property, including animals, livestock and fowl, caused by such dog or cat.

(1992 Code, § 91.23) (Ord. O-47-12108485, passed 12-10-1984; Ord. 06-O-247, passed 12-11-2006; Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.24 CRUEL TREATMENT.

Mistreatment of animals; prohibited acts. All animals shall be kept and treated under sanitary and humane conditions, and it shall be unlawful for any person to subject, or cause to be subjected, any animal to cruel treatment. It shall likewise be unlawful for any person to deprive, or cause to be deprived, any animal of adequate food and water, necessary medical attention, proper shelter, protection from the weather or humanely clean conditions.

(A) Food, water, and shelter shall be provided as follows:

(1) All animals shall be given at suitable intervals, not to exceed 24 hours, a quantity of wholesome foodstuff suitable for the age and species of the animal and sufficient to maintain a reasonable level of nutrition.

(2) All animals shall have access to a constant supply of clean, fresh water.

(3) All animals shall be provided with adequate shelter from the weather and humanely clean conditions at all times. Examples of inadequate shelter include but are not limited to the following:

(a) Underneath outside steps, decks, and stoops.

(b) Underneath houses.

(c) Inside or underneath motor vehicles.

(d) Inside metal barrels.

(e) Inside cardboard boxes.

(f) Inside temporary animal carriers or crates.

(g) Shelters located in flood prone areas.

(h) 1. Shelters that cannot be accessed by the animal for any reason.

2. The following list is a non-exhaustive illustration of situations that violate this provision:

A. A shelter surrounded by debris, obstructions, or impediments that may endanger an animal.

B. A shelter that is overturned or turned on its side.

C. A shelter that cannot be accessed because the animal's tether or chain does not allow entry.

(B) *Animal cruelty*. It shall be unlawful for any person to intentionally molest, torture, torment, deprive of necessary sustenance, cruelly beat or treat, needlessly mutilate or kill, wound, injure, poison, abandon or subject any animal to conditions detrimental to its health or general welfare or to procure any such actions to be inflicted upon any animal. Examples of cruel treatment include but are not limited to the following:

(1) Allowing a collar, rope, or chain to become embedded in or cause injury to an animal's neck.

(2) Allowing a choke or pinch collar to be used as a primary collar when the animal is left unsupervised.

(3) Allowing a dog, cat, or other domesticated pet to be left outside in inclement weather or extreme temperatures without adequate shelter.

(4) Intentionally allowing animals to engage in a fight.

(5) Confinement in unsanitary conditions. An **UNSANITARY CONFINEMENT AREA** is any confinement area that does not allow for the animal to sit down, lie down, or stand, without doing so in urine, feces, mud, or standing water.

(6) Allowing animals to live in crowded conditions. Each animal must be able to sit, stand, lie down, and turn around without interference from other animals or objects.

(7) Failure or refusal to obtain medical treatment for an animal when, in an Animal Services Officer's or Animal Cruelty Investigator's opinion, such treatment is needed.

(8) Using lethal force against an animal, either on or off the owner's property, unless (a) the animal is in the act of attacking and causing severe injury to a human being or any other domestic animal, or unless (b) a human is reasonably afraid the animal is about to attack and cause injury to a himself, herself, or another, or unless (c) the animal has, or appears to have rabies.

(9) Permitting any exhibit, function, or activity where animals are being cruelly treated or animals run the risk of causing injury to the public or themselves.

(Ord. 20-O-031, passed 3-9-2020) Penalty, see § [91.99](#)

§ 91.25 ENFORCEMENT.

It is hereby declared the duty of the Town to:

(A) Carry out enforcement of the provisions of this chapter and notify persons in violation of this chapter of such violations;

(B) Enforce the penalties for violations set out under § [91.99](#);

(C) Notify the owner or keeper of any dog(s) or cat(s) who shall knowingly suffer or permit his or her dog(s) or cat(s) to run at large on the streets and sidewalks or create a public nuisance to place the same under the proper control or confinement;

(D) Impound dog(s) or cat(s) if the owner or keeper cannot be identified, or if the owner or keeper fails or refuses to abate the situation of his or her dog(s) or cat(s) running at large or creating a public nuisance;

(E) All dog(s) or cat(s) impounded at the County Animal Shelter shall become wards of the same, and thereby under the rules and regulations of the county.

(1992 Code, § 91.24) (Ord. O-47-12108485, passed 12-10-1984; Ord. O-14-09149899, passed 9-14-1998; Ord. 06-O-247, passed 12-11-2006)

§ 91.99 PENALTY.

Penalties for a violation of any of the provisions of this chapter may be expressly included with each provision. Otherwise, any violation of the provisions of this chapter shall be punishable as follows:

(A) Any violation of the provisions of this chapter shall subject the offender to a civil penalty in the amount of \$25. Each subsequent day that a violation listed in this chapter continues shall constitute a separate and distinct offense. Violators shall be issued a written citation, which must be paid within 72 hours. If the person fails to pay the civil penalty within 72 hours, the town may recover the penalty including all costs and attorney's fees by filing a civil action in the general court of justice in the nature of a suit to collect a debt. The town may increase any civil penalty assessed under this section by \$50 for each subsequent violation of the same provision within a two-year period. The town may, in its discretion, additionally seek restitution for the actual cost of maintaining, transporting, boarding, or providing veterinarian services for any animal impounded under this chapter; or

(B) Any violation of any provision of this chapter shall be an infraction, punishable upon conviction by a fine not to exceed \$500; or

(C) In addition, enforcement of this chapter may be by injunction, restraining order or abatement in a court of competent jurisdiction, as provided by G.S. § 160A-175(d) and (e).

(1992 Code, § 91.99) (Ord. O-47-12108485, passed 12-10-1984; Ord. O-14-09149899, passed 9-14-1998; Ord. 04-O-128, passed 10-11-2004; Ord. 07-O-, passed 4-9-2007; Ord. 20-O-031, passed 3-9-2020)



ORDINANCE NO. 25-O-082

**ORDINANCE AMENDING CHAPTER 91 OF THE CODE OF ORDINANCES
OF THE TOWN OF WINTERVILLE, NORTH CAROLINA**

BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that Title IX Chapter 91 of the Code of Ordinances of the Town of Winterville is hereby amended as follows:

CHAPTER 91: ANIMALS

PITT COUNTY ANIMAL CONTROL - ORDINANCE NO. 5

This Ordinance is adopted pursuant to the authority vested in Pitt County by the General Statutes of North Carolina, particularly Chapter 153A-121 (General Ordinance-making Power); 153A-127 (Abuse of Animals); 153A-131 (Dangerous Animals; 67-4.5 (Dangerous Dogs); and other applicable laws.

It is adopted by reference by the Town of Winterville.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

COMPREHENSIVE ANIMAL SERVICES ORDINANCE

Part I. General

Section 1. Authority

This Ordinance is adopted pursuant to the authority vested in Pitt County by the General Statutes of North Carolina, particularly Chapter 153A-121 (General Ordinance-making Power); 153A-127 (Abuse of Animals); 153A-131 (Dangerous Animals; 67-4.5 (Dangerous Dogs); and other applicable laws.

Section 2. Provisions of Part I Applicable to Reminder of Ordinance.

The provisions contained within this Part (Part I) are applicable to Parts II, III, IV, V, VI, and VII except for those provisions within Part I which expressly state otherwise.

Section 3. Article Cumulative

Procedures set forth in this Ordinance shall be in addition to any other remedies that may exist under law or ordinance

Section 4. Territorial Application

This Ordinance shall be effective within the unincorporated areas of Pitt County and within any towns which have a Resolution or Ordinance adopting this County Ordinance.

Section 5. Effective Date

This Ordinance is effective upon adoption by the Pitt County Board of Commissioners; except Part V. Large Commercial Breeders becomes effective one year after this Ordinance is adopted.

Section 6. Severability

If any section, sentence, clause or phrase of this Ordinance is, for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 7. Enforcement

- A. Enforcement of this Ordinance shall rest with Pitt County Animal Services officers and those governmental agencies and personnel authorized to exercise police powers by North Carolina statute to include, without limitation, the Pitt County Sheriff's Department and the Police Departments of any municipality that by resolution or ordinance have adopted this Ordinance within its municipal boundaries.
- B. Enforcement personnel are authorized to investigate suspected violations of this chapter and are empowered to issue citations, or warnings when any of the provisions of this chapter have been violated. Citations shall be delivered by enforcement officials in person to the alleged violator or delivered by registered mail return receipt requested to the person so charged.

- C. Where enforcement personnel determine that a violation is a first offense for the person charged, a written warning or citation may be issued at the discretion of the enforcement officer.

Section 8. Reenactment and Repeal of Existing Animal Control Ordinances

- A. This Ordinance is intended to reenact and continue in force some of the provisions of existing Pitt County Animal Control Ordinances (Animal Control Ordinance No. 1: Animal Cruelty and Neglect, Animal Control Ordinance No. 2: Animal Nuisance Ordinance, Animal Control Ordinance No. 3: Dangerous Dog Ordinance, Animal Control Ordinance No. 4: Canine Control Ordinance) previously enacted and amended by the County. All provisions which are not reenacted are hereby repealed.
- B. All pending civil actions or pending criminal prosecutions resulting from the violation of any Pitt County Animal Control Ordinance in effect before now, shall not be dismissed or abandoned by reason of the adoption of this Ordinance, but may proceed the same as if this Ordinance had not been adopted; and civil actions or criminal prosecutions which have not been initiated, may still be filed for acts or omissions, which occurred prior to the adoption of this Ordinance and violated any Pitt County Animal Control Ordinance in effect at that time.
- C. All violations of this Ordinance occurring after the effective date of this Ordinance or the effective date of the relevant Part of this Ordinance, may be enforced in a criminal action or civil action.

Section 9. Penalties

Any person violating the provisions of this Ordinance may be subject to the following actions and penalties in Paragraph A through Paragraph C. The actions and penalties in Paragraph A through Paragraph C are cumulative. No penalty shall be assessed without notice of the violation.

- A. *Civil Penalty for Parts II, III, V, and VI:* The County may assess a civil penalty of \$100.00 for a first offense, \$200.00 for a second offense, and \$300.00 for all subsequent offenses, which must be paid within 10 days and which amount(s) may be recovered by the county in a civil action in the nature of debt. Each day a violation occurs shall be a separate violation. The County may, in its discretion, additionally seek restitution for the actual cost of maintaining, transporting, boarding, or providing veterinarian services for any animal impounded under this Ordinance.
- B. *Civil Penalties for Part IV Dangerous Dog:* As specified within that Part.
- C. *Injunction and Order of Abatement.* The provisions of this Ordinance may be additionally enforced by injunction and order of abatement.
- D. *Criminal Penalties.* Any person who violates the provisions of this Ordinance shall be guilty of a misdemeanor and shall be subject to a fine of \$100.00 for a first offense, \$200.00 for a second offense, and \$300.00 for all subsequent offenses or imprisonment for not more than thirty (30) days. Each day a violation occurs shall be a separate offense.

Section 10. Definitions

Animal: The term “animals” includes every living vertebrate in the classes Amphibia, Reptilia, Aves, and Mammalia, but not including humans or invertebrates.

Animal Services Officers: Any Animal Services Officer employed or authorized by Pitt County.

Animal Services Director: The officer or employee placed in supervision of the Animal Services Department.

Animal Shelter: The Animal Shelter operated and maintained by Pitt County and/or a county approved animal protection society for the purpose of impounding animals under the authority of this Ordinance or

the General Statutes of North Carolina for the care, confinement, return to owner, adoption, or humane euthanasia.

Animal Shelter Director. That person designated by appropriate authority in Pitt County, and where appropriate, his or her designee, charged with the responsibility and authority to operate the animal program in Pitt County.

At Large: Refers to an animal that is not in an enclosure, or is otherwise not under physical control, or is not under the control of the owner or other responsible person by means of a leash, cord, chain or other means of physical restraint. This definition is applicable only to Part III of this Ordinance.

Attack by a dog: Any assault or battery by a dog upon a person or domestic animal, to include biting, felling or toppling, tearing of clothing, provoking flight to escape attack, or any other act which could reasonably cause physical injury to the person or domestic animal.

Bite by a dog: Any seizing, gripping or grasping, no matter how slight or momentary, by a dog between its jaws of the body parts of a person or domestic animal, so as to cause physical injury to such person or domestic animal. This does not include playful behavior by a puppy that is welcome and not likely to cause any injury, fear or harm to the person or animal.

Cruelty and Cruel Treatment. The terms "cruelty" and "cruel treatment" include every act, omission, or neglect whereby unjustifiable physical pain, suffering, or death is caused or permitted.

Cat: A domestic feline of either sex including stray.

Dangerous dog: Any of the following dogs:

- A. A dog that without provocation has killed or inflicted severe injury on a person,
- B. A dog that has killed or inflicted severe injury upon a domestic animal when not on the real property of the owner of the dog,
- C. A dog that has approached a person when unrestrained and not on the owner's property in a vicious or terrorizing manner in an apparent attitude of attack, or
- D. A dog that has been declared Dangerous or Potentially Dangerous, either under State law or local ordinance, by any North Carolina county or municipality.

Dangerous Exotic or Wild Animal: Any of the following exotic or wild animals:

- A. Panthera genus,
- B. Venomous amphibians,
- C. Venomous reptiles,
- D. Nonvenomous reptiles weighing over 50 pounds at maturity, or
- E. Wolves.

Dog: A domesticated animal (canis familiaris) of the Canidae family; provided that no wild specie of the Canidae family, such as a wolf, fox, or coyote, shall be considered a domesticated animal, even though raised by humans in domestic surroundings.

Dog At Large: A dog off the property of the owner and not under the physical restraint of its owner. This shall include stray dogs found to be running at large or appearing to be lost, unwanted or abandoned; or

whose owner is unknown or not readily available. This definition is applicable only to Part IV of this Ordinance.

Domestic Animal: A domesticated dog or cat.

Enclosure: Pen, paddock, stall, stable, or pasture with properly hung and marked fence.

Guard dog: A dog trained by a skilled trainer to recognized security industry or other reasonable standards and presently used under the control of trained handlers to protect persons and property.

Harboring of Animal: An animal shall be deemed to be harbored if it is fed or sheltered seven days or more, unless the animal is being boarded for a fee.

Hazard: Any natural or artificial object, above or below ground, that could cause harm or injury to the animal.

Hunting Kennel: Any kennel owned by a person holding an unexpired North Carolina hunting license and solely operated to house dogs used for hunting purposes.

Impounded: Any animal which is received into custody by the Pitt County Animal Shelter, housed at the Shelter or another location designated by the Shelter.

Keeper: A person having custody of a dog or who keeps or harbors a dog or who knowingly permits a dog to remain on or about any property occupied or controlled by such person.

Large Commercial Breeder: Any person, persons, partnership or corporation that owns, has custody of, or maintains 10 or more female dogs or 10 or more female cats, for the purposes of breeding offspring to sell or trade.

Lawful Hunt: A hunt for lawful game conducted on public or private property with the consent of the owner or custodian of the property by a person with a valid license (if required) during the lawful season for the game concerned using dogs customarily employed and suitable for such game.

Law enforcement dog: A dog, trained for police work to recognized law enforcement standards and presently used by and under the control of a law enforcement officer to carry out the law enforcement officer's official duties.

Owner: Any person, group of persons, business organization or association having the right of property or custody of a dog that keeps or harbors a dog or knowingly permits a dog to remain on or about property occupied by that person, group of persons, business organization or association.

Owner's Real property: Any real property owned or leased by the owner of the animal, not including any public right-of-way or a common area of a condominium, apartment complex, or townhouse development.

Premises: That portion of land owned or occupied by an owner or keeper, not including any portion of such land that is accessible to the public as a right of way.

Restraint: A dog is under restraint within the meaning of this ordinance if it is (1) presently in the physical custody of the owner or other person who has assumed control and controlled by means of a chain, leash, or other like device; (2) on or within a vehicle being driven or parked; (3) within a secure enclosure; or (4) within the dwelling house of the owner.

Stray: Any domestic animal that is not under restraint or is not on the property of its owner and is wandering at large, or is lost, or does not have any owner, or does not bear evidence of the identification of any owner.

Severe injury: Any physical injury that results in broken bones or disfiguring lacerations or requires cosmetic surgery or hospitalization.

Territorial jurisdiction of Pitt County: All territory within the boundaries of the County of Pitt, North Carolina, except the incorporated area of a municipality, unless such municipality has consented to the application and enforcement of this Ordinance in such areas.

Venomous: secreting venom; capable of injecting venom by means of a bite or sting.

Vicious dog: Any of the following dogs:

- A. A dangerous dog, as defined herein, that after having once committed an act making it a dangerous dog or having been determined hereunder to be a dangerous dog, commits a subsequent attack on a person or domestic animal.
- B. A dog that, without provocation, has killed or inflicted severe injury on a person.
- C. A dog that has been declared Vicious by any North Carolina county or municipality.

Wild Animal: Any animal which can normally be found in the wild state, particularly those feral, exotic, dangerous or non-domestic animals which generally do not live in or about the habitation of humans, including, but not limited to, deer, bears, lions, monkeys, raccoons, skunk, squirrels, tigers and snakes.

Section 11. Animal Services Advisory Board

- A. *History of the Citizen's Advisory Committee for Animal Control:* The Pitt County Board of Commissioners on November 5, 2002 established a Citizen's Advisory Committee for Animal Control. The Committee initially established had eight seats, with certain attributes for each seat. On October 17, 2005 the Board of County Commissioners voted to make all seats on Committee at-large seats as vacancies occurred, which removed the seat attributes. On April 6, 2009 the Board of County Commissioners added an additional at-large seat to the Committee for a total of nine at-large seats. On March 24, 2014 the Board of County Commissioners added one additional seat, but limited this tenth seat to one term of two years, the appointee to this seat resigned on December 18, 2014, and no other appointment was made to fill remainder of this term, this tenth seat expired on March 24, 2016.
- B. *Changing the Name of the Citizen's Advisory Committee for Animal Control to the Animal Services Advisory Board.* The Pitt County Citizen's Advisory Committee for Animal Control is now hereby renamed the Pitt County Animal Services Advisory Board (ASAB) which shall have the same membership, 9 at-large members, and shall have the same the rights, duties, and responsibilities of the Committee. Nothing about this renaming modifies the term of appointment of any current member. The stated purposes for creating the original Committee are hereby restated and made applicable to the ASAB:
 - 1. To advise the County Staff and Board of Commissioners concerning Animal Shelter operations and Animal Services policies in general.
 - 2. To recommend schedules and changes thereto for the services provided.
 - 3. To recommend and document operational procedures and changes thereto to the staff and/or Pitt County Board of Commissioners.
 - 4. To advise staff and the Pitt County Board of County Commissioners regarding the development, design, and renovation of new and existing facilities.
 - 5. To review and have input to the Animal Services Budget.

6. To promote spay and neuter programs and other animal population control programs in the community.
 7. To organize and promote the solicitation of private funds and in-kind contributions to the Animal Services Department.
 8. To promote the adoption of unwanted animals.
- C. *ASAB Meetings*: ASAB shall meet at least quarterly, but may meet more frequently if needed. ASAB may adopt and amend rules of procedure not inconsistent with this Ordinance.
- D. *Dangerous Dog Appeals Hearings*: ASAB is responsible for hearing any appeals of dangerous dog determinations made by the Animal Services Director under Part IV of this Ordinance.

Section 12. Duties of Pitt County Animal Services

A. Director of Animal Services

1. The Director of Animal Services is responsible the enforcement of this Ordinance. The Director is responsible for management and oversight of all Pitt County Animal Services employees, including all Animal Services Officers and all Animal Shelter personnel, as they carry out duties under this Ordinance and all those duties necessarily implied to provide Animal Services in Pitt County.
2. The Director is responsible for attending ASAB meetings. The Director will keep ASAB informed of Animal Services' operations and may provide reports, data, and other information as necessary. The Director shall designate some Pitt County Animal Services employee to record minutes of ASAB meetings.
3. The Director is responsible for making determinations under Part IV of this Ordinance. The Director may conduct his or her own investigation or rely on reports gathered by Animal Services personnel. The Director may designate a Pitt County Animal Service employee to make these determinations.

B. Duties of Animal Services Officers

1. *Investigation*: The Animal Services Officers shall be responsible for investigating violations of this Ordinance and enforcing the provisions of this Ordinance.
2. *Warnings in Lieu of All Other Penalties*: If an Animal Services Officers believes the circumstances warrant a warning, then that Animal Services Officer may issue a warning in lieu of all other penalties under this Ordinance.

C. Pitt County Animal Shelter

1. The Pitt County Animal Shelter houses animals under the following circumstances:
 - a. Animals impounded under any Part of this Ordinance.
 - b. Animals surrendered by owners, after all applicable fees under the Fee Manual are paid.
 - c. Animals brought in by Pitt County municipalities, after all applicable fees under the Fee manual are paid.
 - d. Animals being held for rabies and bite quarantines.

- e. Animals seized by the Pitt County Sheriff's Office or other law enforcement agencies,
 - f. Any other circumstances that the Animal Services Director deems to be appropriate.
2. No animals may be redeemed by their owners until all applicable fines and fees are paid in full. Any person claiming ownership of an animal must present sufficient proof to establish ownership.
 3. Animals not reclaimed by owners within time period prescribed by the relevant Part of this Ordinance may be adopted to qualifying persons or rescue groups, or may be disposed of by humane euthanasia.

Part II. Animal Cruelty and Neglect

Section 1. Mistreatment of Animals; Prohibited Acts

All animals shall be kept and treated under sanitary and humane conditions, and it shall be unlawful for any person to subject, or cause to be subjected, any animal to cruel treatment. It shall likewise be unlawful for any person to deprive, or cause to be deprived, any animal of adequate food and water, necessary medical attention, proper shelter, protection from the weather or humanely clean conditions.

A. Food, water, and shelter shall be provided as follows:

1. All animals shall be given at suitable intervals, not to exceed 24 hours, a quantity of wholesome foodstuff suitable for the age and species of the animal and sufficient to maintain a reasonable level of nutrition.
2. All Animals shall have access to a constant supply of clean, fresh water.
3. All animals shall be provided with adequate shelter from the weather and humanely clean conditions at all times. Examples of inadequate shelter include but are not limited to the following:
 - a. Underneath outside steps, decks and stoops.
 - b. Underneath houses.
 - c. Inside or underneath motor vehicles.
 - d. Inside metal barrels.
 - e. Inside cardboard boxes.
 - f. Inside temporary animal carriers or crates.
 - g. Shelters located in flood prone areas.
 - h. Shelters that cannot be accessed by the animal for any reason. The following list is a non-exhaustive illustration of situations that violate this provision:
 - i. A shelter surrounded by debris, obstructions, or impediments that may endanger an animal.
 - ii. A shelter that is overturned or turned on its side.
 - iii. A shelter that cannot be accessed because the animal's tether or chain does not allow entry.

- B. *Medical care.* It shall be unlawful for any person in contact with or having knowledge of a sick, diseased or injured animal to fail or refuse to provide proper medical treatment for the animal or notify the Animal Services Department of the condition. A sick animal shall go no longer than 24 hours without veterinary care.

Section 2. Cruel Treatment

- A. *Animal cruelty.* It shall be unlawful for any person to intentionally molest, torture, torment, deprive of necessary sustenance, cruelly beat or treat, needlessly mutilate or kill, wound, injure, poison, abandon or subject any animal to conditions detrimental to its health or general welfare or to procure any such actions to be inflicted upon any animal. Examples of cruel treatment include but are not limited to the following:
1. Allowing a collar, rope or chain to become embedded in or cause injury to an animal's neck.
 2. Allowing a choke or pinch collar to be used as a primary collar when the animal is left unsupervised.
 3. Allowing a dog, cat or other domesticated pet to be left outside in inclement weather or extreme temperatures without adequate shelter.
 4. Intentionally allowing animals to engage in a fight.
 5. Confinement in unsanitary conditions. An unsanitary confinement area is any confinement area that does not allow for the animal to sit down, lie down, or stand, without doing so in urine, feces, mud, or standing water.
 6. Allowing animals to live in crowded conditions. Each animal must be able to sit, stand, lie down, and turn around without interference from other animals or objects.
 7. Failure or refusal to obtain medical treatment for an animal when, in an Animal Services Officer's or Animal Cruelty Investigator's opinion, such treatment is needed.
 8. Using lethal force against an animal, either on or off the owner's property, unless (1) the animal is in the act of attacking and causing severe injury to a human being or any other domestic animal, or unless (2) a human is reasonably afraid the animal is about to attack and cause injury to a himself, herself, or another, or unless (3) the animal has, or appears to have rabies.
 9. Permitting any exhibit, function or activity where animals are being cruelly treated or animals run the risk of causing injury to the public or themselves.

Section 3. Notice in Case of Injury

It shall be unlawful for any person who causes injury to an animal including, but not limited to running over or hitting a domesticated animal with any vehicle to fail to notify immediately at least one of the following: the owner(s) or keeper(s) of the animal if known or ascertainable with reasonable efforts made to locate the owner or keeper, an Animal Services officer, the appropriate police or sheriff department, or the animal shelter.

Section 4. Destruction of Animals

Notwithstanding any other provision of this Ordinance, an animal that cannot be seized by reasonable and normal means, or retrieved by an Animal Services Officer and trapped in a humane, live-capture animal trap, or tranquilized by Animal Services, may be humanely destroyed in the field upon the authorization of the Animal Services Director.

Section 5. Animal Trapping

The Animal Services Department or its designated agent is authorized to place, upon request, live animal traps on public or private property to trap and remove stray, at large, unwanted or nuisance animals, including cats. It is unlawful for any person other than an Animal Services officer to remove any animal from any Animal Services' trap, or to damage, destroy, move or tamper with any Animal Services' trap. The

Animal Services Department is authorized to receive and impound animals that are trapped by other agencies or persons within Pitt County.

Section 6. Impoundment

It shall be the duty of the Animal Services Department to seize and impound, subject to the provisions of this Ordinance, all animals found in violation of the provisions of this Ordinance whether such animal shall be in the immediate custody of its owner or otherwise.

Section 7. Humane Euthanasia

Notwithstanding any other provision of this Part, any animal impounded that is badly injured, wounded or diseased (not rabies suspect) and that has no identification shall be destroyed immediately in a humane manner. If the animal has identification, the animal shelter shall attempt expeditiously to notify the owner or keeper before euthanizing such animal, but if the owner cannot be reached readily and the animal is suffering, the Animal Services Supervisor or his/her designee may cause the animal to be euthanized at his/her discretion in a humane manner. The Animal Shelter and Animal Services Department shall have no liability for euthanizing injured, wounded or diseased animals.

Section 8. Handling of Stray Animals by the Public

It shall be unlawful for any person, without the consent of an animal's owner or keeper, to knowingly and intentionally harbor or keep in possession by confinement any animal that does not belong to him/her. Any person in possession of a stray animal shall contact the Animal Services within 72 hours to provide notice of the stray animal's description and location or to arrange for impoundment. It shall also be unlawful for any person other than the owner or keeper of an animal to remove its collar, license tag or rabies tag.

Part III. Canine Control

Section 1. Exclusion for Hunting Dogs

This Part shall not be interpreted as restricting persons owning specially trained hunting/working dogs from actually using their dogs for active hunting/working of said dogs in the presence of and/or under the control of the owner or an agent of the owner, while said dogs are actually lawfully being used for hunting or training for hunting in compliance with applicable statutes, regulations, or ordinances of the State of North Carolina and Pitt County and where an active North Carolina hunting license exists.

Section 2. Dogs at Large Prohibited

Every dog shall have an owner who shall be responsible for its care and control.

- A. It shall be unlawful for any owner to permit a dog to be at large.
- B. An owner may lawfully permit a dog to be at large in the course of a show, obedience school, tracking tests, field training, or other events sanctioned or supervised by a recognized organization, as long as the dog has not been declared dangerous under Part IV of this Ordinance or by any other local government in North Carolina.
- C. It shall be unlawful for any person owning or having possession, charge, custody or control of any dog to take the dog into or allow the dog to enter any public park without being at all times under restraint as defined in this Ordinance.
- D. It shall be unlawful for any person owning or having possession, charge, custody or control of a female dog to allow that dog to be at large during its estrous period. During this period, the owner or person having possession of the dog must restrain the dog in an enclosure in such a manner that will prevent the dog from coming in contact with a male of its species. This section shall not

be construed to prohibit the intentional breeding of dogs on the premises of the owners or keepers of the dogs involved.

- E. The Animal Shelter shall insert a microchip in all dogs who have been impounded pursuant to this Ordinance, prior to reclamation by the dog's owner. The actual cost of the microchip shall be paid by the owner prior to reclamation.

Section 3. Impoundment

- A. Any dog found to be at large in violation of this Part, shall be impounded by an Animal Services officer, law enforcement officer, or other person as authorized by the County.
- B. Pitt County Animal Services may, at its discretion, issue a written warning to the owner in lieu of impoundment if a dog is found running at large whose owner has been verified, and whose owner promptly and properly restrains said dog.

Section 4. Redemption

A. Redemption

- 1. *Notice:* A good faith effort shall be made to notify owners of impounded dogs. If the owner is known, a written notice of impoundment shall be served on the owner or affixed to the owner's property. The written notice shall describe the dog, state the date, time and place the dog was picked up and inform the owner of the conditions whereby the dog may be redeemed. Instructions on how to determine if a dog has been impounded shall be posted at the Animal Shelter. The posting of these instructions at the Animal Shelter shall constitute adequate notice to an unknown owner.
- 2. *Ownership.* Any person attempting to redeem an impounded dog shall present proof sufficient to satisfy shelter personnel of ownership of the dog.

B. Time Limits

- 1. Any person attempting to redeem a dog must make contact with the Pitt County Animal Shelter within 120 hours (5 days) of the dog being impounded.

C. Payment of Penalties

- 1. The owner of an impounded dog must pay all reclamation fees, boarding fees and civil penalties assessed against the dog before it may be released from the Shelter.
 - a. A dog shall become the property of the County if the owner fails to pay all amounts due and if the appropriate holding period has passed without the dog being claimed and all sums due paid in full.
 - b. Civil fees and penalties may be recovered by the County in a civil action in the nature of debt if the offender does not make prompt payment after being cited as set forth herein.

Part IV. Dangerous Dog

Section 1. Application of Ordinance; Exceptions

The provisions of this Part do not apply to:

- A. A law enforcement dog or guard dog being used by a law enforcement officer or bona fide professional security guard to carry out the law enforcement officer's or security guard's official duties or professional responsibilities;
- B. A dog where the injury or damage inflicted by the dog was sustained by a domestic animal while the dog was working as a hunting dog, herding dog, or predator control dog on the property of, or under the control of, its owner, keeper or harbinger, and the damage or injury was to a species or type of domestic animal appropriate to the work of the dog; or
- C. A dog where the injury inflicted by the dog was sustained by a person who, at the time of the injury, was tormenting, abusing, or assaulting the dog, had tormented, abused, or assaulted the dog, or was committing or attempting to commit a crime.

Section 2. Reporting Requirements

- A. *Report required:* (i) An owner, keeper or harbinger of a dangerous dog or a dog that has attacked or bitten a person or domestic animal; (ii) a victim of or person witnessing such an attack or biting; (iii) a veterinarian treating a domestic animal for such an attack or biting; or (iv) a health care professional treating a person for such an attack or biting, shall report the following events to the Animal Services Department within ten (10) business days after the event has occurred:
 - 1. attack or biting by a dog upon any person or domestic animal, or
 - 2. The transfer, gift, sale, or other conveyance of ownership or possession of a dangerous dog, its confinement in a veterinary facility, its removal from the territorial jurisdiction of the county, or its death.
- B. *Report data required:* The data required in the report and the format thereof shall be as set forth in administrative procedures promulgated by the Animal Services Director. Any owner, keeper, or harbinger of a dangerous dog that transfers, gifts, sells, or otherwise conveys that dangerous dog must inform the County all of the following within ten (10) business days:
 - 1. The name of the new owner, keeper, or harbinger,
 - 2. The address of the new owner, keeper, or harbinger,
 - 3. A telephone number for the new owner, keeper or harbinger, and,
 - 4. The date the dangerous dog was transferred.

Section 3. Determination That a Dog is Dangerous or Vicious

- A. *Generally.* Upon a complaint, or when he has reasonable suspicion, that a dog is dangerous or vicious, the Animal Services Director or his designee shall make a determination whether or not such dog is dangerous or vicious. Any determination that a dog is dangerous or vicious shall be made in a writing which summarizes the available evidence and which shall be mailed certified mail, return receipt requested, to both the complainant and the dog owner. If the determination is made that the suspect dog is dangerous, or vicious, the written determination shall order compliance with the appropriate provisions of this Part and the Director may impose reasonable conditions to maintain the public health and safety. The Director or his designee shall assess appropriate civil penalties if he determines that violations of this Ordinance have been established and may elect to pursue other remedies authorized by law.
- B. *Appeals from determinations.*

1. Any party having a direct interest in the matter and aggrieved by any determination as provided in this Part may within three (3) business days of receiving such determination appeal such determination in writing, within three (3) business days to the Animal Services Board. The ruling of Animal Services Advisory Board shall be final, subject only to such appeal or certiorari proceeding as may be provided by law to the Superior Court for Pitt County, filed within ten (10) days of the date of the final determination by the Animal Services Advisory Board.
2. Any determination of the Animal Services Director may be appealed to the Animal Services Advisory Board by filing written objections with the Chairman of the Animal Services Advisory Board within three (3) days after such determination. The Animal Services Advisory Board shall schedule a hearing on such appeal within ten (10) business days of the filing of the written objections. The Animal Services Advisory Board shall render its decision as expeditiously as possible after the hearing. It shall deliver it to the parties and any person appearing at the hearing and requesting notice thereof, certified mail-return receipt requested, and file it concurrently with the Animal Services Director and the Office of the Pitt County Attorney.
3. Any appeal hearing before the Animal Services Advisory Board shall be conducted as follows:
 - a. The hearing shall be subject to the Open Meetings Law, and the notice required thereunder shall be posted and given as applicable;
 - b. The parties may appear pro se or be represented by an attorney;
 - c. Any person adversely affected by the appeal may appear and participate fully in the proceeding;
 - d. Participants may make any statements, present any evidence, or offer any witnesses on their behalf, on any relevant issue;
 - e. Participants shall be entitled to the right of cross examination;
 - f. The hearing shall be quasi-judicial in nature and all testimony shall be under oath;
 - g. Any participant shall be entitled to transcribe the proceeding at his own cost;
 - h. The Animal Services Advisory Board may affirm, deny, or affirm with conditions the determination appealed from. Any conditions imposed by the Animal Services Board shall be reasonable, shall be relevant to the issues in the matter, and shall have the effect of promoting the public health, safety and welfare.
 - i. The Animal Services Advisory Board shall announce its decision at an open meeting and render it in writing as expeditiously as possible at or following the hearing. Its decision shall contain findings of fact and conclusions in support of its decision.

Section 4. Registration and Permit Required

- A. *Registration Generally.* Any person owning, keeping, or harboring a dog determined as set forth above to be dangerous shall register such dog with the Animal Services Department within five (5) days of such determination or may, in lieu of any hearing, register such dog voluntarily, which such voluntary registration shall constitute an admission and determination that the dog is dangerous.
- B. *Registration of dog determined to be potentially dangerous or dangerous in other jurisdictions.* Any person transporting a dog determined as set forth above to be potentially dangerous or dangerous

into Pitt County from another North Carolina county or municipality must, within ten (10) days of entry of Pitt County, register said dog with the Animal Services Department.

- C. *Relief from civil penalty.* Voluntary registration of a dangerous dog by the owner, keeper or harbinger thereof prior to a determination that a dog is dangerous, or within five (5) days (I) of an event establishing reasonable cause to believe that a dog is dangerous, or (II) of the acquisition of a dangerous dog, whichever later occurs, shall relieve such person from assessment of a civil penalty for any violation of this Ordinance occurring between such date, event, or acquisition and the date of registration.
- D. *Permanent registration number required.* Each dog registered as set forth above shall be assigned a registration number by the Animal Services Department, and the registered dog must be able to be identified by the registration number in one of the following ways: permanent chip implant, tattoo, microchip, branding, or some other permanent means by or at the expense of the owner, keeper, or harbinger of the dog. No person shall remove such *registration number* once it is assigned and affixed.
- E. *Permits Generally.* After registration of a dangerous dog, or after a determination that such dog is dangerous, no person shall own, keep or harbor such dog thereafter within the territorial jurisdiction of this Ordinance without applying for and obtaining a permit from the Animal Services Department.
- F. *Issuance of permit.* The Animal Services Department shall issue a permit for a dangerous dog only upon submission of a complete, verified application, payment of the permit fee, and a finding by the director or his designee that required arrangements for housing of the dog and other public health and safety provisions are in effect, and that each dog for which a permit is issued does not pose an unreasonable threat to the public health, safety and general welfare if the permittee shall comply with the provisions of this Ordinance and the conditions of the permit. Each permit shall be conditioned on continued compliance with the provisions of this Part and other provisions of law, on continued compliance with and maintenance of the arrangements for housing and safety set forth in the permit application, and any special conditions the Director may deem reasonably necessary to protect the public health, safety and welfare in view of the particular circumstances and history of the dog concerned.
- G. *Temporary permits.* Following the registration of a dangerous dog or the impoundment of such a dog, upon application therefor and for good cause, the Director may issue a temporary permit allowing the owner, keeper or harbinger of a registered dangerous dog to retain possession of such dog or to confine such dog at a veterinary facility or kennel approved by the Director. A temporary permit also may be issued to allow the transport of a dangerous dog from the territorial jurisdiction of this Ordinance. A temporary permit shall be issued subject to the same conditions to which a regular permit is subject and to any other conditions the Director may deem necessary to protect the public health, safety and welfare consistent with the provisions of this Ordinance. A temporary permit shall be valid only until the earlier of its expiration, revocation or the issuance or denial of a permit under the provisions of subparagraph (F).
- H. *Term of permits and renewal thereof.* No permit shall be issued under subparagraph (F) for a term of more than three (3) years but may in the Director's discretion be issued for a shorter period. Permits may be renewed, subject to the same terms and conditions required for initial permits.
- I. *Revocation of permits.* The Director may, upon notice and hearing and for good cause shown, revoke any permit or modify any terms, conditions or provisions thereof. If the Director deems it necessary to protect the public health or safety from any imminent threat or danger thereto, he may, without hearing, suspend any permit or any portion thereof for not more than thirty (30) days. Good cause for revocation or modification of a permit shall include, without limitation, violation of or failure to comply with any provision of this Ordinance or with any term, condition or provision of a permit.

- J. *Inspections.* The Director shall cause periodic inspections to be made of the premises of a permittee to assure compliance with the provisions of this Part and the applicable permit.
- K. *Insurance.* Every person owning, keeping or harboring a dog that has been declared dangerous shall purchase and maintain a policy of liability insurance covering any injury or property damage caused by the dog. Minimum policy limits shall be one hundred thousand dollars (\$100,000.00) personal injury or property damage, per occurrence. Such person shall cause a certificate or declaration of insurance to be furnished to the Director annually. Every calendar day that the required insurance is not in full force and effect shall constitute a violation of this Ordinance.

Section 6. Regulation of Dangerous and Vicious Dogs.

No person shall own, keep or harbor a dangerous or vicious dog except in compliance with all provisions of this Ordinance, including:

- A. *Dangerous Dogs.* Dangerous dogs shall be subject to the following regulations:
1. Such dog shall be kept, secured and restrained while on the real property of the person owning, keeping or harboring it only in the following ways:
 - a. In a building with doors, windows, and other exits securely fastened shut under the supervision and control of a responsible adult person capable of such supervision and control.
 - b. Securely kept in a locked enclosure which has secure sides, top and bottom and is constructed out of materials and in a manner which will preclude escape by the dog and prevent entry by small children. An underground electric fence is not a sufficient method of enclosure.
 - c. While outside a building or enclosure described above, securely leashed with a leash no longer than four (4) feet in length in the hands of and under the control of a responsible and competent person capable of such control and muzzled by a muzzling device sufficient to prevent such dog from biting persons or other animals.
 - d. Notwithstanding the foregoing, a dangerous dog shall not be left unattended on the owner's real property unless the dog is confined indoors, in a securely enclosed and locked pen, or in a locked enclosure which has secure sides, top and bottom and is constructed out of materials and in a manner which will preclude escape by the dog and prevent entry by small children.
 2. No person owning, keeping, or harboring such a dog shall remove such a dog from the real property of such person except to bring such dog to a veterinarian or to the animal shelter, to remove such dog permanently from the territorial jurisdiction of this Ordinance, or to provide bona fide exercise necessary for the dog's continued good health. In the event of such removal, such dog shall be leashed and muzzled or otherwise securely restrained and muzzled.
 3. Such dog shall be sterilized within 10 days from the final determination that the dog is dangerous.
- B. *Signage.* Any owner of a dangerous dog shall erect a sign (2' x 2') on the enclosure housing said dog which shall read:

BEWARE OF DOG

- C. *Vicious dogs.* No person shall keep or harbor a vicious dog within the territorial jurisdiction of this Ordinance, except as follows:

1. Pending appeal, in the care and custody of a veterinarian, at the owner's sole expense, for the purposes of treatment or quarantine or pending appeal as herein provided of the determination that the dog is vicious, in which case the dog shall be kept and secured by the veterinarian as provided herein for a dangerous dog.
2. Pending appeal, in the custody of the animal shelter, at the owner's sole expense, pending disposition in accordance with the provisions of this Ordinance.
3. Upon exhaustion of all appeals, a vicious dog shall be surrendered to the animal shelter to be humanely disposed of in accordance with the rules and regulations of the animal shelter.

Section 7. Impoundment of Dangerous Dogs

- A. *Apprehension and surrender.* Upon an initial determination or upon registration of a dog to be dangerous, or if the Director has reasonable suspicion to believe that a dangerous dog is being kept or harbored within the territorial jurisdiction of this Ordinance in violation of it or of a permit issued hereunder, Animal Services Officers and law enforcement officers of Pitt County and of any municipality subject to this Ordinance shall impound such dog. It shall be a violation of this Ordinance to fail or refuse to surrender such dog to such officers upon their lawful demand. The officer impounding such a dog shall deliver the same to the animal shelter.
- B. *Confinement.* A dog impounded by or surrendered to an Animal Services Officer or law enforcement officer as provided herein shall be confined in the animal shelter or, upon request of the owner, keeper or harbinger of the dog, or a permittee hereunder, and at such person's expense, at a private veterinary facility or kennel approved by the Director, subject to the following conditions:
 1. *Costs of impoundment.* Impoundment shall be at the expense of the owner, keeper or harbinger of the dog, or of the permittee. Costs of impoundment at the animal shelter shall be paid by the person liable therefor at the daily rate therefore. The costs of impoundment at a veterinary facility or kennel shall be paid by the person liable therefore pursuant to the terms of the agreement between such person and the proprietor of such facility or kennel. In no event shall Pitt County or any municipality subject to this Ordinance be liable for or pay for impoundment at such private facility or kennel.
 2. *Release from impoundment.* No such dog shall be released from impoundment as provided herein except upon registration of such dog and issuance as provided herein of a permit or temporary permit allowing such release. No such dog shall be released from the animal shelter until costs of confinement of such dog, any registration and permit fees for such dog, and any civil penalties assessed in connection with such dog have been paid in full.
 3. *Disposition of unclaimed or abandoned dogs.* The following dogs impounded at the animal shelter pursuant to this Ordinance shall be deemed abandoned and disposed of in accordance with the provisions of this Ordinance and the rules and regulations of the animal shelter:
 - a. Any dog which remains unclaimed by its owner, keeper or harbinger or permittee thereof for a period more than ten (10) days or a period of lawful quarantine, whichever is longer.
 - b. Any dog claimed by its owner, keeper or harbinger, which is confined for a period in excess of ten (10) days, or a period of lawful quarantine, whichever is longer, during which no application has been made for a permit or temporary permit; provided, however, the Director shall extend such time upon a showing of justifiable delay in such action by the owner, keeper, harbinger or permittee thereof.

Section 8. Violations, Penalties and Other Remedies

- A. *Violations.* Each act or conduct prohibited by this Part and each failure to comply with a mandatory provision of this Part shall constitute a violation. Each day's continuing act or conduct prohibited hereby and each day's continuing failure to comply shall constitute a separate and distinct offense. Violations shall subject the violator to civil penalties and to other remedies allowed by law. For the purposes of assessing civil penalties, violations of this Part are classified as follows:

1. *Class I violations:*

- a. Failure to report an event for which a report is required.
- b. Failure to register a potentially dangerous, dangerous or vicious dog as required.
- c. Any other violation not otherwise classified in this Section.

2. *Class II violations:*

- a. Keeping or harboring a vicious dog within the territorial jurisdiction of this Ordinance in violation of this Ordinance.
- b. Keeping or harboring a dangerous dog within the territorial jurisdiction of this Ordinance in violation of terms, conditions and provisions of a permit or of the housing and restraint requirements of this Ordinance.
- c. Failure to surrender a potentially dangerous or dangerous dog to an Animal Services Officer or law enforcement officer for impoundment as required by this Ordinance.
- d. Willfully or negligently allowing a potentially dangerous, dangerous or vicious dog to leave the premises where it is required to be kept and harbored.

3. *Class III violations:*

- a. Willfully or negligently allowing a potentially dangerous, dangerous or vicious dog to leave the premises where it is required to be kept and harbored, when such dog has thereafter committed an attack or a biting.
- b. Refusal to surrender a vicious dog to an Animal Services Officer or law enforcement officer for impoundment as required by this Ordinance.
- c. Failure to maintain insurance as required herein.

- B. *Civil penalties.* The following civil penalties shall be assessed for each class of violation:

1. *Class I violations:*

- a. One hundred dollars (\$100.00) for each day of a violation.

2. *Class II violations:*

- a. Two hundred dollars (\$200.00) for each day of a violation.

3. *Class III violations:*

- a. Three hundred (\$300.00) for each day of a violation.

Section 9. Administrative Provisions

- A. *Responsibility.* The Director shall administer and enforce this Ordinance and shall promulgate rules and regulations for such administration and enforcement as may be necessary or desirable to such end.
- B. *Citations assessing civil penalties.* The Director or any Animal Services Officer shall have authority to investigate alleged or suspected violations of this Ordinance and upon the determination by such person, based on observation or other evidence, that a violation has occurred, each such person shall have the authority to issue a written citation for violation of this Ordinance and to assess a civil penalty in the amount due. Such citation shall be mailed the violator by an Animal Services Officer, a law enforcement officer, certified mail, return receipt requested, addressed to the last known address of the violator, or shall be personally delivered to the violator or to some responsible person at the violator's residence. Service shall be complete upon personal delivery as provided herein or upon execution of a receipt for the certified mail by the violator or his agent in the event of such service. If a civil penalty duly assessed is not paid when due, the Director shall initiate an action in a court of competent jurisdiction to collect such amount due.
- C. *Authority to enter upon premises.* Animal Services Officers shall have authority to enter into and inspect any premises, dwellings, rooming units, barns and other outbuildings, any part of the curtilage thereof, or any yard or other enclosure to (I) conduct any investigation of a dog alleged or suspected of being dangerous or vicious, or (II) apprehend a dog determined to be dangerous or vicious or as which there is reasonable suspicion to believe is dangerous or vicious, or (III) to investigate any violation of this Ordinance, or (IV) to serve a citation upon a person for violation of this Ordinance. Notwithstanding the foregoing, any Animal Services Officer shall only make such entry upon consent, pursuant to an administrative search warrant under G.S. 15-27.2, or otherwise as authorized by law.
- D. *Authority to immobilize or kill a dangerous or vicious dog.*
1. If in the course of investigating, apprehending or otherwise taking custody a dangerous or vicious dog, or a dog as to which there is reasonable suspicion to believe is dangerous or vicious, such dog is not securely restrained and an Animal Services Officer or a law enforcement officer has reasonable cause to believe the dog poses an imminent risk of serious physical injury or death to any person or domestic animal, said officer shall have authority to render such dog immobile by means of tranquilizers or other safe drugs or, if that is not safely or timely possible under the circumstances, then said officer may humanely dispose of said dog.
 2. If a dangerous or vicious dog impounded in the animal shelter cannot be cared for or handled without risk of serious physical injury or death to persons caring for or handling such dog or to other animals, an Animal Services Officer shall have the authority to render such dog immobile by means of tranquilizers or other safe drugs or, if that is not safely or timely possible under the circumstances, then said officer may humanely dispose of said dog.
 3. An Animal Services Officer may humanely dispose of any dog being investigated under the provisions of this Ordinance at the request of or with the consent of its owner, keeper, or harborer.

Section 10. Computation of Time

In computing any period of time prescribed or allowed by this Part, the day of the act or event after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included, unless it is a Saturday, Sunday or legal holiday when the Pitt County Animal Shelter is closed, in which event the period runs until the end of the next day which is not a Saturday, Sunday or legal holiday when the Pitt County Animal Shelter is closed. When the period of time prescribed is less than seven days, intermediate Saturdays, Sundays and holidays shall be excluded in the computation.

Part V. Large Commercial Breeders

Section 1. - Standards of care for large commercial breeders.

- A. Any large commercial breeder shall provide the following for each animal owned, kept, or maintained by that person:
1. Exercise on a daily basis outside of the animal's primary enclosure.
 2. Fresh food and water daily.
 3. Fresh food provided at appropriate intervals to maintain a healthy weight.
 4. Appropriate veterinary care, including routine and preventative care.
 5. Daily assessment of each animal's overall health and behavior.
 6. Appropriate and prompt treatment or attention to any deviation in health.
 7. Preventative care sufficient to keep animals free from internal and external parasites.
 8. When necessary, euthanasia performed humanely by a licensed veterinarian or Animal Services.
 9. A primary enclosure that:
 - a. Is constructed and maintained so that animals are securely confined;
 - b. Does not cause injury to the animals;
 - c. Protects the animals from extreme weather conditions;
 - d. Is maintained in a sanitary manner;
 - e. Is large enough that each animal can sit, stand, lie down, or turn around comfortably with no overcrowding. Minimum space requirements shall comply with the following formula:
 - i. $(\text{Length of the animal in inches} + 6) \times (\text{length of animal in inches} + 6) = \text{required floor space in inches per animal,}$
 - ii. $\text{Required floor space in inches} / 144 = \text{required floor space in square feet,}$
 - f. Allows for all animals to be removed from the enclosure during cleaning; and
 - g. Solid flooring that provides solid footing.
 10. No more than four (4) dogs or (4) cats shall be housed in the same primary enclosure without supervision.
 11. Lighting that provides a regular lighting cycle for the animals.
 12. Shall keep the whole facility and enclosures clean and free from debris and odor, shall remove feces and dispose of the same as frequently as necessary, and any bedding materials made available to the animals shall be clean and not pose a threat to the health and welfare of the dogs and/or cats.

- B. All large commercial breeders must register with Pitt County Animal Services.
- C. All breeders must complete an annual application and pay an annual nonrefundable registration fee of fifty dollars (\$50.00).
- D. Upon submission of the annual application and registration fee to Animal Services, all applicants must provide Animal Services sufficient documentation to show compliance with this subsection before any permit allowing any large breeder operation will be issued.
- E. All breeders are subject to annual and random inspections by Pitt County Animal Services. All random inspections are performed at the discretion of Pitt County Animal Services.
- F. Upon request of an animal services officer, the breeder shall furnish to animal services all medical records of all animals owned by the breeder.
- G. The provisions of this section are in addition to, and not in lieu of, any other law protecting the welfare of animals.
- H. This section shall not be construed to place any numerical limits on the number of dogs or cats a person may own when those animals are not being used for breeding.
- I. This section does not apply to kennels operated solely for the purpose of boarding dogs or cats or kennels exclusively used for training dogs or cats for hunting, sporting, field trials, or show.
- J. This Part shall go into effect one year after the passage of this ordinance.
- K. Pitt County Animal Services Department is tasked with educating and distributing material to any large commercial dog and/or cat breeder which state the County's guidelines, and how to comply with said guidelines.

Part VI. Exotic and Dangerous Exotic Animals

Section 1. Registration Period of One Year for Dangerous Exotic Animals.

- A. Dangerous Exotic Animals as defined by this Ordinance shall be registered with Pitt County Animal Services within one year from the date this Ordinance is adopted.
- B. An owner of a dangerous exotic animal must complete a registration application, which shall be supplied by the Director. The application, once completed, shall contain the following information:
 - 1. Name, address and telephone number of the applicant.
 - 2. A description of the animal, including species, sex and body weight.
 - 3. The address of the premises where the animal will be kept.
 - 4. Proof of the applicant's ability to respond in damages for bodily injury or death of any person or for damages to property owned by another person which may result from the ownership, keeping or maintenance of such animal. Proof of ability to respond in damages shall be given by filing with the Animal Services Director a certificate of insurance from an insurance company authorized to do business in the state, stating that the applicant is insured by a policy with a minimum coverage of one hundred thousand dollars (\$100,000.00) per claim to compensate persons for personal injury and property damage. In lieu of insurance the owner may post with the health director a surety bond in the same amounts conditioned upon payment of such damages. Such certificate of insurance or bond shall provide that no cancellation of the

insurance or bond will be made unless ten (10) days' written notice is first given to the Animal Services Director.

- C. The Animal Services Director shall issue a permit to any applicant who submits a complete application meeting the requirements of this Section. Permits issued under this Section are not transferable.

Section 2. Ban of Dangerous Exotic Animals Not Registered Within One Year.

No person may own or possess any dangerous exotic animal within one year after this Ordinance is adopted unless the owner possesses a valid permit issued under Section 1.

Section 3. Exemption

This section shall not apply to lawfully operated and located pet shops, zoological gardens, scientific research laboratories, circuses, veterinarians, or travelling zoos, or zoos harboring such animals for purposes of providing professional medical treatment, wildlife rehabilitators with proper permits, or exhibitors licensed by the United States Department of Agriculture displaying such animals for educational purposes, provided that the animals are maintained in a manner so as to prevent escape.

Adopted this the 7th day of March, 2022.

Chairman Signature

Attest:

Clerk to the Board



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Future Items

Meeting Date: August 4, 2025

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Town Manager Performance Review.

Action Requested: Set a date and Applicable Special Meeting.

Attachment: NA.

Prepared By: Terri L. Parker, Town Manager

Date: 7/29/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

It is past time for Council to conduct the Town Manager's Performance Review. The process was created and approved by Council prior to my employment in 2009. There is a Council approved form that is completed by each Councilmember and I provide an annual Self Evaluation for reference. A Special Meeting is held and the items are conducted in Closed Session.

Keen Lassiter, Town Attorney facilitates the meeting where a collective Form with comments is created.

Dates available for Council's choosing are: August 18, 19, 20, 25, 26 and 27 after 5:00 pm.

Budgetary Impact: TBD.

Recommendation: Staff recommends Council schedule a meeting date and time.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Future Items

Meeting Date: August 4, 2025

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Work Sessions on a Town Strategic Plan; Amendments to the Code of Ordinances/Council Rules and Procedures; and Accessory Dwelling Units.

Action Requested: Council Direction on Scheduling Future Workshops.

Attachment: NA.

Prepared By: Terri L. Parker, Town Manager

Date: 7/29/2025

ABSTRACT ROUTING:

☒ TC: 7/28/2025

☒ TM: 7/29/2025

☒ Final: tlp - 7/29/2025

Supporting Documentation

Council has discussed having work sessions on the following:

1. Town Strategic Plan; and
2. Amendments to the Code of Ordinances/Council Rules and Procedures; and
3. Accessory Dwelling Units.

These items are all intricate in nature and will need to be taken on individually, therefore, Staff suggests that separate workshops be held on each item.

Budgetary Impact: TBD.

Recommendation: Obtain Council directions for dates and meeting times.



**Second Quarter 2025 Department Reports
(May, June, and July)**

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**TOWN OF WINTERVILLE
PITT COUNTY, NORTH CAROLINA**

**INSPECTIONS / GIS DEPARTMENT
QUARTERLY REPORT**

To: Town Council

From: Evan Johnston, Building Inspector / Code Enforcement Officer

Date: July 23, 2025

Building Inspections Division

The following is a list of current projects under construction, which are permitted by the Building Inspections Office. This does not include any number of smaller projects being performed in Town such as residential renovations, additions, decks, pools, and equipment change-outs or small commercial projects including change-outs, minor alterations/renovations, etc. The Inspections Division continues to work closely with the Fire Department to inspect places of business to ensure code compliance and safety. Work performed by the Inspections Division is done with the intention to protect life, health, and safety of all Town of Winterville citizens and businesses.

- PCC Welding Building: This project is currently in the framing and framing and rough-in phase.
 - Christ Covenant School Expansion: This project is currently in the framing and rough-in phase.
 - Venice Nail & Spa: This was a first-time commercial upfit in the Lowes Foods shopping center. Certificate of Occupancy was issued on May 13, 2025
 - Hot Worx: This was a first-time commercial upfit in the Lowes Foods shopping center. Certificate of Occupancy was issued on June 25, 2025
 - 4746-A Reedy Branch Rd: This is a first-time upfit for a recently completed commercial shell building. This project is nearing completion and should have final inspections scheduled soon.
 - 4771 Reedy Branch Rd: New construction of a commercial storage facility comprised of 3 separate buildings. Project is complete with Certificate of Occupancy Issued July 2, 2025
 - Pelicans SnoBalls: This a commercial upfit of the final space in the 2025 building at the Lowes Foods shopping center. Permits have been issued for this project. No inspections scheduled to date.
 - Roberts Company: Plan review is complete, and a building permit issued for a new storage building for the Roberts Company. No inspections have been scheduled, to date.
-
- Villa Grande Phase 3: Final phase of Villa Grande subdivision. Work is underway on this subdivision phase with approximately 8 new homes in the construction process.
 - Brookfield Section 4 Phase 1: Final section and phase of Brookfield subdivision. This section has 31 lots. There are 4 lots available to be built on, 8 houses under construction, and 19 houses complete.
 - Eli's Ridge Subdivision: There are approximately 6 homes in this subdivision in various states of the construction process.

Building Inspections Division – 5/1/2025 – 7/23/2025

Description	Quantity
Commercial Building Permits – New Construction	0
Commercial Building Permits – Additions/Alterations	4
Single Family Dwelling Permits – New Construction	29
Residential Additions, Alterations, and Detached Buildings	15
Electrical, Mechanical, Plumbing, Gas, and Miscellaneous Permits	188
Inspections Performed	684
Number of Days Inspections Performed	46
Average Number of Inspections per Workday	14.87

Code Enforcement Division

Code Enforcement Nuisance Cases – 5/1/2025 – 7/23/2025

Description	Quantity
Closed Cases – Complied	34
Closed Cases – Abated	22
Closed Cases – No Violations Found	12
Open Cases	10
Total Cases	78

ELECTRIC QUARTER REPORT

MAY, JUNE, PARTIAL JULY

418 GENERAL WORK ORDERS

175 CUT OFFS AND NOTES

300 LOCATES

51 WATER METER AND ERT CHANGEOUTS

STAFF COMPLETED INSTALLATION AND REMOVAL OF TOW AMERICAN FLAGS FOR OBSERVANCE OF MEMORIAL DAY AND INDEPEDENCE DAY

STAFF ASSISTED WITH SEVERAL SWITCHING ORDERS DUE TO AN OUTAGE AT CHURCH STREET SUBSTATION

RMS ENERGY COMPLETED MUCH NEEDED TESTING ON OUR CHURCH STREET SUBSTATION POWER TRANSFORMER

RGRID POWER REPAIRED THE LOAD TAP CHANGER ON OUR POWER TRANSFORMER IN CHURCH STREET SUBSTATION

DELTA TESTING COMPANY HAS COMPLETED OUR ANNUAL BUCKET TRUCK TESTING

STAFF HAS BEEN KEEPING UP WITH OUR RIGHT OF WAY MAINTENANCE THROUGH MOWING AND TREE TRIMMING

STAFF HAS BEEN PROACTIVE WITH OUR MOSQUITO PROGRAM, THROUGH TREATING OUR STORMWATER AND SPRAYING OUR ENTIRE TOWN TWICE.

Audit:

The Council approved the annual audit contract with the audit firm Thompson, Price, Scott, Adams, & Co., PA for the 2025-2026 fiscal year at the March 2025 Town Council meeting. The auditors were on-site June 16th and 17th for the preliminary audit fieldwork, and they plan to be back on-site September 16th - 18th for the final audit fieldwork. The Local Government Commission has changed the audit due date from October 31st to December 31st beginning with the 24-25 fiscal year audits. Although the due date has changed, the auditors plan to stay on the same time schedule as in the past. The Town was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting again for the 2024 Fiscal Year Audit.

Budget:

The Council adopted the 2025-2026 fiscal year budget at the June Town Council Meeting. A budget amendment will be brought to the August Town Council meeting that will include amending the budget for any Purchase Orders from the 2024-2025 fiscal year that need to be rolled over and completed in the current fiscal year.

Taxes:

As of June 30, 2024, the Town had collected \$4,177,891.63 in revenue for the 2024 property taxes. The 2025 Tax Bills will be mailed out mid-August and will be due on September 1, 2025. Interest will be added to the delinquent bills on January 6th with additional interest that will be added on the 1st of each month afterwards. The 2025 tax rate will remain the same as the prior year at .45/per \$100 of property valuation.

Utility Rates:

The 2025-2026 budget did not include any utility rate adjustments. As in the past, the Town will continue to evaluate rates and cost during the year as well as continue to monitor the prices of Natural Gas.

Energy Assistance:

The Town is continuing to partner with Greene Lamp Community Action Agency to provide assistance to the Town of Winterville customers with their Electric Bills. We have posted information about this process on posters at the Town Hall, the Town's website, and the monthly newsletter. Customers who applied and were approved for assistance one year ago, are eligible to apply again for the yearly one-time assistance. We also have an area resource list available at the Town Hall and on our website for customers that list other entities that may offer assistance.

Please contact me at 756-2221 ext. 2351 with any questions that you may have.

Jessica Manning
Finance Director

Projects

We are in the process of ordering 12 new self-contained breathing apparatus (SCBA). We are also in the process of ordering the new pick-up truck. We will be moving forward with the purchase order for turnout gear and the second phase of gear cleaning.

Training classes are currently scheduled for hazardous materials - air monitoring being taught by the NC Regional Response Team-1, trench rescue certification, confined space rescue certification, heavy lifting, active shooter/rescue taskforce, county-wide water supply drill, and several live fire trainings. We are continuing EMT continuing education four days each month to accommodate each shift. Personnel will be participating in the NC Rope Rescue School, International Association of Arson Investigators (IAAI) Expert Witness Courtroom Testimony Course, and the South Atlantic Fire Rescue Conference.

The Fire & EMS Masterplan is ready to begin once the agreement with the consultant is signed.

Each apparatus is currently in service and all maintenance issues are complete. The new LED lights have been installed in the truck bay of the fire station.

Statistics

We did have two incidents this past month that we were unable to respond to due to no units being available when overlapping calls occurred. The dates of these incidents were June 14th and July 12th.

Turnout times

Apparatus Name	Total Responses	Average	90th %	Reponses within 80 Seconds	% within 80 Seconds
1501 - Squad	589	0:01:32	0:02:40	361	61.29%
1502 - Engine	269	0:01:45	0:02:55	119	44.24%
1506 - Rescue	29	0:04:22	0:09:28	3	10.34%
1508 - Truck	47	0:04:20	0:06:52	10	21.28%
1509 - Brush	10	0:07:15	0:07:05	1	10.00%
Total	870	0:01:53	0:03:06	487	55.98%

Travel Times

Apparatus Name	Total Responses	Average	90th %	Reponses within 4 Minutes	% within 4 Minutes
1501 - Squad	71	0:03:25	0:06:12	47	66.20%
1502 - Engine	72	0:03:23	0:06:31	44	61.11%
1506 - Rescue	6	0:02:09	0:04:25	3	50.00%
1508 - Truck	18	0:02:59	0:04:22	10	55.56%
15CAR1	23	0:03:15	0:05:18	13	56.52%
15CAR2	15	0:03:08	0:05:10	9	60.00%
Total	151	0:03:18	0:05:47	99	65.56%

Response Times

Apparatus Name	Total Responses	Average	90th %	Responses within 6 Minutes	% within 6 Minutes
1501 - Squad	589	0:06:04	0:07:34	391	66.38%
1502 - Engine	269	0:05:17	0:07:40	171	63.57%
1506 - Rescue	29	0:07:33	0:17:23	9	31.03%
1508 - Truck	47	0:08:52	0:11:50	16	34.04%
1509 - Brush	10	0:12:56	0:45:02	3	30.00%
15CAR1	101	0:06:27	0:09:34	51	50.50%
15CAR2	58	-00:48:17	0:08:34	35	60.34%
Total	882	0:03:27	0:08:04	588	66.67%

Fire Inspections

Inspection Type Name	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Total
ETJ-12	0	0	1	3	0	1	1	6
ETJ-24	0	0	2	2	0	0	2	6
Foster Home	0	3	1	1	0	1	0	6
Special Request	0	0	3	1	7	4	1	16
TOW-12	32	18	26	11	11	11	14	123
TOW-24	2	12	9	2	2	4	3	34
TOW-6	0	0	1	2	0	0	0	3
Total	34	33	43	22	20	21	21	194

As always, please contact me if you recognize a need relating to child passenger safety seats, smoke alarms, or other community risk reduction needs.

Town of Winterville
Human Resource Department
Quarterly Report for May, June, July

To: Town Council

From: Angie Fuller, Human Resource Director

Date: July 21, 2025

Listed below is information on our open/closed positions and the Classification and Pay plan Study. If you have any questions, please don't hesitate to contact me.

Classification and Pay plan Study

- The individual meetings with employees were in May and June. The MAPS Group is now gathering pay information from other Cities/Towns and working on updating our job descriptions and personnel policies.

Open Positions

Ongoing positions in Fire & Police

- PT Fire Engineer
- PT Firefighter
- Police Officer

Positions- Posted in June-July

- Electric Line Technician- 1st Class
- Equipment Operator
- Customer Service Representative

Status of positions posted & closed

- Electric Line Technician- 1st Class, we interviewed 5 candidates, Nicholas Holton was the selected candidate, his start date is July 28th.
- Equipment Operator- we interviewed 7 candidates, Shamika Williams was the selected candidate, her start date is July 28th.
- Customer Service Rep.- just closed out on 7-18, will be sending Supervisor the applications this week to start reviewing.

Open Enrollment was in June, changes were effective July 1. Updated all the benefit information for the new fiscal year.

Parks and Recreation Quarterly Report

Months of May, June & July

Below is a list of accomplishments, programs, activities, coordination's with others for the month of May through July

Accomplishments

- Moving forward with the next steps for the Site-Specific Plan
- Moving forward with the next steps for the Accessibility for Parks Grant
- Our agency being picked to be highlighted for the NCRPA magazine (Fall issue)

Programs/Sports

Senior Programs:

- Golden Age Senior Program (May, June, July)
 - Meet Twice a month, 2nd & 4th Thursdays
 - May- Picnic in the Park; Bingo
 - June- Farmer & the Dail; Bingo
 - July- Potluck, Build Your Own Sundae; Bingo

Adult Programs:

- Zumba-Tuesday evenings 6:00-7:00 pm (May & June)
- Yoga- Thursday evenings 5:45-6:45 pm (May, June, July)

Youth Programs:

- Dance classes- Saturday morning classes 9:00 am-1:00 pm (concluded in May)
 - All in One Dance (4-7)
 - Ballet & Tap Combo (4-6)
 - Parent & Me Princess Ballet (1.5-3)
 - Princess Ballet (3-5)

Youth Sports:

- Cal Ripken/Tar Heel Spring Baseball
 - Baseball games (May-June)
 - All Star practices (June)
 - All Star Cal Ripken State Tournament Roanoke Rapids (June)
 - All Star Tar Heel District Tournament Chocowinity (July)
 - All Star Tar Heel State Tournament Boone (July)
- Prep work for fields (May-July)
- T-ball and Pee Wee registration
 - Practice and games (May-June)
- Jr. Babe Ruth (13-15-year olds) practices and games (May-July)
- Prep work and maintenance for both fields on A.G. Cox (May- 3rd week of July)
- Jr. Babe Ruth State Tournament Greenville (July)

Activities/Special Events

June

- Market on the Square-information table
- P&R Movie in the Park
- Assisted for WHRB Movie in the Park
- Summer Kick Off-Co-sponsored with WPD, WF&R, Winterville Chamber
- Mother & Son Movie Nights

July

- Market on the Square-information table
- P&R Movie in the Park
- Mommy & Me Tea Party
- P&R Concert in the Park

Coordination's with others

Winterville Police Department

- Golden Age Senior Program (May-July)
- Summer Kick Off (June)

A.G. Cox Middle School-Athletics

- Softball Field (May-3rd week in July)
- Baseball Field ((May-3rd week in July)
- Soccer practice and games at Hillcrest Park (May)
- Track and Field at Winterville Recreation Park (May, June)

Winterville Chamber of Commerce

- Upcoming Special Events (June, July)

NC Special Olympics

- Unified Soccer Team practices (May, June, July)

Planning and Economic Development Quarterly Report

August Town Council Meeting.

Highlight of growth and ongoing projects: This list does not contain all projects but is intended to highlight some of the Town's current projects.

- **Commercial:** Commercial interest continues as demand and growth increases. These are some of the new commercial projects that are in the works:
 - Reedy Branch Road Near Forlines:
 - A few commercial buildings are under construction. This will bring additional commercially leasable space and warehousing. Construction is nearly complete on both projects.
 - Lowes Foods Shopping Center continues to add businesses:
 - Glo MedSpa, Club Pilates, Burrito Shak, Venice Nail Bar, Hotworx Fitness, with more to come.
 - Christ Covenant Addition- Large addition to the school, located on Worthington Road.
 - Pitt Community College Welding Building- adding a 30,000sf welding facility that will include 96 welding booths, two fabrication shops and space for robotic welding.
- **Residential:** There are a significant number of residential subdivisions under review however there are not many empty lots on the ground at the moment. Below you will find some of the current and upcoming residential developments.
 - Villa Grande (Red Forbes)- New Homes are currently under construction.
 - Carroll Crossing (Church Street)- Adding 23 new lots. Construction Drawings are currently under Technical Review Committee Review.
 - Eleven at Main (Blount Street)- Adding 57 Townhome unit. New homes are under construction. A third phase, consisting of 17 units, was approved by the Board of Adjustment in May 2025 and is expected to follow.
 - Southbrook (Church Street and Laurie Ellis Rd)- A revised Preliminary Plat for Phase 2 has been submitted.
 - Quail Trace (Reedy Branch Road)- Adding 85 new lots. Construction drawings were just approved.
 - Copper Creek (Reedy Branch Road)- Adding 34 new lots. Development is currently under construction.
 - Worthington Estates (Old Tar Rd and Laurie Ellis)- Parcel 14642 and 25801 (~93 acres) was just rezoned to R-10 Conditional District. A Preliminary Plat has been submitted and is under Technical Review Committee Review.
 - Stella Little Rezoning (Davenport Farm Road and Reedy Branch Road)- Parcel 13781- Town approved a single-family residential rezoning request for this property.
 - Blackstone Preliminary Plat (Blackstone Drive)- A preliminary Plat has been approved showing 12 new residential lots.
 - Mill Street Townes- The Town is currently reviewing construction drawings for 93 single family attached lots.

Police Department Quarterly Report

Months of May, June, July

List of accomplishments, programs, activities, coordination's with others, and notes of any nature.

Lt. Raby retirement event.

Senior Watch – ongoing.

Coffee with a COP – ongoing.

Multiple station tours.

Summer bash at recreation park.

Movie night with Human relations board.

Partner with PCC to teach summer students about investigation techniques. (Criminal Justice program).

Developed anti bullying program. Presented to several schools and programs.

Speaking engagements with senior groups.

New volunteer chaplain for police and fire.

Continue to develop curriculum for Citizen academy (2026).

Introduced more speed safety signs designed to record speeds and educate drivers.

Hired 2 new officers (Bailey, Payne).

School Resource officers – multiple sporting events.

Public Works Quarterly Report

May, June and July 2025

- 37 Sinkholes were repaired
- Wet well has been installed at Chapman Street pump station and the crew has started digging for the wet well at Church Street pump station.
- Crews continue grass mowing of all Town right of ways and properties.
- We have completed the annual Chlorine burn out of our water system and are in the process of converting back to Chloramines.
- Ditch maintenance was completed where staff removed a good amount of debris collected during afternoon storms.
- Construction plan reviews, approvals and inspections have been heavy with current construction and submitted plans.
- Staff continues to work on our annual 10% cleaning of the sewer system.