



WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, OCTOBER 13, 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. PROCLAMATIONS:**
 - 1. Fire Prevention Week.
 - 2. Public Power Week.
 - 3. Breast Cancer Awareness.
 - 4. Deacon Herman G. Waters, Sr.
- VIII. PUBLIC HEARINGS:**
 - 1. Eli's Ridge Phase 6 Annexation Petition.
- IX. PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
- X. CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
 - 1. Approval of Council Meeting Minutes.
 - 2. Budget Amendment 2025-2026-3.
 - 3. Federal Awards Compliance Policies.
 - 4. Equipment Reimbursement Resolution.
 - 5. Halloween Event Street Closing.
 - 6. ServePro Mold Remediation Contract.
 - 7. Piedmont Service HVAC Maintenance Contract.
 - 8. 2020 Sewer Pump Station TA Loving Change Order 4a.
 - 9. ADA Compliance Study and Assessment, TO 44; The Wooten Company.

- XI. OLD BUSINESS:**
 - 1. Little Property Utility Service.
- XII. NEW BUSINESS:**
 - 1. Southbrook Phase 2 Preliminary Plat (Revised).
 - 2. WHRB Advisory Board Appointment – College Member.
 - 3. Park Hours Signage.
 - 4. River City Contract.
- XIII. OTHER AGENDA ITEMS:**
 - 1. Multipurpose/Community Center: Line Items Request of Expense (\$25,000) Initially requested in August 2025. (Councilwoman Hawkins).
 - 2. Sunshine List: Dissemination of Information to the public by way of emails. (Councilwoman Hawkins).
 - 3. Items Placed on Agenda by Town Councilwoman: Precursor of Censorship/Restriction of Representation of Voice. (Councilwoman Hawkins).
 - 4. Town Organizational Map: Hierarchy and Structure of Town. (Councilwoman Hawkins).
- XIV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:**
 - 1. Town Strategic Plan.
 - 2. Amendments to Code of the Ordinances / Council Rules of Procedures.
 - 3. Accessory Dwelling Units.
- XV. QUARTERLY REPORTS FROM DEPARTMENT HEADS:**
 - 1. Written Reports from Department Heads.
- XVI. ANNOUNCEMENTS:**
 - See Attachment.
- XVII. REPORTS FROM THE TOWN MANAGER, TOWN ATTORNEY, TOWN COUNCIL, AND MAYOR.**
- XVIII. ADJOURN.**

SPECIAL NOTICE: *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 756-2221 ext. 2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*

XVII. ANNOUNCEMENTS ATTACHMENT:

- Stormwater Advisory Board Meeting (Quarterly): Wednesday, October 15, 2025 @ 6:00 pm – Operation Center.
- Coffee with a COP: Friday, October 17, 2025; 9:00 am – 10:30 am – Cooper's Cup, 2588 Railroad Street, Winterville, NC.
- Friday Movie in the Park - Cars (G): Friday, October 17, 2025 @ 6:30 pm - Winterville Recreation Park Amphitheater, 332 Sylvania Street, Winterville, NC.
- Planning and Zoning Board Meeting: Monday, October 20, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, October 21, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Winterville Human Relations Board Meeting: Thursday, October 23, 2025 @ 7:00 – Town Hall Assembly Room.
- Fright Fest: Sunday, October 26, 2025; 3:00 pm – 6:00 pm – Downtown Winterville.
- Fright Fest Golf Cart Parade: Sunday, October 26, 2025; 6:00 pm.
- Early Voting One-Stop: Monday, October 27, 2025 – Saturday, November 1, 2025 – Community Room.
- Recreation Advisory Board: Tuesday, October 28, 2025 @ 6:30 pm – Operation Center.
- Abstracts for November 10th Agenda Due: Wednesday, October 29, 2025.
- Daylight Savings Time Ends: Sunday, November 2, 2025 - Turn Clocks Back 1 Hour.
- Municipal Election Day: Tuesday, November 4, 2025 – Community Room and Operation Center.
- November Reports and Volunteer Board Minutes Due: Monday, November 3, 2025.
- Municipal Election Day: Tuesday, November 4, 2025 – Community Room and operation Center.
- Agenda Review Meeting: Thursday, November 6, 2025 @4:00 pm – Town Hall Executive Conference Room.
- December 2025 Newsletter Information Due: Friday, November 7, 2025.
- Regular Town Council Meeting: Monday, November 10, 2025 @ 6:00 pm - Town Hall Assembly Room.
- Veteran's Day Holiday – Town Offices Closed: Tuesday, November 11, 2025.
- Planning and Zoning Board Meeting: Monday, November 17, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, November 18, 2025 @ 7:00 pm - Town Hall Assembly Room.
- Winterville Human Relations Board Meeting: Thursday, November 20, 2025 @ 7:00 – Town Hall Assembly Room.
- Coffee with a COP: Friday, November 21, 2025; 9:00 am – 10:30 am – Cooper's Cup, 2588 Railroad Street, Winterville, NC
- Recreation Advisory Board: Tuesday, November 25, 2025 @ 6:30 pm – Operation Center.
- December 8th Agenda Abstracts Due: Wednesday, November 26, 2025.
- Thanksgiving Holiday – Town Offices Closed: Thursday, November 27 and Friday, November 28, 2025.



PROCLAMATION

FIRE PREVENTION MONTH 2025

WHEREAS, the Town of Winterville is committed to ensuring the safety and security of all those living in and visiting our Town; and,

WHEREAS, fire is a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and,

WHEREAS, most of the electronics used in homes daily – including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys – are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and,

WHEREAS, an increase in battery-related fires underscores the need for public education on the safe use of lithium-ion batteries; and,

WHEREAS, Winterville's citizens are encouraged to follow three key calls to action: buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and,

WHEREAS, lithium-ion batteries store large amounts of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and,

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risk in the home and community; and,

WHEREAS, Winterville's first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and,

WHEREAS, the 2025 fire Prevention Week theme, "Charge into Fire Safety: Lithium-Ion Batteries in Your Home," serves to remind everyone of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

NOW, THEREFORE, I Richard E. Hines, Mayor of the Town of Winterville do hereby proclaim October 2025, as Fire Prevention Month throughout the Town, and urge all the citizens of Winterville urges its citizens and visitors to properly use and dispose of lithium-ion batteries and to support the many public safety activities and efforts of the Winterville Fire-Rescue-EMS.

IN WITNESS WHEREOF, I do set my hand, cause the seal of Winterville to be affixed this 13th day of October 2025.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

PUBLIC POWER MONTH

WHEREAS, public power is a crucial component in cities and towns across North Carolina, driving the overall health of communities by providing unmatched electric reliability, affordable and sustainable power, excellent local service, and essential jobs in communities; and,

WHEREAS, North Carolina's more than 70 public power cities and towns are among more than 2,000 across the country, providing electricity with a reliability rating of 99.99 percent to nearly 1.6 million North Carolinians; and,

WHEREAS, many of North Carolina's public power cities and towns have been electric providers for more than 100 years, assisting their communities through prosperous times as well as pandemics and economic downturns, maintaining life-saving electricity to homes and businesses; and,

WHEREAS, North Carolina public power communities are part of a mutual aid network that spans the state and country, providing invaluable support during times of hurricanes and other natural disasters while maintaining a superior safety record; and,

WHEREAS, North Carolina's public power providers are essential community assets that contribute to the well-being of the community and provide irreplaceable economic development opportunities; and,

WHEREAS, North Carolina's public power utilities are dependable institutions that provide excellent service, valuable energy solutions, and a commitment to community; and,

WHEREAS, the Town of Winterville recognizes Public Power Month and commends the public power cities and towns across our state and nation for their outstanding contributions to our communities.

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby proclaims October 2025, as "PUBLIC POWER MONTH" in the Town of Winterville and commends its observation to all citizens.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of January 2022.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
BREAST CANCER AWARENESS MONTH
OCTOBER 2025

WHEREAS, October is National Breast Cancer Awareness Month, which is an annual campaign to increase awareness of this disease and while we have seen an increase in mammography rates and a decline in deaths, there is more that can be done; and

WHEREAS, the American Cancer Society continues to advise women to get an annual mammogram screening once they reach the age of 40; and

WHEREAS, throughout the month of October, all women are encouraged to make a renewed commitment to following recommended screening guidelines and to make a mammogram appointment; and

WHEREAS, the Town of Winterville stands in solidarity with the mothers, sisters, wives, daughters, friends, neighbors, and others who are battling this disease; and

WHEREAS, Pink ribbons have become an internationally recognized symbol of Courage, Support, and the Symbol of Hope for a breast cancer cure; and

WHEREAS, the Town of Winterville recognizes the importance of working together and supporting Breast Cancer Awareness Month; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby proclaim October 2025 as Breast Cancer Awareness Month.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of October 2025.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

DEACON HERMAN G. WATERS, SR. MEMORY

WHEREAS, Deacon Herman G. Waters, Sr. was born in Lenoir County, down in the valley of the Phillips Farm, to the late John and Janie Smith Waters. My father worked as a sharecropper and, like many families of the time, we often moved in search of better opportunities. Our family would come to settle in Ayden and eventually set roots in Winterville, NC, where we became one of the first families in the New Town community; and,

WHEREAS, Deacon Waters was blessed to grow up in a home where family meant everything. My parents, John, and Janie taught me the values of faith, hard work, and community. I also shared a special bond with his beloved sister, Eleanor O'Neal. Affectionately known to our family as "Sis." Our connection was so deep that many who knew us called us twins; and,

WHEREAS, As a young man, Deacon Waters was active in the Boy Scouts of America and attended community churches for Sunday School and Vacation Bible School seminars. Deacon Waters attended Robinson Union School, graduating with the Class of 1957 and would go on to North Carolina A & T State University, where he graduated in 1961. Soon after, he enlisted in the United States Army, serving both on active duty and in the reserves; and,

WHEREAS, When his military service concluded, Deacon Waters worked with 'Standard Oil Company' of Tacoma, Washington. Thereafter, Deacon Waters would make his return back home to North Carolina. Over the years, Deacon Waters held positions at North Fountain, South Ayden, HB Suggs, and North Carolina Mutual. Later and served as head chauffeur at A. C. Monk for 25 years, traveling across the country during peak tobacco seasons. Deacon Waters also worked with Pitt County Schools and drove for PATS, faithfully transporting community members; and,

WHEREAS, Sports were a joy to Deacon Waters, he loved basketball and running the 100-yard dash. This energy carried him into participation in the Pitt County Senior Games. Deacon Waters coached recreational softball and devoted more than 30 years as Scoutmaster for Troop 289, where he earned both the Silver Beaver Award and Wood Badge recognition. Deacon Waters loved young people and always sought to be a beacon of light for them. Deacon Waters also valued affiliations with Sandy Hill Lodge #119 of the Masonic Order and participated in the W. H. Robinson Alumni Association; and,

WHEREAS, Deacon Waters' faith guided every step of his journey as a young man, he joined Little Creek Free will Baptist Church, where he remained a member. At Little Creek, he served faithfully in many roles, including Financial Secretary and Chairman of the Deacon Board. Deacon Waters was an active Participant in the North East B Annual Conference Deacon Fellowship. Deacon Waters was all heart for family and helped organize both the Smith and Joyner family reunions and, alongside his cousin Martin, worked to preserve the Red Hill Cemetery for generations. Later in life, God led him to his wife of 40 years, Linda Barrett Waters. Together, we built a blended family rooted in love, laughter, and faith; and,

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby honor the legacy of Deacon Herman G. Waters, Sr.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of October 2025.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

	Town of Winterville Town Council Agenda Abstract	Item Section: Public Hearings Meeting Date: October 13, 2025
Presenter: Stephen Penn, Planning and Economic Development Director		
Item to be Considered		
Subject: Eli's Ridge Phase 6 Annexation Petition. Action Requested: Hold Public Hearing for Annexation Petition. Attachment: Annexation Petition, Legal Description, Map, Certificate of Sufficiency, Certified Notice of Public Hearing & Draft Annexation Ordinance.		
Prepared By: Stephen Penn, Planning and Economic Development Director		Date: 9/29/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
<u>Applicant:</u> Landon Weaver of Bill Clark Homes of Greenville LLC. <u>Location:</u> Phase 6 of Eli's Ridge located off of Worthington Road. <u>Parcel Numbers:</u> 91917 (Current Parent Parcel Number). <u>Site Data:</u> 8.8016 Acres. <u>Zoning District:</u> R-10. <u>Staff Analysis:</u> The applicant is constructing Eli's Ridge Phase 6 in order to build 24 more Single Family Residential Homes. <u>Anticipated Annexation Schedule:</u> 8/11/25: 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. * Notice of Public Hearing was mailed to adjacent residents, and those within 100' of the subject property on 9/26/25. Notice of Public Hearing was provided in The Daily Reflector on 9/24/25 and 10/1/25.		
Budgetary Impact: NA.		
Recommendation: Staff Recommends Approval of Annexation to Be Effective October 31, 2025.		



**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 BCH of Greenville LLC Address _____

Signature [Signature]

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

This application shall be accompanied by the following items:

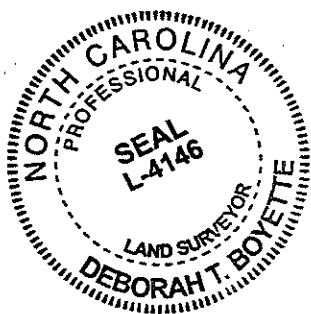
- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property
- Digital copy of all petition items

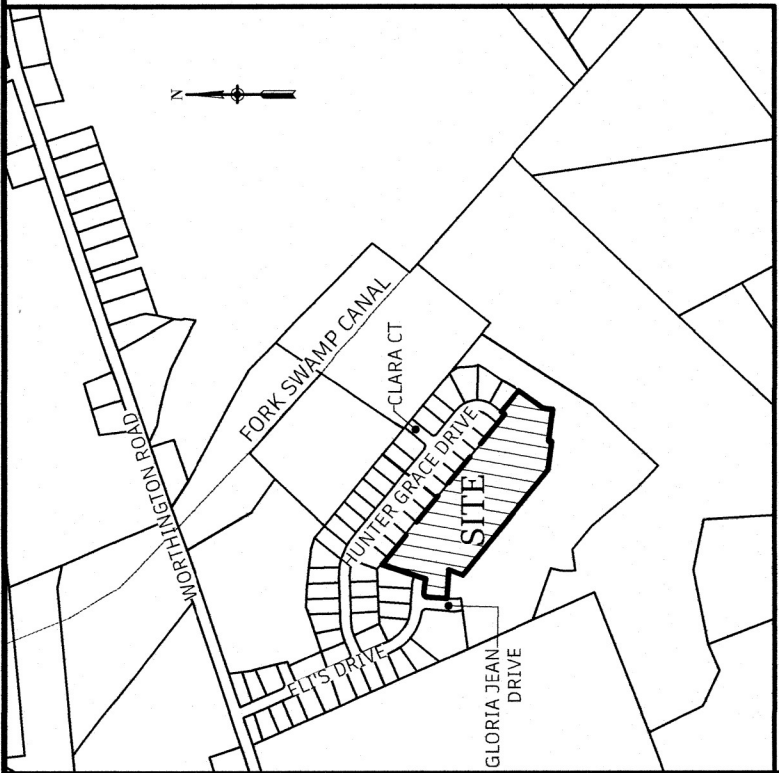
Legal Description for Annexation
ELI'S RIDGE, PHASE 6

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:

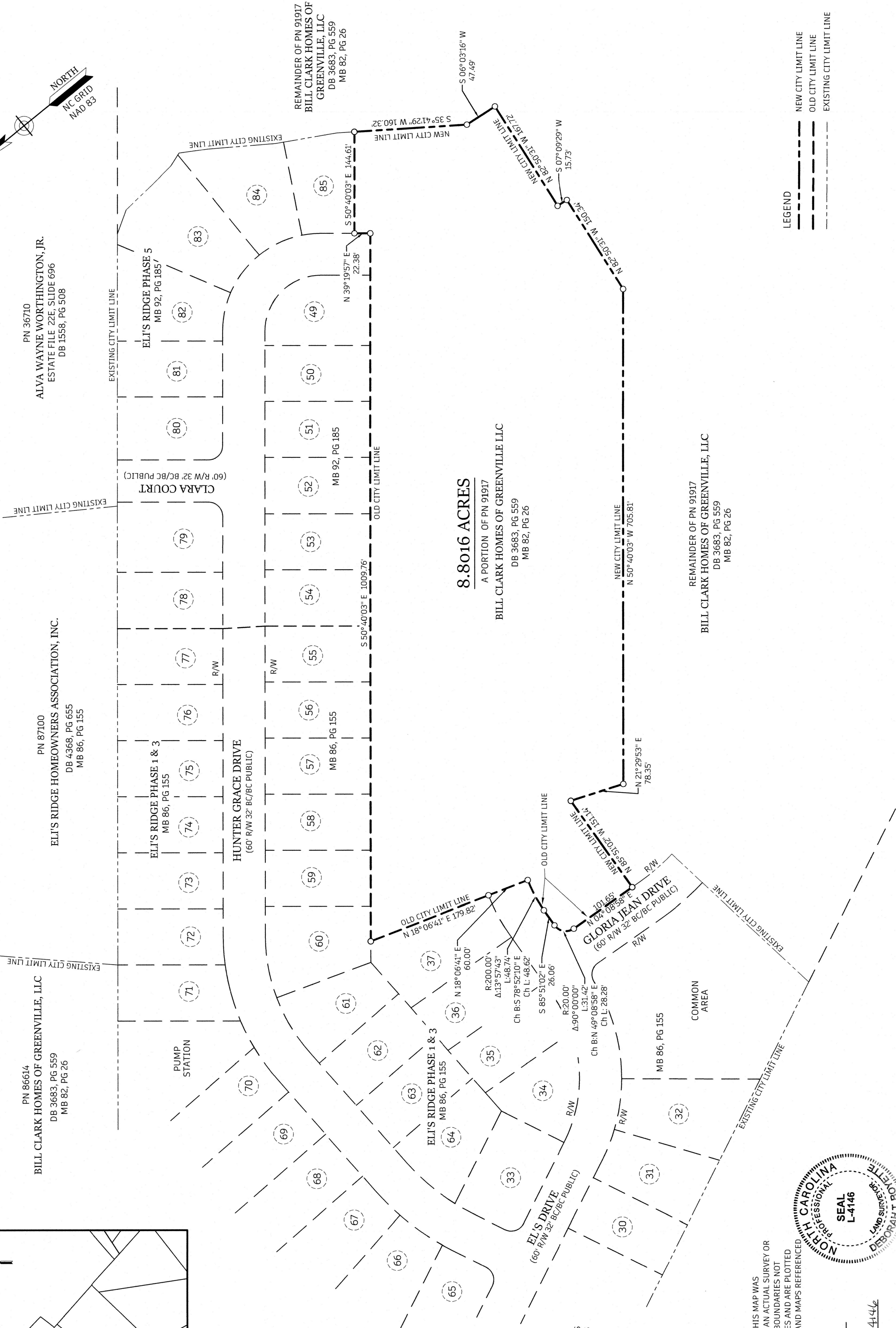
Beginning at a point on the northern right-of-way of Eli's Drive, said point being the southernmost corner of Lot 37, Eli's Ridge, Phase 1 & 3 as recorded in Map Book 86, Page 155, the True Point of Beginning. Thence from the True Point of Beginning, leaving the northern right-of-way of Eli's Drive and 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





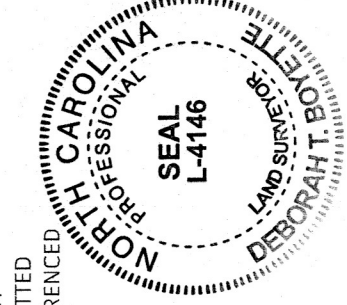
VICINITY MAP
SCALE 1" = 1000'



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



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
24th 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 _____

A PORTION OF PARCEL NUMBER 91917

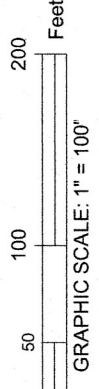
MAP SHOWING AREA TO BE ANNEXED BY

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			
STROUD ENGINEERING, P.A.		SURVEYED: HOB	APPROVED: DTB
107-B COMMERCE STREET GREENVILLE, NC 27858 (252) 756-9352		DRAWN: JME/DTB	DATE: 06/04/2025
LICENSE NO. C-0647		CHECKED: DTB	SCALE: 1" = 100'

ORDINANCE NO. _____ AREA _____

ACCEPTED BY THE TOWN OF WINTERVILLE, NC
MAYOR _____ DATE _____



CERTIFICATE OF SUFFICIENCY

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

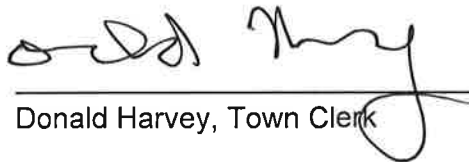
To the Town Council of the Town of Winterville, North Carolina:

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

**Eli's Ridge, Phase 6 Annexation
A portion of Parcel Number 91917
Town Council; Annexation Public Hearing Notice
Letters Mailed on 9.26.25**

**STATE OF NORTH CAROLINA
PITT COUNTY**

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

WITNESS my hand this the **29th** day of, **September 2025**.

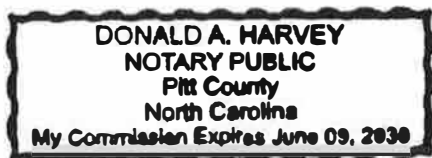


Director of Planning & Economic Development

**STATE OF NORTH CAROLINA
PITT COUNTY**

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

WITNESS my hand this the **29th** day of, **September 2025**.



Notary Public

My Commission Expires June 9, 2030



Mailed on 9.26.25

2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)756-2221
Fax (252)756-3109
www.wintervillenc.com

**Town Council-Public Hearing
Eli's Ridge Phase 6 Annexation**

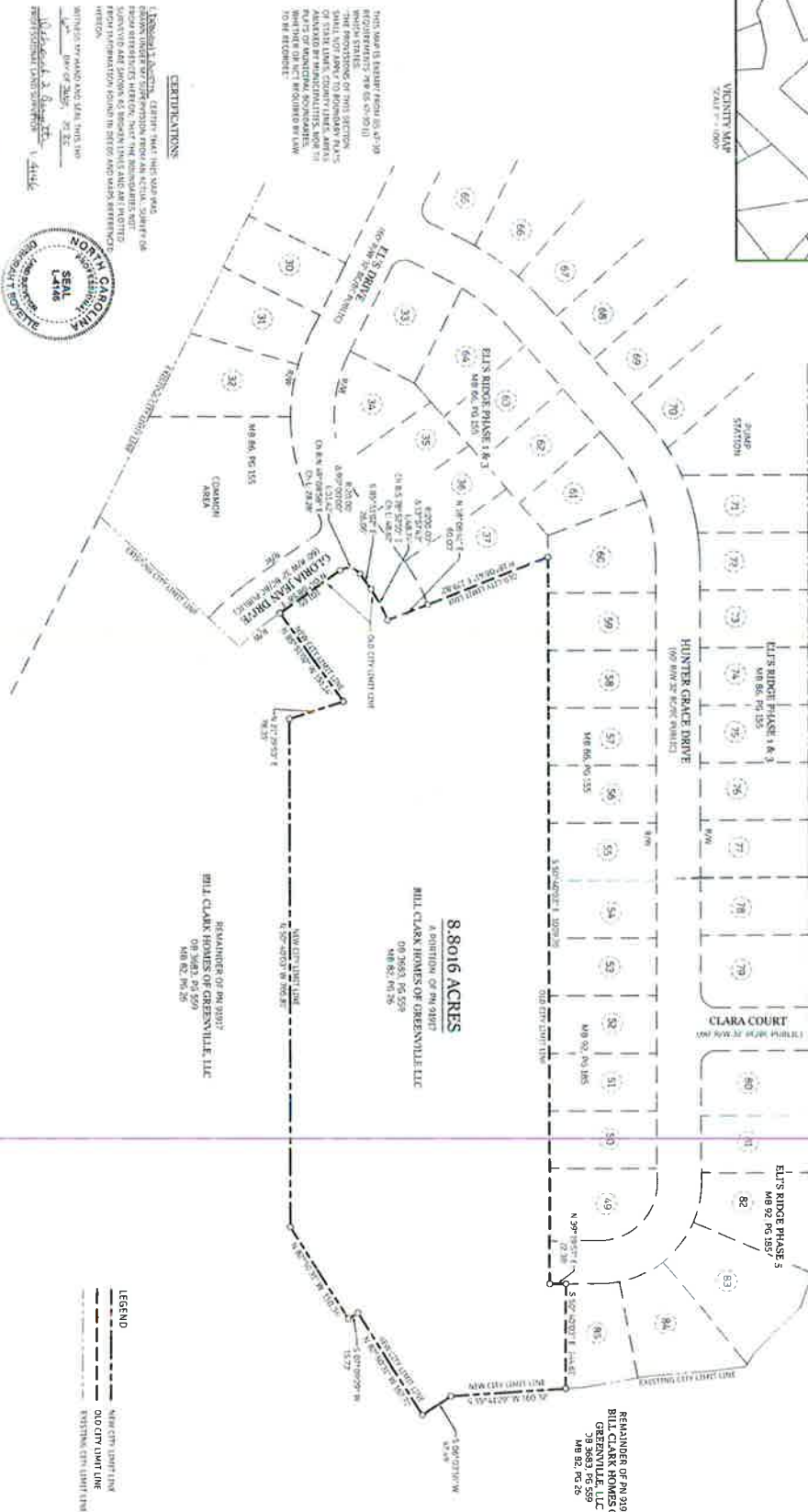
NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on **Monday October 13, 2025** at 6:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, for consideration of the following request:

The Town of Winterville has received an annexation petition for a portion of parcel number 91917 (8.8016 acre parcel), on Eli's Drive and Hunter Grace Drive in the Eli's Ridge Subdivision.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting stephen.penn@wintervillenc.com or the Winterville Planning Department at (252) 756-2221 or at wintervillenc.com.

Citizens are encouraged to attend the meeting and are welcome to speak for or against the proposed rezoning at the meeting. Citizens may also view the hearing on the Winterville website at www.wintervillenc.com/videos . If for any reason you have difficulty accessing the Town's video page, please go to the Town's YouTube channel at: www.youtube.com/channel/UChejtVcuiD9O3_zzTrrBj4g .

The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to don.harvey@wintervillenc.com. Please include your name and address.



CERTIFICATIONS

INITIALS BY MAN AND DATE THIS WAS
FILED IN

Wendell A. Smith
10/26/57

RECEIVED CIVIL RIGHTS DIVISION
OCT 28 1957



DATE SUBMITTED: PERSONALLY PREPARED REPORT OF THE FINDINGS OF A DOCUMENTED THE COLLECTION OF THE FOLLOWING INFORMATION: ARTICLES, WEBSITES AND OTHER SOURCE OF DATA THIS DAY OF _____, 20____.

REPORTER: _____

BY: _____

McCombs/Johnson 1991

**PRODUCT NO. STAC-001 WHAT'S IN
THE BOX**



MAP SHOWING AREA TO BE ANNEXED BY _____		ELIJAH RIDGE, PHASE 6	
ORDINANCE NO. _____ AREA _____ 8.8016 ACRES.		WINTERVILLE TOWNSHIP PITKIN COUNTY OPPOKER BILL CLARK HOMES OF GREENTVILLE, LLC 100 S. HARRISON BLVD GREENVILLE, NC 27658 (252) 335-5805	
ACCEPTED BY THE TOWN OF WINTERVILLE NC _____ MAYOR _____ DATE _____		S. RONID ENGINEERING, P.A.  100 S. HARRISON STREET GREENVILLE, NC 27658 (252) 335-5805 LICENSE NO. 27858	
SURVEYED: HO8 DRAWN: JME/DTB CHECKED: DTB DATE: 06/04/2025 SCALE: 1" = 100'		APPROVED: DTB	

**BILL CLARK HOMES OF GREENVILLE
LLC**

**200 E ARLINGTON BLVD
GREENVILLE, NC 27858**

EDUARDO CRUZ

SONIA CRUZ

**972 HUNTER GRACE DR
WINTERVILLE, NC 28590**

WILLIAM KNIGHT JR

DECOLA KNIGHT

**954 HUNTER GRACE DR
WINTERVILLE, NC 28590**

**ELI'S RIDGE HOMEOWNERS
ASSOCIATION INC**

**200 E ARLINGTON BLVD
GREENVILLE, NC 27858**

DENE' VICOLE ALEXANDER

**966 HUNTER GRACE DR
WINTERVILLE, NC 28590**

DARREN TERZI

BARBARA TERZI

**2599 ELI'S DR
WINTERVILLE, NC 28590**

WILBERT PERRY JR

JEANNA PERRY

**978 HUNTER GRACE DR
WINTERVILLE, NC 28590**

DEBORAH GRIFFIN

GREGORY GRIFFIN

**960 HUNTER GRACE DR
WINTERVILLE, NC 28590**

JULIANA JARAMILLO

**2593 ELI'S DR
WINTERVILLE, NC 28590**

Mailed on 9/26/25

Town of Winterville
Annexation Ordinance

Ordinance No: 25-O-091

Property Annexed: Eli's Ridge, Phase 6, A Portion of Parcel # 91917, Hunter Grace Drive and Eli's Drive.

Ordinance Adopted: October 13, 2025

Effective Date: October 31, 2025

Mail to:

Town of Winterville
PO Box 1459
Winterville, NC 28590-1459

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

Eli's Ridge, Phase 6 Subdivision- A Portion of Parcel # 91917

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

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

WHEREAS, the Acting Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Winterville Town Hall at 6:00 pm on October 13, 2025 after providing mailed notice to adjoining property owners and those within 100 feet of the subject property on September 26, 2025; and due notice was given by publication within The Daily Reflector on September 24, 2025 and October 1, 2025; and

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

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

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described territory is hereby annexed and made part of the Town of Winterville as of June 30, 2025:

Eli's Ridge, Phase 6
Legal Description
Winterville, Pitt County, North Carolina

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.

Section 2. Upon and after October 31, 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Winterville and shall be entitled to the same privileges and benefits as other parts of the Town of Winterville. Said territory shall be subject to municipal taxes according to NCGS 160A-58.10.

Section 3. the Mayor of the Town of Winterville shall cause to be recorded in the Office of the Register of Deeds of Pitt County, and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such map shall also be delivered to the County Board of Elections, as required by NCGS 163-288.1.

Adopted this the 13th day of October 2025.

Richard E Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

North Carolina

Pitt County

I hereby certify that the foregoing is a true and accurate copy of an ordinance duly adopted by the Town Council of the Town of Winterville, North Carolina, at a meeting held on June 9, 2025 at 6 o'clock pm at the Town Hall in the Town of Winterville.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the official corporate seal of the Town of Winterville to be affixed, this _____ day of _____, 2025.

Donald Harvey, Town Clerk

North Carolina

Pitt County

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

WITNESS my hand and notarial seal this _____ day of _____, 2025.

Kristin L. Godley, Notary Public

NOTARY PUBLIC

My Commission Expires: _____



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: October 13, 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: 10/3/2025

ABSTRACT ROUTING:

☒ **TC:** 10/6/2025

☒ **TM:** 10/7/2025

☒ **Final:** tlp - 10/7/2025

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- ❖ September 8, 2025 Regular Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, SEPTEMBER 8, 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, Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Willie Gay, Building Inspector/GIS Technician
Donald Harvey, Town Clerk

He welcomed everyone to the meeting and noted that the Council would proceed efficiently due to a planned closed session following the regular meeting.

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

INVOCATION: The invocation was given by Luther Hemby.

PLEDGE OF ALLEGIANCE: Macy Cobb, a fourth-grade student at W.H. Robinson Elementary School, led the Pledge of Allegiance. She introduced herself to the Council and identified her parents, Katie, and Tommy Cobb, as well as her little brother Adam, who were present in the audience.

WELCOME: Mayor Hines reiterated his welcome to all attendees at the September meeting, expressing appreciation for their presence and participation in the Town's governance.

ROLL CALL: The roll call was conducted electronically, with all Council members confirmed as present.

APPROVAL OF AGENDA: Town Manager Parker informed the Council of an amended agenda was available at their seats. She specifically noted that on page 2, there was an additional other agenda item highlighted in red font, which would be numbered as item 5.

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

PROCLAMATIONS:

1. National Recovery Month.

Councilwoman Harrell presented the proclamation for National Recovery Month. She began by explaining that the official theme for National Recovery Month 2025 is "Recovery is Real, Restoring Every Aspect of Life." She emphasized that this theme highlights recovery being built on four key dimensions: health, home, community, and purpose, underscoring the importance of a comprehensive approach to achieving lasting well-being from mental health and substance use challenges.

Councilwoman Harrell read the proclamation in its entirety, which recognized that millions of Americans are living in recovery and their stories inspire communities to support evidence-based treatment, reduce stigma, and promote wellness. The proclamation acknowledged that recovery benefits individuals, families, and the entire community, and that access to support services is essential for long-term success. It further recognized local organizations, healthcare providers, peer support specialists, and community leaders in Winterville who are committed to fostering a culture of compassion, inclusion, and empowerment. The mayor proclaimed September 2025 as National Recovery Month in Winterville, encouraging all residents to support recovery efforts and stand in solidarity with families and professionals working to make recovery possible.

2. National Hispanic Heritage Month

Town Clerk Harvey presented the proclamation for National Hispanic Heritage Month, which runs from September 15th to October 15th. The proclamation noted that Hispanics comprise roughly 11.4% of North Carolina's population as of 2023 and represent an integral community in the state. In Pitt County specifically, Hispanics make up 8% of the population. The proclamation emphasized Winterville's welcoming and supportive stance toward cultural diversity and recognized the economic, social, and cultural contributions of the Hispanic community. Town Clerk Harvey read that Mayor Hines proclaimed September 15, 2025, through October 15, 2025, as Hispanic Heritage Month, extending best wishes to all communities holding appropriate ceremonies to commemorate this observation.

Following the reading, Councilwoman Smith shared a personal reflection: "So as an American of Hispanic descent, I'd like to say I firsthand understand the cultural diversity and the beauty of the Hispanic culture as many cultures have. And I am grateful and blessed to be from a Mexican American family, hardworking, God-fearing American citizens, and I appreciate the recognition."

PRESENTATIONS:

1. Winterville Human Relation Board; Back to School Support to Mrs. Lavetta Roundtree, Principal, W. H. Robinson Elementary.

Councilwoman Hawkins, representing the Winterville Human Relations Board, presented school supplies to Principal Lavetta Roundtree of W.H. Robinson Elementary School. Councilwoman Hawkins explained that the Human Relations Board had selected W.H. Robinson as their school for support, recognizing that while most students have supplies the first week, there is often a need that develops as the school year progresses. She noted her personal connection to the school, having had three of

her children attend W.H. Robinson, and praised Principal Roundtree for leading a school with a great legacy.

Principal Roundtree thanked the Council and the Human Relations Board for the opportunity to speak and for the donated supplies. She shared that she had worked with Councilwoman Harrell for the "We Love Our Schools" campaign through Pitt County Schools. She described W.H. Robinson as having a family and academic focus, referring to the students as "Team W.H. Robinson." She praised the school's legacy of quality educators and long-time staff members. Regarding the supplies, she acknowledged that while families often have materials initially, the school does see a decline in certain students having materials as the year progresses, making these donated supplies particularly valuable. Councilwoman Hawkins added that some of the supplies were specifically for teachers, recognizing that educators need materials to provide effective instruction.

PUBLIC COMMENT: Mayor Hines read the public comment policy in full, explaining that the 30-minute public comment period provides residents an opportunity to comment on agenda items or address the Council on matters related to Winterville. He noted the three-minute limit per speaker and the maximum of three speakers per topic.

1. Mat de Jesus – Mill and Boyd Street Intersection Report.

Mat de Jesus addressed the Council regarding the Mill and Boyd Street intersection. She began by reporting on an accident that occurred during the watermelon festival, noting it was understandable as it involved out-of-town visitors—one car stopped, and another hit it from behind. Her primary concern, however, was about the streetlight in her yard that illuminates the intersection. She reported that after the accident, the light was out for three days, leaving the intersection pitch black. She had waited for someone else to report it but eventually emailed Town Clerk Harvey herself.

de Jesus praised the Town's response, noting that the next day she heard noise in her yard and saw "a big, pretty white truck" that she thought was brand new due to its cleanliness. The crew installed a new streetlight, and she observed that when it was dark, cars had been zooming through the stop sign, but once the light was repaired, cars respectfully stopped. She commended the crew members—whom Mayor Hines identified as Randall Rouse, Brandon Eckert, Alan Jones, and Nick—for their respectful behavior, noting they did not park on or step on her flowers. She concluded by expressing her satisfaction with living in Winterville and the Town's responsiveness to her complaints.

2. Marlow Bynum then took the podium, stating his address as 113 West Fire Tower Road, Suite Q.

He spoke about "false testimony, failed leadership, and the harm done to the black business owner in this town." He referenced case 24DOG02227 (Bynum versus the NC ABC) and specifically addressed testimony by Police Chief Williams regarding East Carolina Kiddie College at 4024 Old Tar Road. Bynum clarified that this is not a school but a licensed daycare center with a five-star rating for its entire 12-year existence. He accused Police Chief Williams of making a false statement under oath, which he characterized as a criminal offense under North Carolina General Statute 14-209.

Bynum expressed frustration that despite bringing this matter to the mayor's attention and being promised a reference letter to help his business thrive, the letter never came. He stated that his business operated for 10 years in Winterville without any violations but was characterized by the chief as a potential burden to the town and community. He concluded by asserting that "the silence of leadership is failing black business in Winterville" and questioned the town's support for Black businesses and citizens.

Following Bynum's comments, several Council members responded:

Councilwoman Hawkins emphasized that "it is imperative that we recognize small Black businesses" as they are integral to a community with the theme "a slice of a good life." She referenced the pledge of allegiance's promise of "liberty and justice for all" and stated that this should apply to everyone: businesses, homeowners, and average citizens. She noted that Bynum's business had been under scrutiny but had not received any citations, and she advocated for "balance in regulations for him and for everyone else."

Councilwoman Harrell added that the town does not "pick winners and losers when it comes to business" and that she has stood firmly with all businesses, especially Corbella's business and the Black alumni ECU group. She revealed that when concerns were raised, she "called all the way to the state ABC board." She emphasized that "when a person has a record, that's not a life sentence" and that people who make mistakes should be embraced for their contributions. She stated that "businesses are the heartbeat of our community" and that while advocacy can be uncomfortable, it is necessary.

Mayor Hines briefly responded, stating he was never under oath to discuss the Corbella's Event Center and that anyone wanting to review Police Chief Williams's testimony could examine the 250-page transcript.

Councilwoman Smith expressed support for African American and minority businesses, mentioning she attended Bynum's opening and was excited about the services offered. She stated, "We support Black business. We do support them," and noted the chamber's efforts to support businesses. She concluded that she has not had instances where she felt African American businesses were not being served.

Councilwoman Hawkins then provided additional context, stating she was speaking specifically about Corbella's family venue and had a list of Black businesses not included in the scavenger hunt. She clarified she was not saying Winterville intentionally leaves out Black businesses but that it is "incumbent upon Winterville to ensure that all businesses, and specifically Black businesses, feel welcome and supported because they pay the same tax revenue as everyone else." She expressed concern about the building being torn down "from a flourishing building to celebratory conversations about it from officials," which she called "inexcusable."

Mayor Pro Tem Moye shared that during this situation, everything was new to him and that the decision came from Raleigh's ABC board, not the local Council. He emphasized that "when you're dealing with the law, the law of the land is the law of the land" and compared it to getting a speeding ticket regardless of race.

Town Manager Parker clarified that the demolition of the building was "initiated, planned, and is being carried out by the North Carolina Department of Transportation," not the Town of Winterville, though a demolition permit was required from the town. Councilwoman Hawkins pushed back, noting that the business was closed 3-4 months prior to demolition and that the closure affected someone's business, referencing court paperwork about testimony.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Approval of Council Meeting Minutes.
2. Copier Purchase.
3. Budget Amendment.
4. Release and Refund of Taxes.
5. Tax Discovery Adjustments.
6. Charge the Tax Collector with collection of the 2025-2026 Tax Levy.
7. Eli's Ridge Annexation: Schedule Public Hearing for October 13, 2025.
8. T.A. Loving Change Order #4.

9. Bloodhound and Brightspeed Utility Location Agreement.

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

OLD BUSINESS: None

NEW BUSINESS:

1. School Resource Officers Agreement.

Police Chief Williams presented the annual contract renewal with Pitt County Schools for school resource officers. He explained that the contract remains the same each year except for salary adjustments due to cost-of-living increases. The agreement provides one school resource officer for each of the three public schools in Winterville: Creekside, W.H. Robinson, and A.G. Cox.

Councilwoman Roberson inquired about the possibility of an additional resource officer, noting that during her visit to A.G. Cox for the first day of school, the principal mentioned having approximately 880 students. Police Chief Williams responded that she had raised this during the agenda review meeting and that he has a meeting scheduled with John Jenkins, the SRO contract specialist for Pitt County Schools, later in the week to discuss this matter. He committed to sending Council an email with Jenkins's thoughts on the request.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to accept the school resource officer agreement. Motion carried unanimously, 5-0.

2. Urgent Repair List.

Town Manager Parker provided an update on the Town's urgent repair program, which had been suspended since 2020 due to COVID and was recently revived. She and Town Clerk Harvey collected all applications submitted since the suspension. Of 15 applications received, 4 met the Town's requirements. Town Manager Parker reminded Council that applicants must be 62 years or older, must own and reside in their home, and must be current on both town and county taxes. The four qualifying addresses were submitted to Rebuilding Together, with a maximum of \$6,000 per property available for repairs.

Motion made by Councilwoman Smith, seconded by Mayor Pro Tem Moye to approve the 4 addresses presented by Town Manager Parker. Motion carried unanimously, 5-0.

Following approval of the addresses, several program modifications were discussed:

Councilwoman Hawkins asked detailed questions about the requirements, confirming they had been in place since the program's inception around 2014. She also inquired about safeguarding applications going forward. Town Manager Parker confirmed that all future applications would be digitized to prevent loss.

Town Manager Parker explained that applicants who met 2 of 3 criteria would be contacted about becoming current on taxes, and those who do not meet town requirements would still be forwarded to Rebuilding Together, which has different criteria including income verification.

Town Manager Parker raised the issue of an applicant with a life estate on their property. After discussion with Town Attorney Lassiter about legal documentation requirements, it was agreed to include properties with verified life estates or life rights.

Councilwoman Roberson suggested including an 8-year recapture period (prorated) to prevent immediate sale of properties after repairs, which was standard in CDBG programs. She also advocated for including residents on payment plans for taxes if they were current with their payments.

Motion made by Councilwoman Roberson, seconded by Mayor Pro Tem Moye to approve use of life estates, an 8-year recapture period, and up to date tax payment plan in the urgent repair program criteria. Motion carried unanimously, 5-0.

3. Recreation Advisory Board Appointments.

Town Manager Parker, filling in for absent staff member, presented three reappointments to the Recreation Advisory Board: John Fleming, Katrina Jones, and Rashana Carmen. She also noted that John Relford had stepped down, creating a vacancy.

Motion made by Councilwoman Smith, seconded by Mayor Pro Tem Moye to reappoint the 3 Recreation Advisory Board members. Motion carried unanimously, 5-0.

The Council then moved the current alternate, Lindsay Price, to fill the vacant board position.

Motion made by Councilwoman Smith, seconded by Mayor Pro Tem Moye to appoint Lindsay Price to the vacancy. Motion carried unanimously, 5-0.

For the vacant alternate position, five applicants were considered: Chanelle Flowers, Michael McFayden, William Richbourg, Mary Uy, and Dee Parker. After deliberation, Councilwoman Smith nominated William Richbourg.

Motion made by Councilwoman Smith, seconded by Mayor Pro Tem Moye to nominate William Richbourg as an alternate. Motion carried unanimously, 5-0.

4. Ditch Witch Replacement Purchase.

Electric Director Mills requested approval to purchase a new Ditch Witch RT 45 trencher to replace a 20-year-old unit that had been broken for three months. The purchase was already allocated in the 2025-26 budget. Mills explained that quotes were obtained through Sourcewell, an independent co-op similar to state contract but at a better level. The total cost was \$116,000.

Motion made by Councilwoman Smith, seconded by Councilwoman Harrell to approve the purchase of the Ditch Witch RT 45 trencher. Motion carried unanimously, 5-0.

5. Electric Engineering and 15 Year Capital Improvement Plan.

Electric Director Mills presented a request for Council approval of RGrid to complete a 15-year capital improvement plan and assist with various other electric projects. He explained that the town advertised a request for qualifications twice in May, receiving responses from two engineering firms: Booth and RGrid. Staff deemed RGrid most suitable for meeting the Town's requirements.

Motion made by Councilwoman Smith, seconded by Councilwoman Harrell to approve the contract for the 15-year capital improvement plan with RGrid. Motion carried unanimously, 5-0.

6. Michael Taylor Electric Engineering Contract.

Mills presented his final item, requesting approval for Michael Taylor to complete phase 2 of the Old Tar Road widening project's utility relocation portion. He explained that Utility Engineering was originally contracted for construction and administration oversight but due to personnel changes, engineering was being performed by out-of-state staff. The town sought a local presence, and Utility Engineering recommended Michael Taylor, who had recently retired from them. Mills noted Taylor's previous involvement with the town on projects including Vernon White Road and Church Street substation when he worked with PowerSecure.

Mayor Pro Tem Moye confirmed that Taylor was an independent contractor with all necessary credentials and liability coverage.

Motion made by Councilwoman Smith, seconded by Mayor Pro Tem Moye to approve Michael Taylor PE to finish the Old Tar widening project. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

1. Water Fountain(s) (Councilwoman Hawkins).

Councilwoman Hawkins began by quoting Booker T. Washington: "A lie does not become the truth, wrong doesn't become right, and evil doesn't become good just because it's accepted by a majority." She explained she placed water fountains on the agenda to recap a situation regarding an inoperable water fountain at Hillcrest Park that had been reported to her on August 18th. She had learned it had been out of order for over a year.

Councilwoman Hawkins cited regulations mandating that public parks have working water fountains with adequate water pressure that are kept clean and in good repair. She expressed concern that while two fountains were installed within seven days of her report, the year-long inoperability represented unbalanced regulation enforcement. She had requested inspection logs and receipts but received no response, which she found concerning given her elected position. She emphasized this posed liability to the town and that transparency and accountability were essential.

2. Youth Recognition (Councilwoman Hawkins).

Councilwoman Hawkins spoke about the prevalence of negative youth news and crimes, referencing a recent rash of youth crimes that prompted Pitt County leaders to meet. She wanted to recognize youth in Winterville doing positive things. She introduced Nyla Worthington, a rising ninth grader at South Central High School who had matriculated through A.G. Cox.

Councilwoman Hawkins praised Nyla as a respectful young woman facing the modern challenges of peer pressure, social media, and uncertainties that Generation Z encounters daily. She detailed Nyla's interests: skating, painting, drawing, playing flag football at South Central, and aspiring to become a professional nail artist. Councilwoman Hawkins connected this to her work with Pitt Community College on bringing trades to Winterville. She presented Nyla with a gift containing a poem, though she did not read it due to becoming emotional.

Councilwoman Smith congratulated Nyla, noting she knew her grandmother and mother and appreciated "everything you do to be a positive image in our community."

3. Oversight (Councilwoman Hawkins).

Councilwoman Hawkins emphasized that every Council member has the opportunity to place items on the agenda and she chose to exercise that right. She stated that "wisdom is not simply about having

the right to ask questions, but it is also to get answers" and that "identifying problems are a process that can help us grow stronger as a community."

She returned to the water fountain issue, asking Town Manager Parker and Town Attorney Lassiter about documentation requests she had made. She expressed frustration at not receiving answers, saying she had to put it on the agenda for transparency. She reiterated concerns about liability from both non-functioning fountains and potential undiscovered hazards, citing NC statute 15A-18A-2406 regarding drinking fountain requirements in public places.

Town Attorney Lassiter acknowledged understanding why she asked about documentation and noted the town was working to rectify record-keeping issues. Town Manager Parker provided a detailed response about documentation and inspection processes. She acknowledged that while inspections occur daily, the town could not currently provide records of them. She explained they were implementing a work order system to work with their app for better documentation across all departments. Town Manager Parker noted that water fountain replacement did not require building permits or inspections but agreed that checklists and dated documentation were needed.

Town Manager Parker confirmed that water fountains are not required at parks but if present must be maintained properly. She noted Winterville has fountains at Weber Recreation Park and Hillcrest Park but not at Water Tower Park. Councilwoman Hawkins clarified that if no adequate water source is nearby, fountains are needed.

The discussion revealed the town's acknowledgment of needed improvements in documentation systems while also explaining current inspection practices and future plans for better record-keeping through digital systems and checklists.

4. Calvin Henderson (Councilwoman Hawkins).

Councilwoman Hawkins spoke about Calvin Henderson, an 88-year-old resident who advocated strongly for the establishment of Hillcrest Park during the mid-1990s. She noted that racism had played a factor in park access and that Henderson was president of the Winterville Concerned Citizens of Justice, now known as Winterville Concerned Citizens and Development Group. Hillcrest Park was developed in 1999, and Councilwoman Hawkins had documentation spanning from before 1999 through 2020.

She recognized Pastor Darron Carmon for placing a mural sign in 2020 with his organization, People Against Racism, during the period following George Floyd's murder. She stated that both Henderson and Carmon would likely agree that the park is "a valid symbol of the slice of a good life." Councilwoman Hawkins expressed her intention as chairperson of the Human Relations Board to establish some form of honor for Calvin Henderson, possibly through a plaque, pavilion signage, or stone marker recognizing the ongoing work for justice and equality at Hillcrest Park. She indicated she would take this proposal back to the Human Relations Board for planning rather than seeking a motion at this meeting.

5. Policy on Councilmember Agenda Additions (Mayor Hines).

Mayor Hines introduced a proposed policy that had been brought to his attention by citizens asking about agenda items and their critical nature. He explained that the policy would help everyone be better prepared by providing clarity on agenda additions. The mayor read the proposed policy:

"Any town Council member requesting to add an item to the agenda must provide a brief written synopsis of the item in advance. Synopsis should be no more than 2 or 3 sentences and must include the purpose of the request, budgetary impact, and any immediate action sought from the Council. This

summary will be shared during the agenda review meeting to ensure clarity, efficiency, and proper preparation for discussion."

Mayor Hines suggested this would serve as a helpful guide and proposed that if clarity could not be achieved after the Town Manager reaches out to the submitter, the item could be pulled and brought back at the next meeting.

Councilwoman Hawkins noted that primarily she and Councilwoman Harrell had been adding agenda items and questioned whether this policy was essentially directed at her. She expressed concern about having to summarize items in advance and the possibility of having items pulled, viewing this as regulating freedom of speech for an elected Councilwoman speaking on behalf of the people.

Councilwoman Smith responded that all Council members have the opportunity to add agenda items, some without their names attached. She emphasized the policy was not meant to single anyone out but to help everyone understand and act upon agenda items effectively. She noted she had added items without her name being listed.

The discussion revealed tension about the proposed policy's intent and impact, with concerns raised about potential restrictions on Council members' ability to add items while also acknowledging the goal of improving meeting preparation and clarity.

Mayor Ricky Hines introduced a policy amendment regarding Council member agenda additions. He began by stating, "the policy amendment that I'm holding is policy on Council member agenda additions." The Mayor explained that the purpose was to provide clarity about agenda items, suggesting that Council members provide "2 to 3 sentences" when adding items to the agenda.

Councilwoman Hawkins immediately raised several concerns about this proposal. She questioned the need for such detailed explanations, asking: "Does this specify the whole agenda, agenda items? And, again, while I understand 1 may need a little bit of clarity, but to ask somebody to write 2 to 3 sentences and then if you don't understand it is going to be pulled." She expressed frustration, saying, "I might as well, when I put my agenda items, go ahead and do a whole synopsis and introduction."

Councilwoman Hawkins pressed further, asking, "where is this happening anywhere else where you have to submit 2 to 3 sentences and then if that is not okay, it's pulled. Can somebody please help me with that?" She emphasized her concern that if she provided 2 to 3 sentences and the Council wanted more information and deemed it unclear, "then I can't speak for what I can't speak to my representation."

Town Manager Parker interjected to provide context about standard agenda practices: "If I could say just from an agenda format standpoint, we try to include an abstract with every item." She explained that abstracts typically accompany most agenda items, though she clarified she was not necessarily suggesting this requirement for Council-added items.

Mayor Hines attempted to reassure Councilwoman Hawkins, saying, "I think you know what we're trying to get at. It is not that hard. And your items, I think when I am just talking to you right now, but I am saying when you add an item, you know, 2 to 3 sentences. He emphasized that she could "express yourself in 2 to 3 sentences to get it across. You do not have to write a whole book."

Councilwoman Harrell weighed in, noting that when reviewing the policy, "I don't see where it does say that it would be, uh, taken off or you wouldn't or we can't talk about the agenda item if there's no clarity because I'm not sure who would make that distinction to be able to take the person's item off." She shared her own practice: "whenever I have made an agenda item or wanted to add an agenda item, I would simply pick up the phone and call either Assistant Town Manager Bowers or Town Manager

Parker just to give them if I'm not able to write a synopsis." She suggested this approach helped ensure staff understood and were prepared to discuss agenda items.

Councilwoman Smith briefly agreed with the concept, stating, "I would agree with if I add or ask that something be added and reach out and write a few sentences. Think that actually you made the recommendation of 2 to 3 sentences. And I think that's a good recommendation to give us all clarity."

Councilwoman Hawkins continued to express concerns about the process, asking, "who is regulating what is acceptable to the agenda or not? Who where is the rubric that says, hey, no, we're not talking about this or not?" She pointed out what she saw as procedural inconsistency: "We've been asking for this for a long time, but we're going to make a motion on this immediately as opposed to us as a Council... as opposed to a counsel saying, hey, Councilwoman Hawkins and everybody, can you just, you know, do the 2 to 3 sentences and see if that was done. But no, we want to make a motion to put something in a policy but we're not doing other things that are even more pertinent to the governance."

Councilwoman Harrell then made a recommendation: "I'd like to recommend that we table it and add it to this right here. As you are saying, the policies and procedures that you were speaking about and not take the immediate vote tonight, just in all fairness, if we are going to, um, have a workshop and have the board policies and procedures."

Town Attorney Lassiter clarified that this topic would not be appropriate for closed session discussion when that possibility was raised.

Mayor Pro Tem Moyer shared his perspective on getting clarity for agenda items: "what Councilwoman Harrell stated, where I usually get all of my information from, if I have any question or concern, if there is any clarity I need to get clear of, we have something on Thursday afternoon called review before we have our regular town meeting." He explained, "I try my very, very best to attend those meetings so I can get some clarity. That's the reason why you don't see me having anything on the agenda like this because if I have any kind of concerns or question that citizen has, they want me to ask and give some clarity for them or even for myself, I have opportunity to answer it during the review meeting."

The discussion then shifted to the nature of the Thursday review meetings. Councilwoman Harrell asked for clarification about whether minutes were taken at these meetings. When Councilwoman Veronica Roberson explained that the policy had been discussed at the previous Thursday's review meeting, Councilwoman Hawkins, who had not been present, expressed concern: "Do we have minutes for the review meeting that can be sent out to counsel who are not present? Because I was not privy of that. And if we are having a review meeting and we are making decisions that is going to be pushed forward and you have counsel persons who are not present, how does that work?"

Councilwoman Roberson clarified: "No decisions are made. The only thing that we do is we discuss the items that are being presented... Staff explains their whatever information they have about them... if we have questions, this is the time that we can ask questions about items on the agenda, get clarification of that. And it is a public meeting, so, you know, it's not a closed meeting."

Town Manager Parker further clarified the structure: "So that is the manager's meeting. We did advertise it just because the opportunity is for all Council members to be in the room at the same time, but it is not a Council meeting. So, as it stands currently, there are no minutes." She offered, "But if there are requests in the future for additions to the agenda, we can certainly send that out to the whole Council."

Councilwoman Hawkins expressed feeling "offended" by the approach: "I feel offended, I'm just going to be honest, that instead of coming to me and saying, hey, can you explain 1 or 2 things that we're putting it in a policy but we didn't put other things that needed to be changed." She interpreted the action as: "We're going to put a policy in place and we're going to make her we're going pass this

motion and we're going to make her explain what she's speaking of. And I can explain it, but I will expound from now on when I am up here even further. And I will not be regulated on what I am saying. That's against my constitutional rights."

She concluded with a pointed criticism: "we should do it properly when we're doing this. We are jumping. We jump for stuff when it is to our benefit. But, again, a water fountain was out for over a year. We did not jump for that. Y'all can move forward."

Mayor Hines then called for action on the policy amendment.

Mayor Pro Tem Moye made a motion to table the item, stating: "My motion was to table it until we get some clarity and make sure that everybody's had support, have understanding on what they are voting upon." When pressed for specifics about timing, he clarified: "until we meet as a board to discuss this policy and that we all have a clarity to have understanding, and then we bring it back and have a vote upon it." Councilwoman Harrell seconded the motion to table. The vote was taken by electronic clicker, and the motion to table carried 3-2, with Councilwoman Smith and Councilwoman Roberson voting no.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Town Manager Parker presented the same items that had been listed the previous month:

- The town's strategic plan
- Amendments to the code of ordinances/Council rules of procedure
- Accessory dwelling units

She reported that "these are workshops that we've discussed previously and need to set dates for" and requested to keep these items listed under future agendas and work sessions until dates could be established.

Mayor Hines then proposed an additional item for future consideration: "I would like to bring in someone for board training." He elaborated on the proposal for "Board training proposal, you know, have someone come in on Friday evenings, go into a Saturday morning for board training, and maybe it'd be through the league or through North Carolina legal conservator voting." He explained they would be "willing to come in and train train us, like, come in on a Friday and finish it finish it up on a Saturday morning."

When Councilwoman Hawkins asked for clarification about what the board training would cover, Mayor Hines responded: "Ethics, everything, all the way down the line, just total board training. I mean, civility."

Councilwoman Hawkins pressed for more details: "So a board training, a 2-day board training?" She asked if there was something written about the proposal, noting, "typically, if you're having a 2-day training, they are expounding on what we're going to be trained on."

Mayor Hines acknowledged the need for more information: "That's what I'm saying. If we could talk to someone and bring it back before we set anything... You were you were asking about work session. And that is why I was saying we needed a session on that. So, we would have to contact someone, see what they're gonna present to us." He added that the training might be condensed: "It may not be nothing, maybe do it all on Saturday morning. You know what I am saying? But I am saying Friday and Saturday. Right? It may be something that could be done 1 day, but why in 2 days to get it done?"

Town Manager Parker agreed to reach out for options and information about what would be included in such training sessions, contingent on Council agreement that this was something they wanted to explore.

ANNOUNCEMENTS:

Mayor Hines directed Council to see the attachment for announcements. When asked about highlights, it was noted these were "fairly typical ones as we normally have." Mayor Pro Tem Moye drew attention to the fact that they would have a closed session that evening. Mayor Hines specifically highlighted: "We do have concert in the park Friday night."

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

Councilwoman Hawkins began by acknowledging, "I think I've said a lot this evening." She reiterated her commitment to representation: "But as I say all of the time, the people are at the top of the organization, the people have entrusted me to speak on their behalf, and I am honored to do so and will continue to."

She noted that "As we are in September, as shared earlier, school is now in its third week. Students are getting settled. And we're feeling great about Pitt County's overall growth and achievement."

Reflecting on the upcoming anniversary of September 11th, she stated: "We are on the heels of September 11. And when tragedies of this sort occur, the country typically, you know, comes together and we are together, we do not want outsiders hurting us, I believe that we need to resonate that inside of a town as well. And then going back to liberty and justice for all but at all times."

She concluded by thanking responsive staff members: "And also I want to thank the staff that is responsive to the things that I send out to them, Public Works Director McGuffin, Electric Director Mills, Assistant Town Manager Bowers. I truly do appreciate you all. You are always very responsive. It means a lot because when I share things with you, it is not my concerns, it is the people's. And you respond in a professional manner and I really truly do appreciate it."

Councilwoman Harrell offered brief remarks: "I just want to say thank you to the citizens of Winterville for your support. Everyone did an amazing job that have students or care or that are caregivers getting their students to school wishing everyone a successful year. Thank you to the staff, all of the staff. Thank you to this Council."

Mayor Pro Tem Moye began by saying, "First of all, I'd like to give honor to God for for allowing us to have some beautiful weather for the watermelons." He noted, "He turned it around, and we had a great, great turnout. Not only participation but the citizen, I think everybody was safe and really enjoyed themselves." He offered thanks: "And shout goes out to everyone that was involved from every department to the visiting municipalities that help keep us safe. Uh, to everyone, I just wanna say thank you."

Councilwoman Veronica Roberson echoed Mayor Pro Tem Moye's comments about the festival: "I echo everything that Mayor Pro Tem Moye said everything was wonderful during the festival." She then provided important information about upcoming 9/11 observances: "I do want to make sure that everyone knows that 911 Day of Remembrance, we had it here. We hosted it here. Greene Lamp. It will be at Pitt this Thursday at 1 o'clock in the Smith Building. And you remember it was a good observance and a way of showing a tribute to those who lost their lives in our country. It's a day that we all remember where we were and what we were doing."

Councilwoman Smith offered reflective remarks: "Yes. I would just add that not only should we come together in unity, go to our houses of worship, thank our first responders and others on 9/11 or other such tragic events, but we should come together each day to honor and respect 1 another, treat each other with love and kindness, and as always, give glory to God."

Town Attorney Lassiter addressed a specific matter: "I do have 1 matter. I have placed at your seats a document I prepared as a satisfaction and security instrument by secured creditor. This relates to the January 2016 deed of trust from Christ Covenant School to the town. I was informed recently that Christ Covenant School has made its last payment to the town, so therefore, it is time to cancel the deed of trust at the register of deeds office. This is the document by which you do that."

He requested Council approval for the Mayor to sign the document and for it to be recorded at the register of deeds office.

Mayor Pro Tem Moye made a motion, seconded by Councilwoman Harrell to allow the Mayor to sign documentation for the cancellation of the deed of trust from Christ Covenant School to the Town. Motion carried unanimously, 5-0.

Town Manager Parker began by asking Electric Director Mills to come to the podium for an unexpected announcement. She stated: "I realized that I don't think we have officially made this announcement, so let me be honored to do so this evening. Electric Director Mills is our permanent electric director for the town, and so we would like to make that official announcement. He's been in this role a little bit, but we'd just like to congratulate him and recognize him as such."

She also thanked "staff and all of the volunteers for the watermelon festival. I understand it was a great event and appreciate the hard work that everybody put in for that."

She concluded by mentioning that the conference room table for the closed session "has a plethora of computer pieces and parts on it. I would ask counsel, uh, to just please bear with us. Let us meet around it. We are in the process of changing out some computers, so that's the the room they're working in."

Mayor Hines concluded the reports section with thanks and a philosophy about teamwork: "First of all, thank you, Commissioner Mark Smith, for being here with us. Appreciate you being out there and also to Mister Henry that is on our vision zero task force with us. Thank you also and thank you for the invitation tonight."

He emphasized unity with a metaphor: "And just remember, Winterville starts with a w, ends with a e, and it's we. There is no I. And as a coach, as myself for 18 years, that is what I taught is we are a team. And, you know, we are gonna we are gonna fuss, we are gonna grumble, but we are do what we need to do to move the ball forward or score a basket or get to a base. And there is no difference up here on this dial. You know, we ain't always gonna agree on everything, but we're gonna have the best interest of the Town of Winterville before us."

CLOSED SESSION:

Mayor Hines called for a motion to go into closed session. Councilwoman Smith made the motion, which was seconded by Councilwoman Roberson. The closed session was held pursuant to 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.

Motion carried unanimously, 5-0. Entered into Closed Session at 8:08 pm.

After the closed session concluded, Councilwoman Harrell made a motion to return to open session, which was seconded by Councilwoman Smith. Motion carried unanimously, 5-0.

ADJOURN:

Following the return to open session, Councilwoman Harrell made a motion to adjourn, which was seconded by Mayor Pro Tem Moye. The motion carried unanimously, 5-0, and the meeting was adjourned. Meeting adjourned at 9:15 pm.

Adopted this the 13th day of October 2025.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025
Presenter: Jessica Manning, Finance Director		
Item to be Considered		
Subject: Budget Amendment 2025-2026-3. Action Requested: Approval of the Budget Amendment. Attachment: Budget Amendment 2025-2026-3.		
Prepared By: Jessica Manning, Finance Director		Date: 10/1/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
This is the third budget amendment for the 2025-2026 Fiscal Year The first item in this budget amendment addresses the need to increase the Asset Forfeiture expenditure line item in the Police Department by \$4,600 to cover the cost of vehicle upfit for one of the new Police vehicles. The second item in this budget amendment addresses the need to increase the Public Buildings Maintenance and Repair line item by \$48,000 to cover the cost of mold remediation, increase the Public Buidlings Contracted Services line item by \$31,000 for additional HVAC contractor charges, and to increase the Public Buildings Engineering line item by \$36,600 to cover additional consulting engineering and architectural fees as well as ADA engineering fees. The third item in the budget amendment is to account for the \$1,000 Safe Routes Partnerships's Ruby Bridges Walk to School Day mini grant that the Town recieved. The fourth item in this budget amendment addresses the need to increase the Water Capital Outlay line item by \$14,000 to cover the additional cost over the original budget for the purchase of the vacuum excavator trailer. The Water Debt Proceeds line item will be increased by \$14,000 as well. The fifth item in the budget amendment increases the Construction line item in the 2020 Pump Station Rehab Capital Project Fund in order to cover the cost of a manhold adjustment in the amount of \$10,632 This includes a transfer from the Sewer Fund Retained Earnings to the 2020 Pump Station Rehab Project Fund. The final item in this budget amendment increases the Stormwater Capital Outlay line item by \$80,000 to cover the cost of stormwater repairs that need to be done on Channel Drive.		
Budgetary Impact: Budgetary Impact of \$236,464.		
Recommendation: Staff recommends Council approve Budget Amendment 2025-2026-3.		

BUDGET ORDINANCE AMENDMENT 2025-2026-3

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	3831	\$ 4,600	
Fund Balance Appropriation	General		10-0000-00	3831	\$ 115,600	
Misc Grant	Safe Routes to School		24-0000-00	3420	\$ 1,000	
Debt Service Proceeds	Water		61-0000-00	3811	\$ 14,000	
Retained Earnings	Sewer		62-0000-00	3935	\$ 10,632	
Contribution from Sewer	2020 Pump Station Rehab		47-0000-00	3827	\$ 10,632	
Fund Balance Appropriation	Stormwater		63-0000-00	3831	\$ 80,000	
Total					\$ 236,464	\$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Fund	Department	Account		Increase	Decrease
Asset Forfeiture Allocation	General	Police	10-4310-00	4263	\$ 4,600	
Maintenance and Repair-Facility	General	Public Buildings	10-4260-00	4239	\$ 48,000	
Contracted Services	General	Public Buildings	10-4260-00	4233	\$ 31,000	
Engineering	General	Public Buildings	10-4260-00	4232	\$ 36,600	
Ruby Bridges Walk to School Grant	Safe Routes to School		24-4520-00	6107	\$ 1,000	
Capital Outlay	Water		61-8010-00	7150	\$ 14,000	
Contribution to Capital Improvement	Sewer		62-7320-20	9107	\$ 10,632	
Construction	2020 Pump Station Rehab		47-8010-00	7109	\$ 10,632	
Capital Outlay	Stormwater		63-8010-00	7150	\$ 80,000	
Total					\$ 236,464	\$ -

Adopted the 13th day of October 2025.

Richard E. Hines, Mayor

Donald Harvey, Town Clerk

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025
Presenter: Jessica Manning, Finance Director		
Item to be Considered		
Subject: Federal Grant Awards Compliance Policies. Action Requested: Approve the Policies. Attachment: Federal Financial Assistance Procurement and Internal Control Policy.		
Prepared By: Jessica Manning, Finance Director		Date: 10/3/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
To be compliant with the Town’s American Rescue Plan Act (ARPA) Grant funded infrastructure project requirements, the Town must adopt the attached Procurement Policy for Expenditures of Federal Financial Assistance Policy as well as the attached Internal Control (ARP/CSLFRF Award) Policy. Adopting these policies will make sure the Town maintains the needed federal and state requirements to help ensure continuity of federal and state funding and support.		
Budgetary Impact: No Budgetary Impact.		
Recommendation: Staff recommends Council approve the Policies.		

Town of Winterville
Procurement Policy for Expenditures
of Federal Financial Assistance



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Section 1: Purpose

Application of Policy. The purpose of this policy is to establish guidelines for the procurement of goods, apparatus, supplies, materials, equipment, professional and non-professional services, and construction or repair work that is funded, in whole or in part, with federal financial assistance.

The Town of Winterville shall comply with the standards established in this policy, as well as with state law and any other policies and procedures adopted by the Town of Winterville. The requirements of the Policy also apply to any subrecipient of federal financial assistance. In the case of a conflict in governing law or local policy, the Town of Winterville shall follow the most restrictive rule.

Compliance with Federal Law. Unless otherwise directed in writing by the federal awarding agency, or by a state agency acting as a passing-through entity, all procurements that involve the expenditure of federal financial assistance (federal awards) shall be conducted in accordance with the federal procurement requirement identified in 2 C.F.R. §§ 200.318–.327, of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).

Section 2: Code of Conduct

The Town of Winterville has adopted standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents who are engaged in the selection, award, and administration of federal award contracts.¹

Section 3: Pre-Solicitation Requirements

Prior to any procurement transaction, the following pre-solicitation requirements shall be considered.

1. **No Evasion.** No contract may be intentionally divided into two or more separate purchases with the intent to avoid federal or state competitive procurement requirements.
2. **Interlocal Agreements.** The Town of Winterville shall explore the feasibility of entering into state and local intergovernmental agreements or cooperative agreements, where appropriate, for the procurement of common goods and shared services. Competition requirements may be met with documented procurement actions using strategic

¹ [2 C.F.R. § 200.318.](#)

sourcing, shared services, and other similar procurement arrangements.²

3. **Surplus Property.** The Town of Winterville shall avoid the acquisition of unnecessary or duplicative items and shall explore the feasibility of purchasing federal surplus property in lieu of purchasing new equipment and property.³
4. **Value Engineering.** The Town of Winterville shall consider opportunities to use value engineering in contracts for permanent restorative work projects that are of sufficient size to offer reasonable opportunities for cost reduction.⁴
5. **Domestic Preferences.** To the greatest extent practicable, the Town of Winterville shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, including but not limited to iron, aluminum, steel, cement, and other manufactured products.⁵ No sacrifice or loss in price or quality is required in providing this preference, and no preference shall be given if such preference would violate any trade treaty to which the United States is a signatory.⁶
6. **Geographic Preference.** The Town of Winterville shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.⁷
7. **Contracting with Minority-Owned, Women-Owned, and Small Business Firms.** For all contracts above the micropurchase threshold, the Town of Winterville shall take all necessary affirmative steps to assure that minority businesses, small businesses, women's business enterprises, historically underutilized businesses, and labor surplus

² [2 C.F.R. § 200.318\(e\)](#).

³ [2 C.F.R. § 200.318\(f\)](#).

⁴ [2 C.F.R. § 200.318\(g\)](#); Value engineering is a systematic and creative analysis of each contract item or task undertaken to ensure that its essential function is provided at the overall lowest cost.

⁵ [2 C.F.R. § 200.322\(a\)](#); The requirements of this section shall be included in all subawards, including all contracts and purchase orders for work or products under the federal award.

⁶ [2 C.F.R. 200.322\(b\)](#); "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed, in whole or in part, of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

⁷ [2 C.F.R. § 200.319\(c\)](#); A preference may be afforded to A/E firms located within in the state of North Carolina only when the state from which an outside bid was received provides a reciprocal preference. See [Chapter 143, Section 64.31\(a1\) of the North Carolina General Statutes \(hereinafter G.S.\)](#).

area firms are used when possible.⁸ These affirmative steps shall include:

- a. placing qualified small and minority businesses and women's business enterprises on solicitation lists and soliciting these businesses whenever they are potential sources;
- b. dividing, when economically feasible, project requirements into smaller tasks or quantities and establishing delivery schedules that encourage maximum participation;
- c. identifying firms through the U.S. Small Business Administration (SBA)⁹ and the U.S. Department of Commerce's Minority Business Development Agency¹⁰ of the U.S. Department of Commerce; and
- d. requiring the prime contractor, if subcontracts are to be awarded, to take the affirmative steps included in this section in an effort to make reasonable efforts to contract with disadvantaged business enterprises.¹¹

- 8. **Cost or Price Analysis.** Prior to awarding a contract, Town of Winterville shall perform a cost or price analysis in connection with every procurement above the Simplified Acquisition Threshold, including contract modifications.¹² See [Section 6.4](#) for additional requirements of the cost/price analysis.
- 9. **Procurement of Recovered Materials.** The Town of Winterville shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the U.S. Environmental Protection Agency (EPA) at 40 C.F.R. part 247 containing the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding

⁸ A "small business" is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the Small Business Administration criteria and size standards at [13 C.F.R. Part 121](#). A "women's business enterprise" (1) is at least 51 percent owned by one or more women or, in the case of a publicly owned business, has one or more women owning at least 51 percent of the stock and (2) has one or more women in control of management and daily operations. A "minority business" (1) is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, has one or more minority group members owning at least 51 percent of the stock and (2) has one or more minority group member in control of management and daily operations. A "labor surplus area" is an area with a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the national average over the same period. A "labor surplus area firm" is one that, together with its first-tier subcontractors, will perform substantially in labor surplus areas, as defined by the U.S. Department of Labor's Employment and Training Administration. The Department of Labor's list of labor surplus areas is available on-line at <https://www.doleta.gov/programs/lsa>.

⁹ For more information, visit the SBA's website at <https://www.sba.gov/>.

¹⁰ For more information, visit the Minority Business Development Agency's website at <https://www.mbda.gov/>.

¹¹ [2 C.F.R. § 200.321](#); [45 C.F.R. § 75.330](#).

¹² [2 C.F.R. § 200.324](#).

fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. For federally funded solicitations, the requesting department shall include in the specifications the use of fully or partially recovered (recycled) materials to the greatest extent consistent with reasonable performance standards in accordance with federal regulations.¹³

Section 4: Solicitation Requirements

1. **Full and Open Competition.** Procurements shall be conducted in a manner that provides full and open competition to ensure objective supplier performance and eliminate unfair competitive advantage. The Town of Winterville shall remain alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Town of Winterville may not:
 - a. place unreasonable requirements on firms in order for them to qualify to do business;
 - b. require unnecessary experience and excessive bonding or encourage or participate in non-competitive practices among firms or affiliated companies;
 - c. award non-competitive consultant retainer contracts except as expressly provided by funding-source regulations;
 - d. specify (1) that only a “brand name” product be used instead of allowing an “equivalent product” to be offered, though a “brand name or equivalent” description may be used to define the performance or other salient requirements of procurement or (2) the specific features, performance, or other relevant requirements of the named brand that must be met by offerors; or
 - e. take any arbitrary actions that limit or restrict competition.¹⁴
2. **Contractors Excluded from Bidding.** To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for the underlying procurement contract.
3. **Prequalification.** The Town of Winterville ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The prequalified list shall be routinely updated. Potential bidders shall not be precluded

¹³ [2 C.F.R. § 200.323.](#)

¹⁴ [2 C.F.R. § 200.319\(b\).](#)

from qualifying during the solicitation period.¹⁵

4. **Product Descriptions.** All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and, when necessary, the minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient requirements of procurement. The solicitation shall identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.¹⁶

Section 5: Bidding Requirements

The Town of Winterville shall comply with the procurement methods set forth in the Uniform Guidance at 2 CFR § 200.320 when entering into purchase, service, and construction contracts and repair contracts that will be funded, in whole or in part, with a federal award. The method of procurement will depend on the anticipated expenditure amounts and the type of service or materials being procured. The Town of Winterville shall also comply with state law and local policy when soliciting bids and awarding contracts.

1. **Informal Procurement Methods:** When the value of the procurement will not exceed the simplified acquisition threshold (SAT) of \$250,000, the Town of Winterville may conduct the procurement using one of the informal procurement methods: micropurchases and small purchase procedures.
 - a. **Micropurchases:** (contracts costing less than \$10,000)

The micropurchase procurement method may be used when the aggregate amount of the purchase/contract is below the micropurchase threshold (\$10,000).¹⁷ Micropurchases may be awarded without competition provided the price term is considered to be fair and reasonable based on market conditions. When making a micropurchase, the Town of Winterville shall:

- i. Obtain price or rate quote from at least one qualified vendor or contractor;
- ii. Document in writing that the price or rate quote is fair and reasonable; and
- iii. To the extent practical, distribute micropurchases equitably among

¹⁵ [2 C.F.R. § 200.319\(e\).](#)

¹⁶ [C.F.R. § 200.319\(d\).](#)

¹⁷ [2 C.F.R. § 200.320\(a\)\(1\)](#); the current micropurchase threshold is set at \$10,000. A local government may self-certify a higher threshold consistent with state law or a local policy may set a lower threshold amount.

qualified suppliers.¹⁸

b. Small Purchase Procedures: (Contracts costing between \$10,000 - \$250,000)

The small purchase method may be used for procurements in which the aggregate dollar amount is higher than the micropurchase threshold but does not exceed the SAT (\$250,000). This method does not require formal advertisement; the method of advertising the procurement shall be established by the Town of Winterville Purchasing Policy. Price or rate quotes may be received in a variety of format, including email, fax, phone, or any other method.

When conducting procurements using the small purchase procedures method, the Town of Winterville shall:

- i. Obtain an adequate number of price or rate quotations from vendors or contractors;
- ii. Maintain documentation of price/rate quotes; and
- iii. Award the contract on to the lowest cost responsible bidder.¹⁹

2. Formal Procurement Methods: For procurements that cost \$251,000 or more, the Town of Winterville shall conduct the procurement in accordance with one of the formal procurement methods: sealed bids or proposals.

a. Sealed Bids: (Contracts costing \$251,000 or more)

The sealed bid method shall be the Town of Winterville's preferred method for procuring construction and repair contracts, provided the following conditions are present: (1) a complete, adequate, and realistic specification or purchase description is available; (2) two or more responsible bidders are willing and able to compete effectively for the business; and (3) the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When the sealed bid method is used, the Town of Winterville shall satisfy the following conditions:

- i. Solicit sealed bids from an adequate number of qualified sources, and provide bidders with sufficient time to prepare a response prior to the

¹⁸ [2 CFR § 200.320\(a\)\(1\)](#).

¹⁹ [2 CFR § 200.320\(a\)\(2\)](#); the Uniform Guidance does not define "adequate number" of qualified sources. Some federal agencies have issued guidance assigning specific numbers to this requirement. For example, FEMA has interpreted "adequate number" to mean receiving at least 3 quotes. Departments should consult with their federal granting agency to determine if that agency has issued guidance defining "adequate number." Keep in mind that state law requires purchase contracts costing \$90,000 or more are subject to state law formal bidding requirements, and, as such, three quotes must be received for purchases in the formal bidding range. The other state law formal bidding requirements also apply to purchase contracts above the \$90,000 threshold. See G.S. 143-129.

- date set for bid opening.
- ii. Publicly advertise the Invitation for Bid (IFB).
- iii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- iv. Include in the IFB any specifications and pertinent attachments, and clearly define the items or services in order to allow the bidder to properly respond.
- v. Publicly open bids at the time and place prescribed in the IFB.
- vi. Award a firm, fixed-price contract in writing to the lowest responsive and responsible bidder.
- vii. Reject any or all bids only for sound documented reasons.²⁰

b. Competitive Proposals: (Contracts costing \$251,000 or more for which the sealed bid method is not appropriate)

The Town of Winterville shall use the competitive proposal method when the cost of the contract is above \$250,000 and when the sealed bids method is not appropriate. Proposals are conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. The Town of Winterville is required to use the proposals method for qualification-based procurements in the selection of architectural and engineering (A/E) professional services. In the procurement of A/E professional services, the price will be negotiated after the most qualified firm is selected. When the competitive proposals method is used, the Town of Winterville shall satisfy the following conditions:

- i. Publicly advertise the request for proposal (RFP) or request for qualifications (RFQ). Formal advertisement in a newspaper is not required provided the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
- ii. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- iii. Identify evaluation criteria and relative importance of each criterion (criteria weight) in the RFP or RFQ.
- iv. Consider all responses to the publicized RFP to the maximum extent practical.
- v. Establish a written method for conducting technical evaluations of proposals and selecting the winning firm.
- vi. Award the contract on a fixed-price or cost-reimbursement bases to the most responsible firm with the proposal that is most advantageous to the Town of Winterville, taking into account price and other factors identified in the proposal. Price may not be an evaluation factor for (A/E) service contracts.

²⁰ [2 CFR § 200.320\(b\)\(1\)](#); factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

- vii. **A/E Service Contracts:** For qualification-based procurement in the selection of architectural and engineering (A/E) professional services, qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. Price shall not be solicited in the RFQ, or used as an evaluation criterion, in awarding A/E professional service contracts.²¹
3. **Noncompetitive Procurement.** Noncompetitive procurements are allowed only under the following conditions.
- i. **Micropurchases.** The aggregate dollar amount of the procurement does not exceed the micropurchase threshold.
 - ii. **Sole source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
 - iii. **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
 - iv. **Agency Approval.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids/quotes from a number of sources as required under this Policy does not result in a qualified winning bidder.
 - v. **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after a minimum of two attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.²²

Section 6: Contract Award

1. **Responsible Contractors.** Contracts shall only be awarded to responsible, responsive contractors/firms possessing the ability to perform successfully under the terms and conditions of the proposed procurement. “Responsible” refers to the character or quality of the bidder, with consideration being given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. “Responsive” refers to the bidder’s compliance with all required specifications in the formal solicitation.

²¹ [2 CFR § 200.320\(b\)\(2\).](#)

²² [2 CFR § 200.320\(c\).](#)

2. **Suspension and Debarment.** Prior to awarding a contract, the Requesting Department shall verify that a potential contractor is not debarred or suspended using the System for Award Management (SAM.gov). If a contractor has been debarred, suspended, or is otherwise excluded from participation in a federal award program, the contractor may not be awarded the contract. The Requesting Department shall maintain documentation of this verification.
3. **Bid Rejections.** Bid submissions and/or proposals may be deemed non-responsive, or contractors may be determined to be non-responsible, for any sound documented reason(s). The documentation will state the reason(s) why each bidder failed to satisfy the responsive, responsible contractor standard for a particular procurement.
4. **Cost and Price Analysis.** Prior to receiving bids or proposals, the Requesting Department is required to perform a cost or price analysis in connection with every procurement transaction, including contract modifications, falling above the simplified acquisition threshold (\$250,000).²³ To satisfy this requirement, the requesting department shall prepare and submit a memorandum containing the cost/price analysis to the Town Manager.
 - a. A price analysis involves the evaluation of the total proposed price without an evaluation of its separate cost elements and proposed profit. A price analysis is used to verify that the overall price for a specific item is fair and reasonable.
 - b. A cost Analysis involves the evaluation of the separate elements that make up the total cost of a contract (e.g., labor, materials, profit, etc.). The cost analysis is required for new contracts and contract modifications or change orders, even when the change order results in a lower contract price.²⁴
5. **Profit.** For contracts without price competition, or where cost analysis is required in accordance with 2 C.F.R. § 200.323(a), the Town of Winterville must negotiate profit as a separate price element. To establish a fair and reasonable profit, consideration shall be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work.²⁵

²³ [2 C.F.R. § 200.324\(a\).](#)

²⁴ Price analysis involves the examination and evaluation of a proposed price without an evaluation of its separate components (cost and profit). For example, the comparison of competing offers or the comparison of quoted prices with independent estimates falls within a price analysis. Cost analysis involves the review and evaluation of the separate cost elements, such as labor hours, overhead, materials, etc., and the proposed profit in order to determine a fair and reasonable price. This analysis is usually used to establish the basis for negotiating (1) contract prices for procurement by request for proposal, (2) contract modifications, and (3) in any other case where price analysis by itself does not ensure price reasonableness.

²⁵ [2 C.F.R. § 200.324\(b\).](#)

6. **Estimated Costs.** The Town of Winterville shall use estimated costs in negotiating contract terms only to the extent that the cost estimates included in negotiated prices are allowable under the 2 C.F.R. Part 200, Subpart E, "Cost Principles."²⁶
7. **Bonding Requirements.** For construction contracts or subcontracts that exceed the simplified acquisition threshold (\$250,000), the Town of Winterville shall require that contractors meet the minimum bonding requirements listed below.

To be submitted with the bidding documents:

A *bid guarantee* from each bidder equivalent to five percent (5%) of the bid price.²⁷ The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid, as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

To be submitted at the time of contract award:

A *performance bond* on the part of the contractor that is for 100 percent (100%) of the contract price.²⁸ A performance bond is a bond executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

A *payment bond* on the part of the contractor that is for 100 percent (100%) of the contract price. A payment bond is a bond executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.²⁹

Section 7: Prohibited Contracts

1. **Costs-Plus-a-Percentage-of-Construction-Cost Contracts.** The award of costs plus a percentage of construction cost contracts are prohibited.³⁰
2. **Time-and-Materials Contracts Disfavored.** The Town of Winterville shall only enter into time and materials contracts if it has determined in writing that no other contract type is suitable for a given procurement. Time and materials contracts prescribe cost as the sum of (a) actual cost of materials and (b) direct labor hours charges at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Use of time and materials contracts shall require an established price ceiling to ensure that the

²⁶ [2 C.F.R. § 200.324\(c\)](#). Units may reference their own cost principles policy. For example, a unit may want to limit the use of estimated costs to A/E contracts that are federally funded.

²⁷ [2 C.F.R. § 200.325\(a\)](#). [[Deleted bc repetitive of text]]

²⁸ [2 C.F.R. § 200.325\(b\)](#). [[Same comment as immed. above]]

²⁹ [2 C.F.R. § 200.326](#).

³⁰ [2 C.F.R. § 200.324\(d\)](#).

agreement does not allow for an open-ended contract price with no profit incentive for the contractor to control costs or labor efficiency. These contracts shall be subject to frequent oversight to ensure that the contractor employs efficient methods and effective cost controls.³¹

Section 8: Contract Administration

1. **Contract Oversight.** The Requesting Department Head shall provide proper oversight to ensure that contractors and firms perform the contract requirements in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
2. **Contract Clauses.** All procurement contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."³²
3. **Record Retention.** The Town of Winterville shall maintain records sufficient to detail the history of each procurement, including the rationale for the method of procurement and selection of contract type, the basis for the contractor selection or rejection, and the basis for the contract price.³³ These records include, but are not limited to, supporting documentation showing the rationale for the procurement method; written price or rate quotations, such as catalog price, online price, email or written quotes, copies of advertisements, requests for proposals, and bid sheets or bid proposal packets; bid rejection and award letters; purchase orders; executed contracts; and any other supporting documentation or financial records relating to the procurement transaction.
4. **Retention Period.** Unless a federal award prescribes a different record retention period, all financial records, supporting documents, statistical records, and all other records pertinent to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a subrecipient.³⁴ An exception to the standard retention period may exist if any of the following circumstances is satisfied:
 - a. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims,

³¹ [2 C.F.R. § 200.318\(j\)](#).

³² [2 C.F.R. § 200.327](#); [Appendix II to 2 C.F.R. Part 200](#). For assistance with the Appendix II contract clauses, see the document [Sample Contract Terms Compliance with the Uniform Guidance Procurement Requirements](#).

³³ [2 C.F.R. 200.318\(i\)](#).

³⁴ [2 C.F.R. 200.334](#). Procurement records related to expenditures of Coronavirus State and Local Fiscal Recovery Funds pursuant to the American Rescue Plan Act must be retained for a period of five years.

or audit findings involving the records have been resolved and final action taken.

- b. When the Town of Winterville has been notified in writing by the federal awarding agency or pass-through entity that the retention period has been extended.
- c. Records for real property and equipment shall be retained for three years after final disposition.

Section 9: Awarding Agency or Pass-Through Entity Review

1. **Agency Review.** Upon request of the awarding federal agency, the Town of Winterville shall make available technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for acquisition.³⁵ The Town of Winterville shall make the pre-procurement and procurement documents available upon request of the federal awarding agency or pass-through entity when any of the circumstances set forth in 2 C.F.R. § 200.325(b) are satisfied.³⁶

Section 10: Compliance with Policy Provisions

1. Remedies for Noncompliance will be addressed through the Town of Winterville personnel policy.
2. **Penalties Imposed by Federal Awarding Agency.** If it has been determined that the Town of Winterville has failed to comply with the U.S. Constitution, federal statutes, regulations, or the terms and conditions of a federal award, the federal awarding agency or pass-through entity may impose additional conditions on the Town of Winterville, as described in [2 C.F.R. § 200.208](#). In cases in which noncompliance cannot be remedied by the imposition of additional conditions, the federal awarding agency or pass-through entity may take one or more of the following actions: temporarily withhold cash payments, disallow costs, suspend or terminate the award, initiate suspension or debarment proceedings, withhold further federal awards for the project or program, or take other remedies legally available.³⁷

Appendix A: Reference to ensure compliance with federal and state law when bidding on contracts

Specific Procurement Procedures

³⁵ [2 C.F.R. § 200.325\(a\)](#).

³⁶ [2 C.F.R. § 200.325\(b\)](#).

³⁷ [2 C.F.R. § 200.339](#).

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

A. Service Contracts (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

B. Service Contracts (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.

5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

Note Regarding Service Contracts Costing \$90,000 up to \$250,000: Local government service contracts are not subject to state competitive bidding requirements. If a local government does not require competitive proposals (RFPs) for service contracts under its local policy, it may choose to follow the UG small purchase procedure for service contracts costing \$10,000 up to \$250,000, and then follow the UG sealed bid or competitive proposal method for service contracts costing \$250,000 or more. If the local policy regarding service contracts is more restrictive, the local policy should be followed.

- D. Service Contracts** (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:
1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
 4. Consider all responses to the publicized RFP to the maximum extent practical.
 5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
 6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
 7. Award the contract on a fixed-price or cost-reimbursement basis.
- E. Construction and repair contracts costing less than \$10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts costing \$250,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.

3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
 6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 7. Award the contract on a firm fixed-price basis.
 8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:**
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
 2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:**
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
 4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.

5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. Contracts for Architectural and Engineering Services costing \$250,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

Town of Winterville

Internal Control Policy:

ARP/CSLFRF Award

Definitions

- **Management** refers to employees who have direct responsibility for the day-to-day operations of the entity, including the implementation of internal controls. For the purposes of this policy, “management” includes: The Town Manager, Assistant Town Manager, Finance Director, Finance Department, and Department Heads.
- **Oversight Body**, as referenced in the Government Accountability Office’s Standards for Internal Control in the Federal Government, refers to an appointed body designated to perform oversight at the direction of the governing board. The oversight body of a local government is, by default, the governing board (Board of County Commissioners or City Council).

Policy Overview and Purpose

Internal control is a process effected by an entity’s oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. This policy outlines the internal control process established by the Town of Winterville to provide reasonable assurances that the unit will expend ARP/CSLFRF award funds in compliance with governing laws and regulations. This document is adopted in accordance with the following directive from U.S. Treasury’s Compliance and Reporting Guidance: “Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the ARP/CSLFRF award constitute eligible uses of funds, and document determinations.”²

Internal Control Framework:

The Town of Winterville’s internal controls are modeled after the internal control framework set forth in the Government Accountability Office’s Standards for Internal Control in the Federal Government (the “Green Book”). As described in the Green Book, Management is responsible for establishing and maintaining the internal control system in compliance with the duties outlined in this policy. The Oversight Body’s primary role is to ensure management performs its internal control responsibilities. However, every employee bears some responsibility for the internal control process.

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring

The Town of Winterville understands that each component must be present and functioning for the internal control process to operate at the optimal level. The responsibilities tied to each of the components are discussed below.

1. Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management values integrity, ethics, and competence in all operations, including the administration of federal awards. Management communicates and reinforces its expectations throughout the organization. Examples of management's commitment to internal controls over expenditures of ARP/CSLFRF funds include, but are not limited to, the following:

- Management demonstrates a commitment to integrity and ethical values through its leadership, communications, personnel practices, and daily actions.
- Management conducts ongoing risk assessments to identify internal control weaknesses that may negatively impact the proper administration of the ARP/CSLFRF award.
- Management is committed to educating itself and staff on the compliance requirements tied to the administration of the ARP/CSLFRF award.
- Management adopts policies necessary to ensure compliance with the Uniform Guidance and the ARP/CSLFRF award terms and conditions.

1. U.S. Department of the Treasury, [Compliance and Reporting Guidance](#), p. 8 (updated Sept. 20, 2022)

2. Risk Assessment

Management is committed to identifying and managing the risks that may arise during the administration of the ARP/CSLFRF award. The risk assessment component of internal control involves management evaluating the risks the entity faces that could negatively impact its ability to achieve its objectives. These objectives include:

- **Operational Objectives:** All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse.
- **Reporting Objectives:** Finance systems and processes produce accurate and reliable financial reporting for federal award expenditures. The Town of Winterville's Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- **Compliance Objectives:** Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and U.S. Treasury guidance.

Risk Identification

Management shall identify risks that may impair the Town of Winterville's ability to achieve its objectives. Management shall focus its risk assessment on areas of opportunity for employees to commit fraud. Specific areas and types of risk include:

- rapid growth in operations,
- changes in personnel,
- organizational restructuring, such as centralizing or decentralizing,
- new activities or service areas,
- new or revised information systems,

- new technologies in service delivery or information systems,
- changes in the operating or regulatory environment, and
- new or updated accounting and/or financial reporting practices.

Uniform Guidance Compliance & Risk Identification

There are specific risks that arise in the administration of a grant award. Management will identify areas of risk that may impair the Town of Winterville's ability to comply with the ARP/CSLFRF award's terms and conditions and/or applicable state and federal law and regulations.

Specifically, the Town of Winterville will evaluate risks of non-compliance in the following compliance areas:

- Eligibility,
- Allowable Costs/Cost Principles,
- Period of Performance,
- Financial Management,
- Property Management,
- Procurement,
- Subrecipient Monitoring, and
- Program Income.

Risk Analysis

Management shall determine the potential severity of liabilities associated with the risks identified by weighing the likelihood of occurrence against the degree of impact.

Likelihood × Impact = Risk Priority						
After rating each risk for likelihood & impact, multiply to identify which risks are highest priority to control for.						
Likelihood	Risk Priority					
	5	4	3	2	1	
	5	4	3	2	1	
	10	8	6	4	2	
	15	12	9	6	3	
	20	16	12	8	4	
Impact	1	2	3	4	5	
	1	2	3	4	5	
	2	4	6	8	10	
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	

Priority Rank Scale	
Low	1 to 4
Moderate	5 to 9
High	10 to 19
Very High	20+

Risk Response

Management shall review the results of the risk analysis and determine whether to implement control activities to mitigate risks. Management will respond to identified risks in one of three ways:

- accept the risk,
- reduce the risk by implementing control activities to help prevent or detect issues, or
- avoid the risk by not pursuing certain activities.

Management shall consider the relative cost of implementing controls versus the benefit(s) offered in deciding whether to mitigate risk(s) through the implementation of control activities. When possible, control activities will be implemented to mitigate risks that rate "High" or "Very High" on the Likelihood/Impact scale.

3. Control Activities

Control activities are the actions taken by management to respond to risks that may prevent the entity from achieving its objectives. The internal control activities are either preventative or detective. The Town of Winterville uses a variety of control activities that support strong internal controls, including, but not limited to the following:

- written policies and procedures,
- segregation of duties: separating authorization, custody, record-keeping, and reconciliation functions,
- authorizations to undertake projects/programs/expenditure,
- reconciliation of accounts and records,
- documentation and record-keeping,
- physical controls, including locks, physical barriers, and security systems to protect physical assets,
- IT controls, including passwords, access logs, and firewalls to protect sensitive data and restrict access to electronic data and files,
- staff training, or
- a combination of the above

4. Information and Communication

The Town of Winterville communicates accurate and quality information to internal staff and personnel and to external stakeholders and community members. Communication plays an integral role in the internal control system by helping to promote transparency regarding the use of public funds. Management shall be responsible for communicating internal control processes to those employees directly involved in finance and/or grant administration. Management will communicate its policies, procedures, and internal controls through various handbooks, programs, training, and electronic communication.

Information regarding pertinent policies, processes, and control activities will flow down, across, and up the organizational structure. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top-level management and/or to the governing board. Employees are required to report any critical issues within the internal control system to management as soon as possible after the discovery.

To ensure transparency regarding the use of ARP/CSLFRF funds, the Town of Winterville shall communicate quality information to community members and external stakeholders. The communication channels may include:

- Governing board members and management are willing to engage directly with community members and answer questions via email and/or provide updates during regularly scheduled meetings.

5. Monitoring

The Town of Winterville shall conduct ongoing monitoring of the internal control system to identify its strengths and weaknesses. Internal and external audits will be conducted pursuant to federal and state law. These audit processes will test the effectiveness of internal controls over federal and state award

Internal Controls & Uniform Guidance Compliance

Financial Management, 2 CFR § 200.302

Overview:

Each unit must have a financial management system in place to satisfy the requirements set forth in 2 CFR 200.302. A unit may rely on existing accounting processes and procedures, provided such processes adequately track the obligations and expenditures of ARP/CSLFRF funds.

Objectives:

Ensure compliance with the following requirements set forth in 2 CFR 200.302, as follows:

1. Track all federal awards received and related expenditures separately for each federal program.
2. Provide accurate, current, and complete financial data to enable the disclosure of the results of each federal award.
3. Identify the source and application of funds (i.e., the system must be able to track authorizations, obligations, and disbursements, and tie any expenditures to eligible uses of ARP/CSLFRF funds.
4. Maintain control over, and accountability for, all funds, property, and other assets.
5. Compare budgeted amounts with actual expenditures.
6. Expenditures must be supported by the Town of Winterville's written procedures for determining the allowability, reasonableness, and allocability of costs. (A written Allowable Cost/Cost Principles Policy is required.)

Control Activities:

- A recommended practice is to set up a grant project ordinance to separately account for and track expenditures of ARP/CSLFRF funds.
- Utilize a financial management system that meets the standards outlined in 2 CFR 200.302.

Segregation of Duties:

Duties and functions related to financial reporting are segregated to ensure no one person has control over all parts of a financial transaction.

Documentation:

Documentation of financial transactions is complete and accurate and facilitates tracing the transaction from authorization and initiation through disbursement.

- The Finance Director/Town Manager/Assistant Town Manager shall ensure that, at a minimum, accounting records evidencing authorizations, obligations, and expenditures of ARP/CSLFRF funds are created and retained according to record retention requirements.
- Source documentation is retained, including paid invoices, payrolls, time and attendance records, contracts, and subaward documents.

Reporting:

The Finance Director shall prepare monthly reports for the governing board that includes updates for grant project expenditures and a comparison of budget to actuals.

Reconciliation:

General ledger and subsidiary ledgers used to account for the receipt and disbursements of ARP/CSLFRF funds are reconciled monthly against account balances by someone who does not have record-keeping/bookkeeping functions.

Communication & Monitoring:

The Finance Director is responsible for communicating the financial management requirements and associated control activities to the appropriate personnel. All employees within the finance and accounting office have responsibility for internal controls, including the ongoing assessment of the effectiveness of internal control activities over the financial management system.

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements)**Overview:**

The unit is responsible for ensuring ARP/CSLFRF funds are expended on eligible projects and programs. The process for making eligibility determinations is described in the Town of Winterville's Eligible Use Policy. (The control activities for Eligibility and Allowable Cost review are often combined.)

Objectives:

1. Ensure that supported projects and programs under the ARP/CSLFRF are eligible under one of the expenditure categories. (Eligible uses include projects identified in the Final Rule that fit within one of the four eligible use categories: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.)
2. Document eligibility review and project determinations.
3. Establish processes to ensure funds are not expended on ineligible uses. (Prohibited uses include bulk deposits into pension funds, debt services, replenishing financial reserves, the satisfaction of settlements and judgments, support for programs that undermine the effort to stop the spread of COVID-19, and any use that would violate state or local law.)

Control Activities:

- **Eligible Use Policy:** The Town of Winterville has adopted an ARP/CSLFRF Eligible Use Policy that explains the eligible uses of ARP/CSLFRF award funds and includes the Town of Winterville's process for reviewing and documenting eligibility determinations.
- **Authorization:** The Finance Director has reviewed applicable Treasury guidance, including the Final Rule, and has trained staff to conduct initial eligibility reviews for all project or program requests.

- **Documentation:** Each department is encouraged to use the SOG's Sample Eligibility Worksheet to document the review process. This documentation is retained for the five-year record retention period. The Finance Director/Town Manager/Assistant Town Manager are responsible for overseeing compliance with documentation and record retention requirements.

Communication & Monitoring:

Management will communicate eligibility requirements and project determinations internally to staff and externally to community members and stakeholders. Management will periodically review a sample of eligibility determinations to ensure that documentation is being maintained and that the supported projects are eligible.

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476

Overview:

The Uniform Guidance Cost Principles provide guidance on how to charge specific items of cost to a federal award. A written Allowable Cost/Cost Principles policy is required for compliance with 2 CFR 200 § 202.

Cost items charged using Revenue Replacement ARP/CSLFRF funds are subject to an allowable cost review. Cost items charged under the COVID-19/Negative Economic Impacts and Infrastructure Investment categories are subject to additional compliance requirements, including the Selected Item of Cost review. See Final Rule FAQ 13.15.

Objectives:

1. Ensure all costs charged to the federal award are allowable as defined in the Uniform Guidance, Subpart E—Cost Principles.
2. Consistently apply local policies to both federally financed and non-federally financed activities.
3. Treat costs consistently as direct or indirect costs.
4. Adequately document evidence of allowable cost review and other compliance requirements as necessary.
5. When applicable, appropriately charge indirect costs using either the Negotiated Independent Cost Rate Agreement (NICRA) or the de minimis rate of 10 percent.

Control Activities:

- **Policy:** The Town of Winterville has adopted an Allowable Cost/Cost Principles Policy, as required by 2 CFR 200.302.
- **Segregation of duties:** When possible, duties are segregated between those who initiate, approve, and record financial transactions.
- **Training:** Management trains staff to conduct an allowable cost review in compliance with the UG Cost Principles. (See Cost Principles Policy for specific compliance requirements.)

- **Documentation:** The Finance Director/Town Manager/Assistant Town Manager shall ensure that documentation evidencing compliance with the Cost Principles is created and maintained through December 31, 2031. At a minimum, cost items will be reviewed for allowability prior to being charged to the federal award.

Communication & Monitoring:

Management shall ensure that staff is adequately trained to recognize allowable costs and associated compliance requirements for each eligibility category. Management shall periodically test the control activities by reviewing a sample of cost items charged to the ARP/CSLFRF award for allowability. Management will also test whether costs are charged to the proper project codes within the grant project ordinance.

Period of Performance (See Award Terms and Conditions)

Overview:

The Period of Performance covers the period of time the Town of Winterville may obligate and expend ARP/ CSLFRF funds. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated (e.g., contract executed/pre-audit stage). All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.

Objective:

Ensure that all obligations and expenditures are incurred during the ARP/CSLFRF award's period of performance.

Control Activities:

- Management reviews obligation dates to ensure that all obligations are made for costs incurred between March 3, 2021, and December 31, 2024.
- Management trains staff to review obligation and expenditure dates on contracts, or when performing eligibility and allowable cost reviews.

Communication & Monitoring:

Management shall communicate pertinent dates, including the period of performance, to any staff responsible for obligating or expending federal award funds. Periodic testing by management will ensure that all obligations are incurred between March 3, 2021, and December 31, 2024.

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327

Overview:

Expenditures of ARP/CSLFRF funds under the revenue replacement category are exempt from federal procurement. When expending ARP/CSLFRF funds in other expenditure categories, the unit is required to adopt *written* procurement procedures and follow all federal procurement rules outlined in the Uniform Guidance (2 CFR §§ 200.318–200.327) as well as its own internal policies. Where established local or state rules are more strict than federal rules, the recipient must follow the most restrictive rule.

Objectives:

The Purchasing/Requesting Department recognizes it must satisfy the minimum federal procurement requirements, as follows:

1. Adopt a written procurement policy that considers the procurement standards in § 200.318, which includes bidding contracts in compliance with federal bidding thresholds, oversight of contractors' performance, and maintaining records to document the history of procurements.
2. Provide full and open competition in conducting procurements, consistent with the standards outlined in § 200.319 and § 200.320, which allow for non-competitive procurements only in limited circumstances.
3. Comply with the requirements of § 200.320(a) when using the micro-purchase and small purchase methods of procurement.
4. Use the sealed bids method for procurement contracts exceeding the simplified threshold. Utilize the competitive proposals method when sealed bidding is not possible.
5. Ensure noncompetitive procurement methods meet the conditions set forth under § 200.320(c).
6. Perform a cost or price analysis for every procurement action in excess of the simplified acquisition threshold, including contract modifications.
7. Pursuant to 2 CFR 200.319(b), if a firm assists in the development or drafting of specifications, statements of work, or bids or RFPs, the firm must be excluded from competing for the procurement.
8. Ensure that all contracts include the applicable contract provisions required by § 200.327 and described in Appendix II of 2 CFR 200.
9. Verify that a contractor is eligible by reviewing the suspended and debarred list on SAM.gov.
10. Restrict access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers.

General Procurement Control Activities:

- Procurement Policy: The Town of Winterville maintains documented procurement procedures that are consistent with the standards outlined in §§ 200.317 through 200.327. This policy contains detailed processes and control activities for procurements made with federal funds.
- The Town Council must approve contracts above \$30,000.
- The Finance Director/Town Manager/Assistant Town Manager are responsible for monitoring and documenting the performance of a contract for compliance with contract terms, conditions, and other specifications.
- Prenumbered purchase orders are used.
- A pre-audit certificate that is signed by the Finance Director is attached to all purchase orders, invoices, or other contract obligations.
- Ensure purchasing forms have multiple copies so other departments, such as receiving and accounts payable, can be notified of the authorization.
- Micro-purchases may be awarded without soliciting competitive quotes if a determination is made that the price is reasonable.
- Cost items shall be reviewed for allowability pursuant to the review process set forth in the Allowable Cost Policy.
- The Finance Director/Town Manager/Assistant Town Manager are responsible for identifying qualified vendors and rotating purchases made under the micro-purchase threshold among different suppliers. Management shall periodically check compliance with this control activity.
- The Finance Director/Town Manager/Assistant Town Manager shall verify that contractors are not on the suspended or debarred list. A screenshot of the record check shall be maintained.
- Access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers, is restricted.

Segregation of Duties:

- Duties are segregated between authorization, custody, record-keeping, and reconciliation.
- The person who sets up new contractors in the accounting system or edits information on existing vendors (record-keeping) is not the same as the person writing the checks (authorization).
- Reconciliations are performed by an employee who does not have record-keeping duties.
- Invoices and other supporting documentation are thoroughly reviewed prior to the invoice being approved (e.g., compare the receiving or packaging slip against the authorization).

Documentation:

Documenting the history of procurements is a top internal control priority for the Town of Winterville. All request personnel shall be trained on documentation and record retention policies

- Bid documents shall reflect all steps in the procurement process, including:
 - bid specifications and proof of advertisement (if required),
 - rationale for the selected method of procurement,
 - bid submissions,

- evaluation criteria,
 - basis for contractor selection or rejection,
 - justification for lack of competition, when applicable,
 - basis for award cost or price, and
 - contract agreement, including required UG contract clauses.
- Source documentation relating to procurements must be retained and should include sufficient details to support the transaction, including:
 - cost and quantity of items purchased,
 - model numbers,
 - purchase orders with and pre-audit certificates, and
 - personnel who authorized the sale, if applicable.
- All records shall be maintained for a period of five (5) years after the ARP/CSLFRF period of performance (through December 31, 2031).

Communication & Monitoring:

Management shall ensure purchasing and finance staff understand federal procurement laws. Additional training shall be provided as necessary. Management will periodically review purchase orders and contracts to ensure that all charges are accounted for in the period in which the cost occurred and fall within the period of performance.

Property Management, 2 CFR §§ 200.310 to 200.316

Overview:

Except for property, supplies, or equipment acquired using revenue loss funds, the unit must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310–316), subject to the requirements set out in FAQ 13.16.

Per FAQ 13.16, during the period of performance, the Town of Winterville may use property, supplies, or equipment purchased with ARP/CSLFRF funds for a purpose other than the purpose for which the initial purchase was made, provided the new use is consistent with another eligible use. After the period of performance, the Town of Winterville is more limited in how it may use the property purchased with ARP/CSLFRF funds.

Objectives:

1. Ensure real property, personal property, supplies, and equipment are used in compliance with the UG property standards (2 CFR 200.310–316), and subject to the requirements set out in FAQ 13.16.

2. Ensure documentation is maintained to substantiate any determination on whether the use of an asset is authorized for a particular purpose during and after the award period of performance.
3. Establish adequate safeguards to prevent loss, damage, or theft of property.
4. Follow adequate maintenance procedures to keep equipment in good condition.
5. Ensure proper disposition of real property and equipment in accordance with § 200.311(c) and § 200.313 (e).

Control Activities:

- **Insurance Coverage:** Purchase equivalent insurance coverage for real property and equipment as is provided to other property owned by the Town of Winterville. 2 CFR § 200.310.
- **Property Management Policy:** The Town of Winterville follows NC General Statutes policies that sets forth property management processes, including procedures for record-keeping, reporting, and disposition responsibilities for real and personal property.
- **Real Property Reporting:** Town of Winterville shall oversee the annual reporting requirements for any real property or personal property acquired with federal awards funds. Standard Form 429 shall be used to report real property and the Standard Form 428 shall be used to report tangible personal property, including equipment.
- **Equipment Management:** The Town of Winterville has procedures for managing equipment, whether acquired in whole or in part under a federal award, until disposition takes place. The Town of Winterville will, at a minimum, meet the following requirements:
 - Maintain equipment records that include a description of equipment, serial number/ model number, source of funding, acquisition date, location and condition of equipment, unit acquisition cost, and final data, including date of disposal, sales price, and method used to determine fair market value. § 200.313(d).
 - Ensure adequate safeguards to prevent loss, damage, or theft of property. Such safeguards may include attaching property tags to federally owned equipment that includes the FAIN. Any loss, damage, or theft will be investigated. § 200.313(d).
 - Regular maintenance will be performed to keep the property in good condition.
 - A physical inventory of equipment will be performed, and the results reconciled with the property records, at least once every two years.
 - If the Town of Winterville is authorized or required to sell equipment, proper sales procedures will be used to ensure the highest possible return.

Communication & Monitoring:

Management will train employees to understand the various compliance requirements set forth in the Uniform Guidance property management standards. Periodic testing of established controls shall be performed to ensure that all reporting and property management requirements are satisfied for both real property and equipment.

Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 to 200.333

Overview:

Expenditures of revenue loss funds are exempt from compliance with this section. See [Final Rule FAQ 13.15](#). Each unit must design its own system of internal controls over subrecipient selection and monitoring that meet the requirements set forth in 2 CFR 200.331-.333.

Objective:

- Ensure compliance with requirements set forth in the Subaward Policy, which sets forth the UG compliance requirements in 2 CFR 200.331-.333.

Control Activities:

- Subrecipient agreements are reviewed and approved by knowledgeable staff to ensure all compliance requirements are captured and that all required elements set forth in 2 CFR § 200.332 are included.
- Management tracks subaward notifications and maintains copies of executed subaward agreements.
- Management conducts subrecipient risk assessments and approves individual subrecipient monitoring plans.
- Management requires a standard template to document all subrecipient agreements that includes the required elements outlined in the UG.
- Supervisors periodically reconcile subrecipient monitoring plans with actual monitoring activities that have been undertaken to ensure monitoring occurs as scheduled.
- Segregation of duties exists between those monitoring a subrecipient and those approving the conclusions regarding the subrecipient's compliance.

Communication & Monitoring:

Management shall be responsible for communicating the compliance requirements and specific award terms and conditions to subrecipients. Management will ensure that external stakeholders are apprised of any subaward agreements executed using ARP/CSLFRF funds and the intended purpose of the supported program. Management shall conduct ongoing monitoring to ensure staff is selecting eligible subrecipients and is adequately monitoring each subrecipient's compliance with the terms set forth in the subaward agreement.

Program Income, 2 CFR § 200.307

Overview:

Program income relates to gross income earned from expenditures of federal awards, such as income from fees for services performed, the use or rental of property acquired with program funds, and for the sale of items fabricated under the program. Program income is only triggered when income will be earned under the COVID-19/Economic Impacts Category or for income earned on a water/wastewater infrastructure project. When program income is earned, it is added back to the total ARP/CSLFRF award allocation.

Objectives:

1. Separately track and account for program income during the ARP/CSLFRF award's period of performance.
2. Expend program income on eligible projects and programs during the period of performance (program income is added to the total ARP/CSLFRF award).

Control Activities:

- On a monthly basis, recorded program income is reconciled with supporting documentation, such as loan ledgers and other accounting records.
- Program income is separately tracked and accounted for within the grant project ordinance.
- Management ensures program income is added to the total ARP/CSLFRF award and used to support eligible projects and programs.
- Individuals who collect cash or other receipts are different from those who deposit receipts, generate invoices, record general ledger activity, and reconcile bank statements.

Communication & Monitoring:

Management shall identify program income requirements and communicate compliance requirements to staff. Management shall periodically review accounting records to ensure program income is separately accounted for during the award period of performance.

Policy Checklist

Required UG Policies:

The following policies are required to ensure compliance with the Uniform Guidance:

- Eligible Use Policy (details the allowable activities under the ARP/CSLFRF award),
- Cost Principles/Allowable Cost Policy, and
- Conflict-of-Interest Policy.

Optional UG Policies:

These policies should be adopted if the programs or activities undertaken by the unit trigger compliance with any of the following UG compliance requirements:

- Subaward Policy,
- Property Management Policy, and
- Program Income Policy.

Required Policies Under the ARP/CSLFRF Award Terms & Conditions:

- Procurement Policy,³
- Records Retention Policy (ARP/CSLFRF records shall be maintained for five years after the period of performance),
- Civil Rights Compliance Policy, and
- Nondiscrimination Policy.

2. Expenditures of revenue replacement ARP/CSLFRF funds are exempt from UG procurement. State and local procurement requirements apply. Any unit that triggers a federal Single Audit, even if only expending funds under revenue replacement, must adopt written procurement procedures and procure single audit services in accordance with 2 CFR §§ 200.320 and 200.509.

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025
	Presenter: Jessica Manning, Finance Director	
Item to be Considered		
Subject: Resolution of Reimbursement. Action Requested: Approve the Resolution. Attachment: Resolution #25-R-091.		
Prepared By: Jessica Manning, Finance Director		Date: 10/1/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
The resolution of reimbursement allows the Town to begin making purchases while funding sources are being obtained. This is a standard procedure that is often used to keep projects on schedule. It is also required by the IRS for this type of situation. The amount being financed is \$1,092,814. Items being purchased are: Ford F-150 for the Inspections Department, two vehicles for the Police Department, Ford F-150 and 12 Self Contained Breathing Apparatuses for the Fire Department, Generator for the Town Hall, Dump Truck and Mowers for the Public Works Department, Bucket Truck and Trencher for the Electric Department, Utility Locating GPR and Vac Trailer for the Water Department, and a Camera System compliant with MS4 regulations for the Stormwater Department.		
Budgetary Impact: No Budgetary Impact.		
Recommendation: Staff recommends Council approve the Resolution #25-R-091.		

**Resolution
Town of Winterville, North Carolina
Declaration of Official Intent to Reimburse**

BE IT HEREBY RESOLVED that the Town of Winterville, NC does hereby adopt the following declaration (the “Declaration”) of official intent to reimburse.

This declaration (the “Declaration”) is made pursuant to the requirements of the United States Treasury Regulation Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The Undersigned is authorized to declare the official intent of the Town of Winterville, North Carolina (the “Issuer”) with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer has incurring expenditures (the “expenditures”) for the purchase of Inspections Ford F-150, 2 Police Vehicles, Fire Ford F-150 and 12 Self Contained Breathing Apparatuses, Town Hall Generator, Public Works Dump Truck and Mowers, Electric Bucket Truck and Trencher, Water Utility Locating GPR and Vac Trailer, and Stormwater Camera System (MS4 Compliant).
2. **Plan of Finance.** The Insurer intends to finance the cost of the project with the proceeds of debt to be issued by the Issuer (the “Borrowing”) the interest on which is to be excluded from gross income for federal income tax purposes.
3. **Maximum Principle Amount of Debt to be Issued.** The maximum principle amount of the borrowing to be incurred by the Issuer to finance the equipment and vehicles is \$1,092,814.
4. **Declaration of Official Intent to Reimburse.** The issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by its prior to the issuance of the Borrowing.

Adopted this the 13th day of October 2025

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: October 13, 2025

Presenter: Christopher Williams, Police Chief

Item to be Considered

Subject: Request to close Railroad Street (both sides) between Depot Street and Main Street to conduct the Town's Halloween event and a safe driving symposium conducted by Winterville Police Department, and Parks and Recreation Department on October 26th from 12:00 pm – 7:00 pm.

Action Requested: Approval of request.

Attachment: None.

Prepared By: Christopher Williams, Police Chief

Date: 10/1/2025

ABSTRACT ROUTING:

☒ TC: 10/6/2025

☐ TM: 10/7/2025

☒ Final: tlp - 10/7/2025

Supporting Documentation

The Winterville Police Department and Parks and Recreation Department request the closure of Railroad Street between Depot Street and Main Street on both sides. This closure will allow citizens to move within events without the concern of passing motor vehicles on October 26th from 12:00 pm – 7:00 pm.

Budgetary Impact: TBD.

Recommendation: Staff recommends Council approve the street closure.

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025						
	Presenter: Anthony Bowers, Assistant Town Manager							
Item to be Considered								
Subject: Award of Contract to Service Pro for mold remediation in Town Hall, Police/Fire/Rescue facility, and the Library. Action Requested: Approve Repair Quote. Attachment: ServPro Quote.								
Prepared By: Anthony Bowers, Assistant Town Manager		Date: 10/2/2025						
ABSTRACT ROUTING:								
☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025								
Supporting Documentation								
Purchases over \$30,000 are required to come to the Town Council for approval. The Town has had problems with mold in several of our buildings. This is a potential health hazard for staff and the general public. It is imperative that this be addressed promptly. Staff received three quotes: <table> <tr> <td>ServPro of Greenville</td> <td>\$47,812.45</td> </tr> <tr> <td>Care Master</td> <td>\$55,330.86</td> </tr> <tr> <td>RevitaLive</td> <td>\$144,000.00</td> </tr> </table>			ServPro of Greenville	\$47,812.45	Care Master	\$55,330.86	RevitaLive	\$144,000.00
ServPro of Greenville	\$47,812.45							
Care Master	\$55,330.86							
RevitaLive	\$144,000.00							
Budgetary Impact: Increase budget in the amount of \$47,812.								
Recommendation: Staff recommends removal of mold via agreement with ServPro of Greenville.								



Servpro of Greenville

Servpro of Greenville
6045 US Hwy 264 E, Washington NC 27889
Tax ID: 85-4293417
Office: 252-923-0213
Fax: 252-329-7206

Insured: Town of Winterville
Property: 2571 Railroad St
Winterville, NC 28590

Home: (252) 420-7961
E-mail: john.truselo@wintervillenc.com

Estimator: Mason Clement
Company: Servpro of Bath
Business: 6045 US HWY 264 East
Washington, NC 27889

Business: (252) 923-0213
E-mail: mclement@servprobath.com

Claim Number:**Policy Number:****Type of Loss:**

Date Contacted: 8/7/2025 12:00 PM

Date of Loss: 5/3/2023 2:33 PM

Date Inspected: 8/11/2025 9:00 AM

Date Received: 8/7/2025 12:00 PM

Date Entered: 8/12/2025 2:29 PM

Price List: NCKI8X_AUG25
Restoration/Service/Remodel

Estimate: WINTERVILLE_
TOWNHALL

THIS IS A MITIGATION ESTIMATE ONLY, NOT A FINAL AMOUNT DUE. PRICE MAY VARY DUE TO SITUATIONAL OR ADDITIONAL WORK PERFORMED.

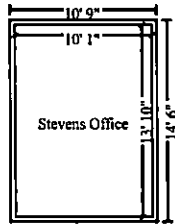


Servpro of Greenville

Servpro of Greenville
6045 US Hwy 264 E, Washington NC 27889
Tax ID: 85-4293417
Office: 252-923-0213
Fax: 252-329-7206

WINTERVILLE_TOWNHALL

Main Level

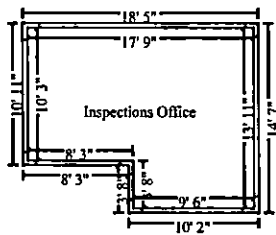


Stevens Office

Height: 10'

478.33 SF Walls	139.49 SF Ceiling
617.82 SF Walls & Ceiling	139.49 SF Floor
15.50 SY Flooring	47.83 LF Floor Perimeter
47.83 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
2. Clean the surface area - Heavy	32.00 SF	0.00	0.60	0.02	19.22
3. Remove wet suspended ceiling tile and bag for disposal	14.00 SF	0.50	0.00	0.05	7.05
4. Disinfect building - fog / spray - per SF	139.49 SF	0.00	0.51	0.39	71.53
5. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
6. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: Stevens Office				0.46	174.34



Inspections Office

Height: 10'

633.33 SF Walls	216.77 SF Ceiling
850.10 SF Walls & Ceiling	216.77 SF Floor
24.09 SY Flooring	63.33 LF Floor Perimeter
63.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
7. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
8. Remove wet suspended ceiling tile and bag for disposal	20.00 SF	0.50	0.00	0.07	10.07
9. Disinfect building - fog / spray - per SF	216.77 SF	0.00	0.51	0.61	111.16
10. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
11. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64

WINTERVILLE_TOWNHALL

8/25/2025

Page: 2

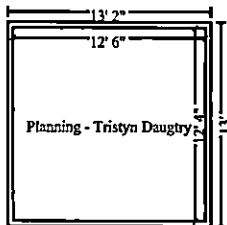


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CONTINUED - Inspections Office

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Totals: Inspections Office				0.68	197.77

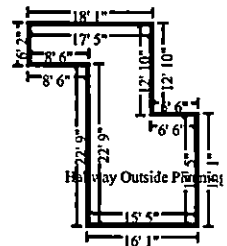


Planning - Tristyn Daugtry

Height: 10'

496.67 SF Walls	154.17 SF Ceiling
650.83 SF Walls & Ceiling	154.17 SF Floor
17.13 SY Flooring	49.67 LF Floor Perimeter
49.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
12. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
13. Remove wet suspended ceiling tile and bag for disposal	20.00 SF	0.50	0.00	0.07	10.07
14. Disinfect building - fog / spray - per SF	154.17 SF	0.00	0.51	0.43	79.06
15. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
16. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: Planning - Tristyn Daugtry				0.50	165.67



Hallway Outside Planning

Height: 10'

1,043.33 SF Walls	398.85 SF Ceiling
1,442.19 SF Walls & Ceiling	398.85 SF Floor
44.32 SY Flooring	104.33 LF Floor Perimeter
104.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
17. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
18. Clean the surface area - Heavy	32.00 SF	0.00	0.60	0.02	19.22
19. Remove wet suspended ceiling tile and bag for disposal	8.00 SF	0.50	0.00	0.03	4.03
20. Disinfect building - fog / spray - per SF	398.85 SF	0.00	0.51	1.12	204.53
WINTERVILLE_TOWNHALL				8/25/2025	Page: 3

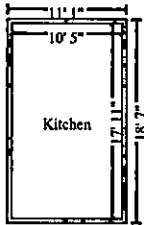


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CONTINUED - Hallway Outside Planning

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
21. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
22. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: Hallway Outside Planning				1.17	304.32

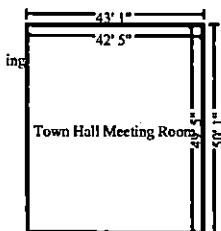


Kitchen

Height: 10'

566.67 SF Walls	186.63 SF Ceiling
753.30 SF Walls & Ceiling	186.63 SF Floor
20.74 SY Flooring	56.67 LF Floor Perimeter
56.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
23. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
24. Protect contents - Cover with plastic	600.00 SF	0.00	0.23	3.36	141.36
25. Tear out wet drywall, cleanup, bag for disposal	32.00 SF	1.17	0.00	0.31	37.75
26. Apply anti-microbial agent to the surface area	32.00 SF	0.00	0.32	0.11	10.35
27. Disinfect building - fog / spray - per SF	186.63 SF	0.00	0.51	0.52	95.70
28. Air mover (per 24 hour period) - No monitoring	3.00 EA	0.00	25.75	0.00	77.25
29. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor.	3.00 EA	0.00	75.43	0.00	226.29
Totals: Kitchen				4.30	638.46



Town Hall Meeting Room

Height: 12'

2,204.00 SF Walls	2,096.09 SF Ceiling
4,300.09 SF Walls & Ceiling	2,096.09 SF Floor
232.90 SY Flooring	183.67 LF Floor Perimeter
183.67 LF Ceil. Perimeter	

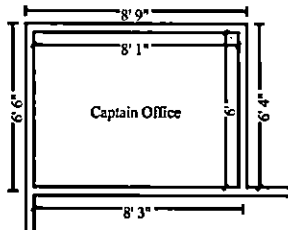


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CONTINUED - Town Hall Meeting Room

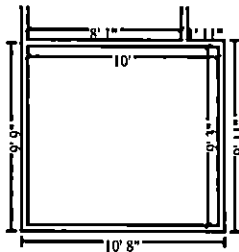
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
30. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
31. Protect contents - Cover with plastic	2,096.09 SF	0.00	0.23	11.74	493.84
32. Clean the ceiling - Heavy	2,096.09 SF	0.00	0.60	1.47	1,259.12
33. Disinfect building - fog / spray - per SF	2,096.09 SF	0.00	0.51	5.87	1,074.88
34. Heat/AC register - Mechanically attached - Detach & reset	15.00 EA	0.00	19.14	0.00	287.10
35. Clean register - heat / AC	15.00 EA	0.00	7.64	0.02	114.62
Totals: Town Hall Meeting Room				19.10	3,279.32



Captain Office

Height: 8'

225.33 SF Walls	48.50 SF Ceiling
273.83 SF Walls & Ceiling	48.50 SF Floor
5.39 SY Flooring	28.17 LF Floor Perimeter
28.17 LF Ceil. Perimeter	



Subroom: Room2 (1)

Height: 8'

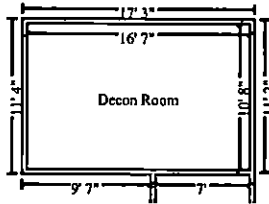
308.00 SF Walls	92.50 SF Ceiling
400.50 SF Walls & Ceiling	92.50 SF Floor
10.28 SY Flooring	38.50 LF Floor Perimeter
38.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
36. Disinfect building - fog / spray - per SF	141.00 SF	0.00	0.51	0.39	72.30
Totals: Captain Office				0.39	72.30



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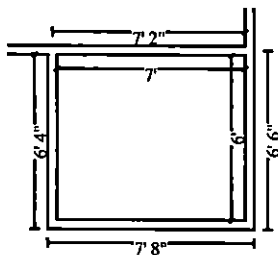
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Decon Room

Height: 10'

545.00 SF Walls	176.89 SF Ceiling
721.89 SF Walls & Ceiling	176.89 SF Floor
19.65 SY Flooring	54.50 LF Floor Perimeter
54.50 LF Ceil. Perimeter	



Subroom: Room1 (1)

Height: 10'

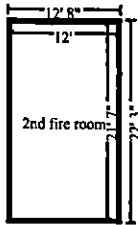
260.00 SF Walls	42.00 SF Ceiling
302.00 SF Walls & Ceiling	42.00 SF Floor
4.67 SY Flooring	26.00 LF Floor Perimeter
26.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
37. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
38. Protect contents - Cover with plastic	800.00 SF	0.00	0.23	4.48	188.48
39. Tear out wet drywall, cleanup, bag for disposal	85.33 SF	1.17	0.00	0.84	100.68
40. Apply anti-microbial agent to the surface area	85.33 SF	0.00	0.32	0.30	27.61
41. Disinfect building - fog / spray - per SF	218.89 SF	0.00	0.51	0.61	112.24
42. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
43. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
44. Air mover (per 24 hour period) - No monitoring	3.00 EA	0.00	25.75	0.00	77.25
45. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor.	3.00 EA	0.00	75.43	0.00	226.29
Totals: Decon Room				6.23	809.09



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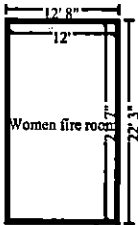


2nd fire room

Height: 8'

537.33 SF Walls	259.00 SF Ceiling
796.33 SF Walls & Ceiling	259.00 SF Floor
28.78 SY Flooring	67.17 LF Floor Perimeter
67.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
46. Apply anti-microbial agent to the surface area	85.33 SF	0.00	0.32	0.30	27.61
47. Disinfect building - fog / spray - per SF	259.00 SF	0.00	0.51	0.73	132.82
48. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
49. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: 2nd fire room				1.03	187.21



Women fire room

Height: 8'

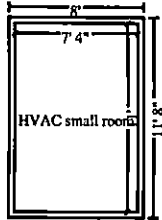
537.33 SF Walls	259.00 SF Ceiling
796.33 SF Walls & Ceiling	259.00 SF Floor
28.78 SY Flooring	67.17 LF Floor Perimeter
67.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
50. Disinfect building - fog / spray - per SF	259.00 SF	0.00	0.51	0.73	132.82
51. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
52. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: Women fire room				0.73	159.60



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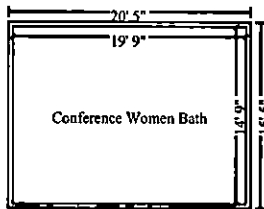


HVAC small room

Height: 10'

366.67 SF Walls	80.67 SF Ceiling
447.33 SF Walls & Ceiling	80.67 SF Floor
8.96 SY Flooring	36.67 LF Floor Perimeter
36.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
53. Disinfect building - fog / spray - per SF	80.67 SF	0.00	0.51	0.23	41.37
54. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
55. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: HVAC small room				0.23	68.15



Conference Women Bath

Height: 10'

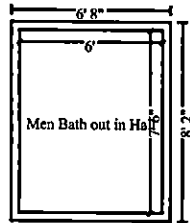
690.00 SF Walls	291.31 SF Ceiling
981.31 SF Walls & Ceiling	291.31 SF Floor
32.37 SY Flooring	69.00 LF Floor Perimeter
69.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
56. Apply anti-microbial agent to the surface area	85.33 SF	0.00	0.32	0.30	27.61
57. Disinfect building - fog / spray - per SF	291.31 SF	0.00	0.51	0.82	149.39
58. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
59. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: Conference Women Bath				1.12	203.78



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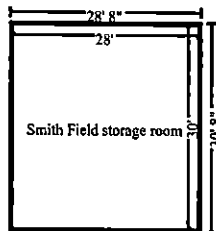


Men Bath out in Hall

Height: 8'

216.00 SF Walls	45.00 SF Ceiling
261.00 SF Walls & Ceiling	45.00 SF Floor
5.00 SY Flooring	27.00 LF Floor Perimeter
27.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
60. Apply anti-microbial agent to the surface area	85.33 SF	0.00	0.32	0.30	27.61
61. Disinfect building - fog / spray - per SF	45.00 SF	0.00	0.51	0.13	23.08
62. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
63. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
Totals: Men Bath out in Hall				0.43	77.47



Smith Field storage room

Height: 9'

1,044.00 SF Walls	840.00 SF Ceiling
1,884.00 SF Walls & Ceiling	840.00 SF Floor
93.33 SY Flooring	116.00 LF Floor Perimeter
116.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
64. Content Manipulation charge - per hour	2.00 HR	0.00	49.76	0.00	99.52
65. Protect contents - Cover with plastic	1,800.00 SF	0.00	0.23	10.08	424.08
66. Tear out wet drywall, cleanup, bag for disposal	840.00 SF	1.17	0.00	8.23	991.03
67. Tear out and bag wet insulation	840.00 SF	0.85	0.00	2.94	716.94
68. Apply anti-microbial agent to the ceiling	840.00 SF	0.00	0.32	2.94	271.74
69. Disinfect building - fog / spray - per SF	840.00 SF	0.00	0.51	2.35	430.75
70. Air mover (per 24 hour period) - No monitoring	24.00 EA	0.00	25.75	0.00	618.00
8 air movers x 3 days					



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CONTINUED - Smith Field storage room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
71. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor.	3.00 EA	0.00	75.43	0.00	226.29
Totals: Smith Field storage room				26.54	3,778.35



Finance

Height: 8'

442.67 SF Walls	157.33 SF Ceiling
600.00 SF Walls & Ceiling	157.33 SF Floor
17.48 SY Flooring	55.33 LF Floor Perimeter
55.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
72. Content Manipulation charge - per hour	1.00 HR	0.00	49.76	0.00	49.76
73. Protect contents - Cover with plastic	600.00 SF	0.00	0.23	3.36	141.36
74. Tear out wet drywall, cleanup, bag for disposal	32.00 SF	1.17	0.00	0.31	37.75
75. Apply anti-microbial agent to the surface area	32.00 SF	0.00	0.32	0.11	10.35
76. Disinfect building - fog / spray - per SF	157.33 SF	0.00	0.51	0.44	80.68
77. Heat/AC register - Mechanically attached - Detach & reset	1.00 EA	0.00	19.14	0.00	19.14
78. Clean register - heat / AC	1.00 EA	0.00	7.64	0.00	7.64
79. Air mover (per 24 hour period) - No monitoring	3.00 EA	0.00	25.75	0.00	77.25
80. Dehumidifier (per 24 hr period) - 70-109 ppd - No monitor.	3.00 EA	0.00	75.43	0.00	226.29
Totals: Finance				4.22	650.22
Total: Main Level				67.13	10,766.05
Line Item Totals: WINTERVILLE_TOWNHALL				67.13	10,766.05



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Grand Total Areas:

11,271.33 SF Walls	5,744.53 SF Ceiling	17,015.87 SF Walls and Ceiling
5,744.53 SF Floor	638.28 SY Flooring	1,158.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	1,158.67 LF Ceil. Perimeter
5,744.53 Floor Area	6,133.28 Total Area	11,271.33 Interior Wall Area
12,589.17 Exterior Wall Area	1,172.50 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary for Dwelling

Line Item Total	10,698.92
Material Sales Tax	67.13
Replacement Cost Value	<u>\$10,766.05</u>
Net Claim	<u><u>\$10,766.05</u></u>

Mason Clement



CAROLINA QUALITY AIR

Cleaning up your indoor air pollution

111 Essex Dr. • Winterville, NC • 252-321-7447

140 Towerview Court • Cary, NC • 919-907-9742

Carolinaqualityair@yahoo.com

Estimate

Number E5376

Date 9/8/2025

Bill To:

Mason Clement
Servpro of Bath
6045 US 246
Washington, NC, 27889
252-375-0177

PO Number	Terms	Project
		Town Hall Winterville

Description	Quantity	Rate	Amount
clean & sanitize ductwork	1	\$13,460.80	\$13,460.80

Amount Paid \$0.00

Amount Due \$13,460.80

Total \$13,460.80



CAROLINA QUALITY AIR

Cleaning up your indoor air pollution

111 Essex Dr. • Winterville, NC • 252-321-7447

140 Towerview Court • Cary, NC • 919-907-9742

Carolinaqualityair@yahoo.com

Estimate

Number E5375

Date 9/8/2025

Bill To:

Mason Clement

Servpro of Bath

6045 US 246

Washington, NC, 27889

252-375-0177

PO Number	Terms	Project
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Police/Fire Dept Winterville

Description	Quantity	Rate	Amount
clean & sanitize ductwork	1	\$17,686.40	\$17,686.40

Amount Paid \$0.00

Amount Due \$17,686.40

Total \$17,686.40



CAROLINA QUALITY AIR

Cleaning up your indoor air pollution

111 Essex Dr. • Winterville, NC • 252-321-7447

140 Towerview Court • Cary, NC • 919-907-9742

Carolinaqualityair@yahoo.com

Estimate

Number E5378

Date 9/8/2025

Bill To

Mason Clement
Servpro of Bath
6045 US 246
Washington, NC, 27889
252-375-0177

PO Number

Terms

Project

Winterville Library

Description

Quantity

Rate

Amount

clean & sanitize ductwork

1

\$5,300.00

\$5,300.00

Amount Paid

\$0.00

Amount Due

\$5,300.00

Total

\$5,300.00



CAROLINA QUALITY AIR

Cleaning up your indoor air pollution

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140 Towerview Court • Cary, NC • 919-907-9742

Carolinaqualityair@yahoo.com

Estimate

Number E5377

Date 9/8/2025

Bill To

Mason Clement

Servpro of Bath

6045 US 246

Washington, NC, 27889

252-375-0177

PO Number

Terms

Project

Field House Winterville

Description

Quantity

Rate

Amount

clean & sanitize ductwork

1

\$600.00

\$600.00

Amount Paid

\$0.00

Amount Due

\$600.00

Total

\$600.00

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025								
Presenter: Anthony Bowers, Assistant Town Manager										
Item to be Considered										
Subject: Award of Contract to Piedmont Service Group. Action Requested: Approve Agreement. Attachment: Agreement.										
Prepared By: Anthony Bowers, Assistant Town Manager		Date: 10/2/2025								
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025										
Supporting Documentation										
The Town of Winterville received bids for the purpose of maintaining our Commercial HVAC systems. Please note that this is a service contract, and we are not required to accept the lowest bid. We received the following bids. <table border="0"> <tr> <td>Advance Mechanical</td> <td>\$12,426</td> </tr> <tr> <td>Lyndon Heating and Air</td> <td>\$15,409</td> </tr> <tr> <td>Comfort Master</td> <td>\$20,645</td> </tr> <tr> <td>Piedmont Service Group</td> <td>\$30,196</td> </tr> </table> We have checked references and determined that Piedmont Service Group is the most responsible bidder. They have 30 technicians in the area. They have proved that they possess superior service with the outstanding references and impressive bid package. They are local and focus on large commercial customers such as the Town. Local governmental entities that use Piedmont in the area are Pitt County Schools, Green County Governmental, City of Goldsboro and others. Due to the Town's poor experience with smaller residential companies that may service some commercial units, staff feels that the best value for the Town is to obtain a company that can provide solutions to the Town's HVAC problems. Piedmont is also, on the Purchasing Alliance Omnia Partners. The Town has used Omnia Partners historically for the purchase of equipment. Omnia Partners is a purchasing alliance that prequalifies, assesses, and bids our products and services. Staff recommends using Omnia Partners Contract #159053 where Piedmont Services Group is an affiliate of Midwest Mechanical.			Advance Mechanical	\$12,426	Lyndon Heating and Air	\$15,409	Comfort Master	\$20,645	Piedmont Service Group	\$30,196
Advance Mechanical	\$12,426									
Lyndon Heating and Air	\$15,409									
Comfort Master	\$20,645									
Piedmont Service Group	\$30,196									
Budgetary Impact: Year 1- \$30,196. Year 2- \$30,196. Year 3- \$30,739 .										
Recommendation: Staff recommends Council approve the use of Omnia Partners Contract for the annual HVAC maintenance contract.										

Town of Winterville,
North Carolina
Second Request for Proposals
Heating, Ventilation, Air Conditioning Services

Introduction:

The Town of Winterville hereafter referred to as the Town, will accept proposals for a vendor to provide heating, ventilation, air conditioning, and gas services.

Submittal: All Proposals shall be clearly identified for receipt by the Town of Winterville. Three (3) copies of the proposal must be received on or before September 16, 2025.

Any questions should be submitted and received by the Project Manager by 1:00 pm on September 9, 2025.

MARK ENVELOPE: HVAC RFP

ADDRESSED TO: Town of Winterville
ATTN: Anthony Bowers
Assistant Town Manager
P.O. Box 1459
Winterville, NC 28590
Deliver in person – Winterville Operations Center
2936 Church Street, Winterville, NC 28590

EMAIL ADDRESS: anthony.bowers@wintervillenc.com

Note - All written correspondence and e-mails are considered public documents in the State of North Carolina

Deadline Enforced:

Proposals received after the time and date set for receipt of proposals will NOT be accepted. It is the proposer's responsibility to ensure timely delivery of their proposals Electronic, telephone or facsimile proposals will not be accepted.

Proposals will be opened on **September 16, 2025 at 1:00 pm** at the Town Operation Center. Bids will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible bidder(s). The Town of Winterville reserves the right to approve proposals, deny proposals, negotiate proposals, or re-advertise for additional proposals for the project if deemed necessary by the Fire Chief, Assistant Town Manager, Town Manager, or Town Council. The Town Council and Town Staff reserve the right to interview any or all the applicants to help aid in determining the most qualified firm.

Mandatory walk through of Town facilities is scheduled for September 3, 2025 or September 4, 2025 at 9:00 am.

Evaluation:

Project proposals will be evaluated based upon:

1. Cost of services including preventative maintenance, repairs, and services.
2. Experience of Bidder.
3. Demonstration of bidder's ability to provide comprehensive and timely services.
4. Qualifications and experience of personnel, including licenses.
5. Rate schedule for hourly services.
6. References.

FORM OF PROPOSAL

HVAC SERVICE, MAINTENANCE, AND REPAIRS

The undersigned, as Bidder, proposes and agrees that if this proposal is accepted to contract with the Town of Winterville in the form of contract specified to furnish all necessary implements, equipment, tools, supplies, labor and supervision to complete HVAC Services and Maintenance, in full and complete accordance with the Specification and Contract Documents, to the entire satisfaction of the Town of Winterville.

The undersigned bidder hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in the proposal or in the contract to be entered into; that this proposal is made without connection with any person, company, or parties making a bid or proposal; that it is in all respect fair and in good faith without collusion or fraud; and that Bidder will not sub-contract to another party.

The Bidder further declares that they have examined the site of work, specifications, attachments, contract documents, and read all provisions furnished prior to opening of bids; and that they are satisfied their self-relative to the services to be performed.

Each bidder shall affirm that no official or employee of the Town is directly or indirectly interested in this proposal for any personal reason or gain.

The Town of Winterville reserves the right to reject any and all bids.

The Bidder proposes and agrees if this proposal is accepted to contract with the Town of Winterville for the following prices listed on the attached form.

Contracted Dates: 1 year from date of November 1, 2025, with the Town possessing the option to extend for two (2) additional years.

SPECIFICATIONS

HVAC SERVICE, MAINTENANCE, AND REPAIRS

1. TERM OF CONTRACT

Contract shall exist for (12) months beginning on **November 1, 2025**. The Town reserves the right to extend this Agreement on an annual as is if it is determined to be in its best interest. The life of this Agreement including all extensions shall not extend beyond a period of three (3) years. The Town reserves the right to terminate this Agreement at any time with thirty (30) days written notice, with or without cause.

2. BIDDER QUALIFICATIONS

Only bids from companies qualified, licensed, and established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, Town of Winterville reserves the right to investigate a bidder's ability to fulfill the requirements of the contract.

3. INSURANCE

Minimum Limits of insurance:

General Liability – No less than \$1,000,000, limit per occurrence for bodily injury, personal injury, and property damage.

Auto Liability – No less than \$1,000,000, limit per occurrence combined single limit per accident per bodily injury and property damage.

Worker Compensation and Employers Liability – Workers Compensation and Employers Liability as required by the State of North Carolina.

The successful Contractor shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of the contract. The Town reserves the right to require any additional documentation or information verifying insurance coverage, as the Town deems necessary. The town may contract the successful Contractor's insurance agent(s) or carrier(s) directly concerning and insurance issues.

4. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and shall not be deemed and agent or employee of the Town of Winterville for any purpose whatsoever.

The Town prefers a single, qualified company or entity to be responsible for providing services described herein. Therefore, the contractor shall not subcontract any work related to the HVAC service and maintenance contract unless that work cannot be successfully and efficiently completed by the contractor and must be approved by the Town of Winterville.

5. CONTRACTOR USE OF SITE PREMISES

Successful contractor shall cooperate with and accommodate related work performed by the Town on site during the contract period. It shall be the successful Contractor's responsibility to coordinate its work on site.

6. PERSONNEL

The Town of Winterville reserves the right to request of the Contractor, dismissal, or replacement of an employee for the Contractor if a conflict or problem with that employee should arise. The Contractor will be responsible for supervision, hiring, and firing of their own employees and shall be solely responsible for the pay, worker's compensation insurance and benefits. The Contractor's designated representative is required to perform periodic inspections of buildings and shall submit inspection reports to the Contract Administrator.

The Contract Administrator, which will be the Public Buildings Superintendent for the purpose of this Agreement, will be assigned as the contact person for cleaning personnel. The Contractor shall provide the hourly breakdown by position and ensure that his employees are trained in all appropriate safety regulations including but not limited to, OSHA regulations and all other local, State, and Federal regulations.

7. SCOPE OF SERVICES

I. Scheduled Maintenance

1. Trained technicians, engineers, and mechanics should conduct necessary tasks to ensure that the HVAC and gas equipment is properly maintained.
2. Each piece of covered equipment receives inspection and thorough routine preventive maintenance. Periodic tests and adjustments are made to efficient and reliable operation.
3. Maintenance intervals will be provided at least four (4) times per year/quarterly.
4. Following each scheduled inspection, the contractor will provide inspection reports depicting equipment condition with recommendations to correct any problems.

II. Repair Services

If in the course of a service call, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the Town of Winterville should be advised of the defect. Subject to approval by an authorized agent by the Town of Winterville, work will be performed on a preferred time and material basis. Repair rates will be based on personnel rate schedule as provided with the Bid.

III. Operational Support

On a regularly scheduled basis the contractor will make recommendations to the Town to improve system efficiency and reliability or reduce operational costs. A summary of services performed will also be prepared for the Town's review. The contractor will provide a written report of work done under this agreement at the end of each service call to update the history of the work performed.

IV. Preventative Maintenance Inspections

The contractor will perform scheduled preventive maintenance inspections. The contractor will conduct its work during normal working hours.

The contractor will check and verify performance of all covered equipment and components in accordance with manufacturer's specifications, original design criteria, and proper maintenance practice.

VII. Freon List

The awarding contractor shall provide to the Town a list of HVAC equipment in each building and the amount of Freon that goes into each unit.

8. RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor shall indemnify and save harmless the Town of Winterville and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason of any act of the Contractor, its agents, or employees, in the performance of the contract.

9. NOTICE TO PROCEED

A notice to proceed will be issued after the Contractor has executed the Agreement and their Insurance Certificate(s) or Endorsements have been received and accepted by the Town. The Contractor shall not deliver any equipment to the work site or commence work until they have received a written Notice to Proceed.

Maintenance Inspection(s) shall be performed four (4) times per year/quarterly.

1. Clean evaporator & condenser coil(s)
2. Check drive belt(s)
3. Check fan(s) for loose bolt(s)
4. Check operation of temperature control
5. Check condenser fan control and adjust
6. Check compressor oil level
7. Check and record discharge pressure
8. Check high- & low-pressure control and adjust
9. Check for refrigerant leaks
10. Clean condensate drains
11. Check breakers and wiring for over heating
12. Check contactor contacts
13. Tighten electrical connections
14. Check recycle timer operation
15. Check and record unit volts and amps
16. Check and record compressor & amps
17. Lubricate all fans and bearings
18. All air filters changed quarterly
19. Other work per manufacturers recommendations
20. Clean mini splits, pumps, and drains
21. Replace mini split filters
22. Perform thermostat calibration quarterly
23. Check and maintain all gas connections and equipment for leaks and functions

V. Maintenance Performed Annually - *Removed per request*

Duct cleaning on a 3-year rotation (Year 1: Operations center, Electrical Department, and Library) (Year 2: Town Hall Building) (Year 3: Public Works Building and Fire Department).

VI. Emergency

The contractor must be able to guarantee 4 hours response time in case of an emergency.

OMNIA PARTNERS CONTRACT NO. 159053

TOWN OF WINTERVILLE

ADDITIONAL RATE SCHEDULE YEAR 2 & 3 (IF EXTENDED)

HVAC RFP 9/2025

#	Description	Cost Per Location: Year 2	Cost Per Location: Year 3
1	Town Hall Building	\$ 6,052.00	\$ 6,173.00
2	Rec. Park Facilities	\$ 3,678.00	\$ 3,693.00
3	Hilcrest Park	\$ 971.00	\$ 990.00
4	Library	\$ 3,414.00	\$ 3,482.00
5	Police/Fire Rescue	\$ 7,415.00	\$ 7,563.00
6	Public Works	\$ 780.00	\$ 795.00
9	Electric Dept.	\$ 892.00	\$ 910.00
10	Operations Center	\$ 4,154.00	\$ 4,237.00
11	Church St. Sub-Station	\$ 1,420.00	\$ 1,448.00
12	Vernon & Railroad Sub-Station	\$ 1,420.00	\$ 1,448.00
Total		\$ 30,196.00	\$ 30,739.00

ADDITIONAL RATE SCHEDULE: REFRIGERANT & SERVICE RATES

Normal Business Hours (8AM to 5PM Monday through Friday)
\$120.00/HR + \$50.00 Vehicle Charge

Overtime Hours (5PM to 8AM Monday through Friday, including Saturday & Sunday)
\$185.00/HR + \$50.00 Vehicle Charge

R-22: \$135.00/LB
R-410A: \$55.00/LB
R-454B: \$85.00/LB
R-32: \$65.00/LB

HVAC SERVICE, MAINTENANCE, AND REPAIRS BID

#	Description	Cost per Location per year	Price for Additional Non-Scheduled If Requested per man-hour
1	Town Hall Building	\$ 6,052. ⁰⁰	\$ 120. ⁰⁰
2	Winterville Recreation Park Facilities Maintenance Office, Concession Stands (2) & Bathroom Facilities (2)	\$ 3,678. ⁰⁰	\$ 120. ⁰⁰
3	Hillcrest Park Bathrooms	\$ 971. ⁰⁰	\$ 120. ⁰⁰
4	Library	\$ 3,414. ⁰⁰	\$ 120. ⁰⁰
5	Police/Fire/Rescue Station	\$ 7,415. ⁰⁰	\$ 120. ⁰⁰
6	Public Works Facilities	\$ 780. ⁰⁰	\$ 120. ⁰⁰
7	Worthington Road and Interconnecting Buildings	\$ N/A	\$ 120. ⁰⁰
9	Electric Department Facilities	\$ 892. ⁰⁰	\$ 120. ⁰⁰
10	Operations Center	\$ 4,154. ⁰⁰	\$ 120. ⁰⁰
11	Church Street Electric Sub-Station	\$ 1,420. ⁰⁰	\$ 120. ⁰⁰
12	Vernon White Road/Railroad Street Electric Sub-Station	\$ 1,420. ⁰⁰	\$ 120. ⁰⁰
	Total Per Year	\$ 30,196. ⁰⁰	**

** Attach Additional rate schedule , if needed.

Vendor Name: Piedmont Service Group

Address: 4640 N. Creek Dr.

City: Greenville State: NC Zip Code: 27834

Phone Number: 252.355.5051 Cell Number: 252.217.9086

Signature:  Date: 10/2/2025

The bidder further proposes and agrees hereby to commence work under his contract after receiving a written Notice to Proceed.

The undersigned acknowledges receipt of the following Addenda to the Drawings and/or Specifications.

Addendum No.

Dated

The undersigned further agrees that in the case of failure on their part to execute the said contract and the bond within ten (10) consecutive calendar days after written notice being given of the award of the contract, the check, cash, or bid bond accompanying this bid shall be paid into the funds of Town of Winterville's account as liquidated damages for such failure; otherwise the check, cash, or bid bond accompanying this proposal shall be returned to the undersigned.

Submitted this 2nd day of October, 2025.

Piedmont Service Group
Name of Bidder/Corporation/Firm/Individual

 Senior Business Development
Signature of Officer/Individual - Title

4640 N. Creek Dr.

Greenville, NC 27834
Business Address of Corp./Firm/Individual

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025
Presenter: Anthony Bowers, Assistant Town Manager		
Item to be Considered		
Subject: 2020 Sewer Pumpstation Project. Change Order 4a. Action Requested: Approve Change Order. Attachment: NA.		
Prepared By: Anthony Bowers, Assistant Town Manager		Date: 10/2/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
During construction it was determined that there was an issue with a manhole that was not aligned properly. The issue was the result of a problem in the design. Rivers and Associates has agreed to pay for correcting the issue, but we needed a change order so that contractually everything will still be covered by warranty. Rivers and Associates will reimburse the Town in the amount of \$10,897.36.		
Budgetary Impact: The budget will increase but it will be offset with a reimbursement.		
Recommendation: Staff recommends Council approve Change Order 4a.		

	Town of Winterville Town Council Agenda Abstract	Item Section: Consent Agenda Meeting Date: October 13, 2025
Presenter: Anthony Bowers, Assistant Town Manager		
Item to be Considered		
Subject: ADA Complinance Study and Assessment, Task Order 44 with The Wooten Company Engineering. Action Requested: Approve Task Order 44. Attachment: Contract – Task Order 44.		
Prepared By: Anthony Bowers, Assistant Town Manager		Date: 10/2/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
The NCDOT 2015 ADA Self-Assessment and Transition Plan requires that each municipality update their ADA Plan every five years. The Town last developed a plan in 2020. The Wooten Company is the engineering firm of record and originally developed the plan in 2020. The Wooten Company will present this plan to Council for adoption at the February 2026 meeting. The cost of the study is \$25,800.00		
Budgetary Impact: Increase budget in the amount of \$25,800.		
Recommendation: Staff recommends Council approve Task Order 44 with The Wooten Company.		

Task Order No. 44 – Town of Winterville – 2025 ADA Transition Plan Update

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated **September 10, 2015** ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: **2025 ADA Transition Plan Update**

B. Description: **Engineer will provide services (as noted in Section 2) to update a previously developed 2020 ADA Transition Plan which will include the evaluation of renovations to Town buildings conducted since 2020, inspection of the Town's Public Works facility, all Town-owned sidewalks added to inventory since 2020 and updates made to Handicap Ramps along Town Sidewalks. Evaluation results and recommendations will be presented in an updated Engineering Report in accordance with NCDOT 2015 ADA Self-Assessment & Transition Plan with associated capital costs and a prioritization schedule. This project is funded with local funds.**

C. Number of Construction Contracts

The Specific Project is anticipated to be constructed under **1** Study Contracts.

2. Services of Engineer

☒ Study Services:

☐ Design Services:

☐ Bidding or Negotiating Services

☐ Part-time Construction Admin. And Resident Project Representative Services

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

Engineer will present the Engineering report within three (3) months from the execution of this agreement.

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>
ADA Transition Plan Update	Lump Sum	\$ 25,800.00
TOTAL ESTIMATE		\$ 25,800.00

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

6. Consultants: **None.**

7. Other Modifications to Agreement: **None.**

8. Attachments: **None.**

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 **October 13, 2025.**

Owner:
Town of Winterville, NC

By: _____
Print **Terri Parker**
name: _____
Title: **Town Manager**
Date _____
Signed: _____

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

By: _____
Print name: **W. Brian Johnson, PE**
Title: **Vice President**
Date Signed: _____

Engineer License or Firm's Certificate No. (if
required):

F-0115

State of: **North Carolina**

Address for Owner's receipt of notices:

PO Box 1459
Winterville NC 28590

Address for Engineer's receipt of notices:

120 N. Boylan Avenue
Raleigh, NC 27603

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: _____



SCHEDULE OF FEES
Hourly Rates for Wage Categories
7/1/2025

Wage Category	Hourly Billing Rate
Engineer I	\$ 140
Engineer II	\$ 175
Engineer III	\$ 230
Engineer IV	\$ 265
Engineer V	\$ 298
Architect I	\$ 108
Architect II	\$ 138
Architect III	\$ 185
Designer I	\$ 100
Designer II	\$ 125
Designer III	\$ 150
Designer IV	\$ 195
Construction Admin I	\$ 140
Construction Admin II	\$ 215
Construction Admin III	\$ 265
Construction Observer / Resident Project Representative	\$ 138
Utility Coordinator II	\$ 157
Utility Coordinator III	\$ 246
Survey Technician I	\$ 76
Survey Technician II	\$ 88
Survey Technician III	\$ 99
Survey Technician IV	\$ 121
Survey Technician V	\$ 153
Surveyor II	\$ 168
Surveyor III	\$ 211
Surveyor IV	\$ 240
GIS Analyst I	\$ 88
GIS Analyst II	\$ 116
GIS Analyst III	\$ 145
GIS Analyst IV	\$ 168
Funding Coordinator I	\$ 95
Funding Coordinator II	\$ 165
Funding Coordinator III	\$ 195
Project Assistant	\$ 99

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate,
Subcontracted Services and other expenses at cost plus 10%.

Standard Hourly Rates are subject to periodic review and adjustment.

	Town of Winterville Town Council Agenda Abstract	Item Section: Old Business Meeting Date: October 13, 2025
	Presenter: Terri L. Parker, Town Manager	
Item to be Considered		
Subject: Little Property (Parcel No. 93214) 251 Davenport Farm Road – Designate Utility Provider. Action Requested: Approve Subject Property to be Served by Greenville Utilities Commission for Electric and Water Service. Attachment: Attached Minutes from August 2025 Regular Council Meeting.		
Prepared By: Terri L. Parker, Town Manager		Date: 10/7/2025
ABSTRACT ROUTING:		
☒ TC: 10/6/2025	☒ TM: 10/7/2025	☒ Final: tlp - 10/7/2025
Supporting Documentation		
At the August 4, 2025 Regular Council Meeting, Council voted NOT to serve the above-referenced property with Town electric and water service. Said property, however, is located with the service districts for the Town of Winterville, therefore, Council will need to take action to request that Greenville Utilities Commission provide electric and water service to the subject property. Staff recommends that Council vote to make a request to Greenville Utilities Commission to serve 251 Davenport Farm Road with electric and water service.		
Budgetary Impact: NA.		
Recommendation: Staff request Council approval of the Request outlined above.		



**WINTERVILLE TOWN COUNCIL
MONDAY, AUGUST 4, 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, 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 Winterville Town Council meeting to order on Monday, August 4, 2025, at 6:00 PM in the Winterville Town Hall Assembly Room.

INVOCATION

The invocation was given by Luther Hemby.

PLEDGE OF ALLEGIANCE

Following the invocation, those present stood for the Pledge of Allegiance.

WELCOME

Mayor Hines welcomed everyone to the meeting.

ROLL CALL

The Town Manager conducted roll call. Present were: Councilwoman Hawkins, Councilwoman Harrell, Mayor Hines, Mayor Pro Tem Moye, Councilwoman Robertson, and Councilwoman Smith. All council members were present and accounted for.

APPROVAL OF AGENDA

The Town Manager called attention to an amended copy of the agenda at council members' seats, with additions denoted in red. The additions included: the public comment section, a new business item #5, and another agenda item #4.

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

RECOGNITION OF NEW EMPLOYEES

Shamika Williams, Equipment Operator, Public Works Department

Public Works Director McGuffin introduced Shamika Williams, the newest employee in Public Works as an equipment operator. Ms. Williams previously worked as a cross-country truck driver and most recently as a concrete truck driver for S. T. Wooten. Ms. Williams thanked the council for the opportunity and expressed her pleasure in meeting everyone.

Nicholas Holton, Electric Line Technician 1st Class, Electric Department

Electric Director Mills introduced Nicholas Houghton, who previously worked for Lee Construction Company. Mr. Holton apologized for any mud and expressed his appreciation to Mayor Hines, the Town Council members, Electric Director Mills, and the Winterville community for the opportunity to serve the town.

Mayor Hines welcomed both new employees to the "Winterville family."

PROCLAMATIONS

Mary Forlines – 99th Birthday

The Town Clerk read a proclamation honoring Mary Forbes Forlines on her upcoming 99th birthday. The proclamation detailed Ms. Forlines' history in Winterville, including her birth just outside Greenville in 1926, her education at Winterville schools, her marriage to E.O. "Pannie" Forlines in 1946, her 23-year career teaching sewing at Pitt Technical Institute, and her 82 years of membership and service at Winterville Christian Church. The proclamation also recognized her 33 years of leadership with the Winterville Historical and Art Society, where she made five quilts for fundraisers that raised over \$14,000 for various projects.

Ms. Forlines received the proclamation and addressed the council with a clear and articulate speech. Mayor Hines commented on what a tremendous honor it was to recognize someone of her age who was able to "give a better speech than me."

PRESENTATIONS

Sidewalk Audit – Kat Dale

Ms. Kat Dale, Safe Routes to School Coordinator, presented findings from a walk audit conducted in April. She explained that a diverse group of community members, including people in wheelchairs, with strollers, a teenager, council members, and ECU Health representatives, participated in the audit that started at Cooper's Cup and stopped at five locations downtown.

Ms. Dale identified five priority safety issues and proposed solutions:

- Depot Street and North Railroad - Problem: Pedestrians crossing to Local Oak brewery lack visibility, sidewalk, curb cut, or crosswalk. Solution: Add high visibility crosswalk, ADA-compliant curb cut, and infill sidewalk.
- Rail Crossings - Problem: No dedicated pedestrian infrastructure at rail crossings. Solution: Create painted line crossing areas as a short-term solution while planning for more permanent infrastructure during upcoming stormwater projects.
- Recessed Curb - Problem: Nearly invisible drop-off in front of fire/police department when approached from above. Solution: Add planters to physically prevent trips and falls while adding desired greenery downtown.
- Main Street at North Road - Problem: Poor visibility for pedestrians crossing, with drivers failing to yield. Solution: Install temporary bulb-outs (curb extensions) to shorten crossing distance and increase visibility, with potential for permanent solutions if effective.
- Main and Mill Intersection - Problem: Single crosswalk with no pedestrian crossing signal at DOT intersection. Solution: Add high-visibility crosswalks, curb cuts, and sidewalks with pedestrian crossing signals.

Ms. Dale noted that conversations have already begun with NCDOT about the Main and Mill intersection, and that several of the proposed interventions could be funded through her Safe Routes to School grant, which has recently been expanded to allow for these types of improvements.

Councilwoman Smith commented that most of these safety improvements were inexpensive but could save lives and bring more people downtown. Councilman Moore mentioned the need to look at the Boyd Street railroad crossing near Roberson where many parents walk in the mornings.

Winterville at Work Video

A video demonstration of the Winterville at Work app was presented. Town Manager Parker explained that residents can use the app to report issues like broken fire hydrants and damaged streets by simply opening the app, starting a request, choosing the issue type, submitting a picture, and providing location details. The request is automatically sent to the correct department, and users can track their requests and communicate with staff.

Town Manager Parker noted that while the app requires minimal personal information to set up (just name and email), it provides significant benefits including emergency alerts. Multiple council members commented on the app's usefulness, with Councilwoman Harrell noting it was valuable for receiving weather alerts and Councilwoman Smith appreciating the weekly recycling reminders.

Councilwoman Hawkins asked for clarification on whether the app was primarily for work orders or if it served other purposes. Town Manager Parker and Town Clerk Harvey confirmed that the app also serves as an alert system for emergency notifications and connects to the town website for additional information.

PUBLIC COMMENT

Mayor Hines read the public comment policy before inviting the registered speaker to address the council.

Ms. Mad de Jesus of 2418 Mill Street spoke about the four-way stop sign at the intersection of Mill and Boyd Street. She reported there had been an accident at the intersection on August 1st but noted that she now preferred the four-way stop to a traffic light. She explained that with traffic lights, drivers tend to speed to beat the light, whereas the stop sign forces everyone to stop, which she appreciates. She also mentioned enjoying interactions with people who stop at the intersection and compliment her yard.

Councilwoman Hawkins thanked Ms. de Jesus for being an engaged citizen concerned with public safety. She noted that the council had worked hard to get the all-way stop sign installed as an alternative to a traffic light, which they were unable to get. While the stop sign has increased safety, she mentioned that some drivers still speed after stopping and some run the stop sign completely. She emphasized that these are moving violations and hoped law enforcement would address them.

CONSENT AGENDA

The consent agenda included:

- Approval of Council Meeting Minutes.
- Budget Amendment 2025-2026-1.
- Tax Settlement 2024-2025.
- Watermelon Festival Requests.
- Parking Ordinance Amendment.
- System Development Fee.
- The Wooten Company – General Consulting Fee Task Order 43.
- Pornography Policy.
- Eli's Ridge Annexation-Direct Town Clerk to Investigate Sufficiency.
- Neuse River Hazard Mitigation Plan Resolution 25-R-081.

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

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Winterville Human Relations Board By-Law Amendment

Town Clerk Harvey explained that at the last board meeting, the Human Relations Board requested that the Council approve an amendment to the bylaws to allow for one alternate member. This would provide for a "member in training" and ensure six voting members if someone is unable to attend a meeting.

Motion made by Councilwoman Roberson and seconded by Councilwoman Harrell to amend the Winterville Human Relations Board bylaws by allowing for an alternate member. Motion carried unanimously, 5-0.

Advisory Board Appointments: Winterville Human Relations Board

Town Clerk Harvey recommended addressing the Human Relations Board appointments in three separate actions:

- First, reappointment of current members whose terms are expiring:

Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Moye to reappoint Dennis Bottoms and Shantel Hawkins to the Human Relations Board. Motion carried unanimously, 5-0.

- Second, filling a vacant board position from four applicants (Latonya Jones, Christie Leary, Dee Parker, and Shereé Daniels):

Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Hawkins to accept Christie Leary as a member of the Winterville Human Relations Board. Motion carried unanimously, 5-0.

- Third, appointing an alternate member from the remaining three applicants:

Motion made by Mayor Pro Tem Moye and seconded by Councilwoman Roberson to accept Shereé Daniels as the alternate for the Human Relations Board. Motion carried unanimously, 5-0.

Councilwoman Hawkins inquired about college student appointments. Town Clerk Harvey explained they had decided to advertise for college and high school members and would bring nominations to a future board meeting.

Advisory Board Appointments: Planning and Zoning

Planning and Economic Development Director Penn explained that several Planning and Zoning Board seats were expiring. The three-year in-town seats were currently occupied by Brandy Daniels, James Godfrey Jones, and Morris Luton. An in-town alternate seat was occupied by Domini Cunningham, and an ETJ seat was occupied by Henry Hostetler. Planning and Economic Development Director Penn confirmed that all current members had expressed interest in continuing to serve.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to keep the current Planning and Zoning Board members who had expressed a desire to continue serving. Motion carried unanimously, 5-0.

Animal Control Ordinance

Town Manager Parker introduced the agenda item but asked Town Attorney Lassiter to lead the discussion. Town Attorney Lassiter explained he had reviewed the interlocal agreement for animal control services with Pitt County, noting he had previously reviewed similar agreements for Simpson and Bethel. He identified a few areas that needed revision and had contacted the Pitt County attorney about these changes.

Town Manager Parker provided additional information, noting that if approved, the agreement would begin September 1st for a 10-month period ending June 30th, at a cost of \$5,000. A full year

contract would cost approximately \$25,000. She explained that while the county would enforce the county's animal control ordinance in town, certain sections of Winterville's animal ordinance (such as the limit of four dogs per residence) would be retained in Exhibit A of the agreement.

Police Chief Williams addressed questions about response times, noting that with only one officer covering the entire county, response might not be as quick as if the town handled animal control itself. He also mentioned that if the shelter is full, particularly for cats, they would not be able to accept new animals. Police Chief Williams and Town Manager Parker also clarified that under state law, anyone feeding a stray animal becomes responsible for that animal.

Two motions were presented for approval:

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moye to approve the town entering into the animal control agreement with Pitt County pending Attorney Lassiter's final review. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moye to approve Resolution Number 25-R-083. Motion carried unanimously, 5-0.

Supplement of a Deed from CMSD to Town of Winterville

Town Attorney Lassiter explained that in 2017, the Contentnea Metropolitan Sewerage District (CMSD) had approved a motion to look into conveying part of their land adjacent to the Winterville Cemetery to the town. Recently, CMSD agreed to deed a small tract (4,046.7 square feet or 0.09 acres) to the town. The deed had been signed by Mark Smith as chairman of CMSD and now needed council acceptance.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Acceptance of the Deed from the Contentnea Metropolitan Sewage District (CMSD) to the Town of Winterville. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS

Multi-Purpose Center - Concise Progress/Update Requested

Councilwoman Hawkins requested an update on the Multi-Purpose Center project and information on how the \$25,000 allocated for the project was being utilized. She also requested clarification on the timeline for progress.

Parks and Recreation Director White reported that the basketball court and picnic shelter had been removed from the site where the multi-purpose center would be built. McGill and Associates was working on plans based on community input from the comprehensive plan developed during last year's Watermelon Festival. She stated that the consultants were expected to provide options and plans in about two weeks.

Councilwoman Hawkins requested more specificity about the timeline and questioned a reference in the comprehensive plan to public meetings on August 23rd and 24th that she was not aware of. She emphasized the need for transparency in the process, particularly for a project that had been discussed for nearly 20 years.

Town Manager Parker noted that the \$25,000 would go toward the plans currently being developed and potentially toward demolishing the church on the property, including asbestos testing. She committed to providing a detailed breakdown of costs and a timeline from McGill within the next 2-3 weeks.

Community Opportunity/Resident Resources

Councilwoman Hawkins discussed the importance of providing ways for citizens to give feedback to the town, not just receive information. She suggested implementing online surveys and comment boxes to better connect with residents.

She also followed up on a previous conversation with Assistant Town Manager Bowers about providing residents with access to community resources. She noted that other towns and cities have links on their websites for resources like churches, food pantries, and other community services.

Town Clerk Harvey mentioned that there is a resources page on the website, though it may not include all available resources. Assistant Town Manager Bowers confirmed that under the "Residence" tab on the new website, there is a listing that covers jobs, food, medical needs, and help with bills. He acknowledged the challenge of keeping the information current and welcomed suggestions for additions.

Councilwoman Harrell suggested a quarterly review of the resources to ensure they remain up to date. Councilwoman Hawkins offered to share an extensive resource list from the Community Outreach Network that is updated in real time.

Small Business Town Hall

Councilwoman Hawkins proposed organizing a small business showcase to give local businesses an opportunity to present their services to the community. She noted that while the Chamber of Commerce had organized a small business scavenger hunt, several business owners had told her they were unaware of the event. She emphasized that this would be an additional option, not a replacement for Chamber activities.

Mayor Hines mentioned that the town's Economic Development Planner Daughtry and Chamber Director Rebecca Cavanaugh already work with small businesses. He noted that the scavenger hunt had reached maximum capacity quickly.

After discussion about the format and location of such an event, Councilwoman Hawkins made a motion to have staff look into organizing a small business town hall showcase.

Motion: Councilwoman Hawkins moved to have staff look into what a small business town hall showcase would look like and determine a potential date, seconded by Councilwoman Harrell. The motion failed with 2 votes in favor and 3 against.

Councilwoman Roberson explained her opposition, noting that such events require significant preparation work including research, contacting businesses, booking space, and advertising. She suggested that businesses that were unaware of previous events should contact the Chamber directly to ensure they are included in future activities.

Following a brief recess, the meeting resumed.

Councilwoman Hawkins also brought up the issue of extending Hillcrest Park's closing time during summer months. She noted that the current policy of closing at "dusk" was ambiguous and that with high temperatures, people often want to use the park in the evening as it cools down. She proposed extending the closing time to 8:45 PM throughout the summer, reverting to dusk after September 22nd.

Motion made by Councilwoman Hawkins to extend hours of Hillcrest Park. The motion died for a lack of second.

Councilwomen Smith and Harrell raised concerns about safety after dark and the difficulty of communicating varying closing times. Mayor Hines requested that Town Manager Parker provide a definitive definition of "dusk" at the next meeting.

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

Town Manager Performance Review

Town Manager Parker provided six potential dates in August for the Town Manager performance review (18th, 19th, 20th, 25th, 26th, and 27th). After discussion, the Council agreed to hold a special meeting on August 26th at 6:00 PM for this purpose. Town Clerk Harvey will advertise the special meeting, and the council will go into closed session for the review.

Town Strategic Plan

Amendments to Code of the Ordinances/Council Rules and Procedures

Accessory Dwelling Units

Town Manager Parker noted these items would require separate work sessions, and each might take more than one meeting to fully address. He asked council members to check their calendars

for potential fall dates and to email her with any additional items that should be included in future work sessions.

QUARTERLY REPORTS FROM DEPARTMENT HEADS

Town Manager Parker noted that the quarterly reports for May, June, and July were included in the meeting packet starting on page 179. Due to the July meeting being off schedule, the next quarterly report would cover just August and September.

Councilwoman Hawkins inquired about when Town Council had decided to switch from monthly to quarterly reports. Town Clerk Harvey clarified that this was his error in interpretation and apologized. He stated that council members would resume receiving monthly written reports, with the July reports going out as soon as possible. Town Manager Parker added that they would receive both monthly reports by email and written quarterly reports in their agenda packets.

ANNOUNCEMENTS

Mayor Hines highlighted several upcoming events:

- National Night Out Back to School Splash on August 5th from 4:30-7:30 PM at the Market on the Square
- Watermelon Festival on August 21st
- Labor Day (Town Hall closed)
- Movie in the Park on September 5th
- Regular Town Council meeting on September 8th

Town Clerk Harvey reminded council members about the ElectriCities conference packages, which would be ready later in the week.

Mayor Hines recognized County Commissioner Mark Smith who was in attendance.

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

Councilwoman Hawkins

Councilwoman Hawkins began by stating that "leadership is not being in charge but being in service." She requested an update on parking issues at Main and Mill Street, which she had previously raised in March. Assistant Town Manager Bowers explained they were working with NCDOT and the Vision Zero committee on this intersection, with more information expected after the Vision Zero committee meeting on the 6th.

She also inquired about mosquito spraying. Public Works reported they had sprayed twice this year, most recently on July 21st - 22nd, and would likely spray again within a week.

Councilwoman Hawkins reminded everyone that school would be returning on August 25th and encouraged parents to begin preparing their children by adjusting sleep habits and encouraging reading. She also expressed appreciation for both visible and behind-the-scenes town staff.

Councilwoman Harrell

Councilwoman Harrell thanked town staff for their pleasant demeanor during her morning walks. She specifically commended Assistant Town Manager Bowers and his staff for extending the cutoff deadline for utility payments during the extreme heat, calling it a compassionate decision. She also wished educators, administrators, and students a successful and safe school year.

Mayor Pro Tem Moyer

Mayor Pro Tem Moyer thanked the staff for the recent appreciation dinner, particularly praising the delicious barbecue chicken. He also expressed appreciation for the removal of the basketball court on Chapman Street and asked Police Chief Williams about the process for reporting scams.

Chief Williams explained that the police department has a fraud packet that citizens can fill out to protect their social security numbers in NCIC with a verifiable claim. He noted that some scams are difficult to trace, especially those originating overseas, but that the department takes all fraud reports seriously and works with other agencies when appropriate.

Councilwoman Roberson

Councilwoman Roberson encouraged citizens to participate in town events like the Back to School event, National Night Out, Coffee with a Cop, and the senior living program. She reported on attending a Pitt County housing program and noted they provide urgent repairs including tree removal when trees endanger residents' homes. She suggested Winterville consider adding this service to its urgent repair program.

She expressed disappointment that when she spoke with a representative from Rebuilding Together (which administers Winterville's program), they initially denied working with the town. Town Manager Parker assured her this had been clarified and that they are updating applicant information, with hopes to move forward in the next 2-3 weeks.

Councilwoman Smith

Councilwoman Smith congratulated the Public Works and Utility Department on their new hires, noting it speaks well of Winterville that people want to work for the town despite turnover issues elsewhere. She also thanked Town Manager Parker for implementing agenda review sessions, which she found informative and helpful.

Town Attorney Lassiter

Town Attorney Lassiter expressed appreciation to the Council, Mayor, and Staff for their condolences following the passing of his father. He noted that his father had been trying to make it to 90 and that the family had a birthday celebration for him over the weekend and planted a tree in his honor. He also reminded the council of the upcoming closed session.

Town Manager Parker

Town Manager Parker thanked Staff for their hard work, noting that while he missed the staff appreciation lunch, he understood that Assistant Town Manager Bowers and Mayor Pro Tem Moyer did a fabulous job.

Mayor Hines

Mayor Hines thanked the staff for their excellent work, noting that he frequently hears positive comments about Winterville when he is out in the community. He also recognized the town's all-star sports teams for representing Winterville well, particularly commending their sportsmanship.

CLOSED SESSION

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Moyer to go into Closed Session under NCGS § 143-318.11(a)(3) to consult with an attorney and NCGS § 143-318.11(a)(5) to establish a position regarding real property acquisition. Motion carried unanimously, 5-0. Council entered into Closed Session at 8:47 pm

Motion made by Councilwoman Smith and seconded by Councilwoman Harrell to return to Open Session. Motion carried unanimously, 5-0.

Upon returning to open session, the following actions were taken:

Motion made by Mayor Pro Tem Moyer and seconded by Councilwoman Smith to deny Farmstead to connect to GUC for water and sewer. Motion failed 2-3. Councilwoman Harrell, Councilwoman Hawkins, and Councilwoman Roberson opposed.

Motion made by Mayor Pro Tem Moyer to come to the table and work out a solution. Motion died for lack of a second.

Motion made by Councilwoman Harrell and seconded by Councilwoman Roberson to allow Farmstead to connect to GUC for water and sewer. Motion carried 4-1. Mayor Pro Tem Moyer opposed.

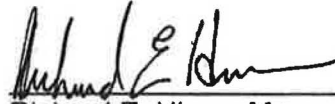
Motion made by Councilwoman Smith and seconded by Councilwoman Roberson that the town not service the Little property with water and electric at this time. Motion carried unanimously, 5-0.

ADJOURN

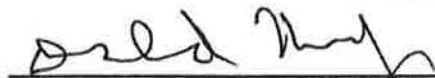
Motion made by Councilwoman Roberson and seconded by Councilwoman Harrell to adjourn the meeting. Motion carried unanimously 5-0. Meeting adjourned at 10:32 pm.

Adopted this the 8th day of September 2025.

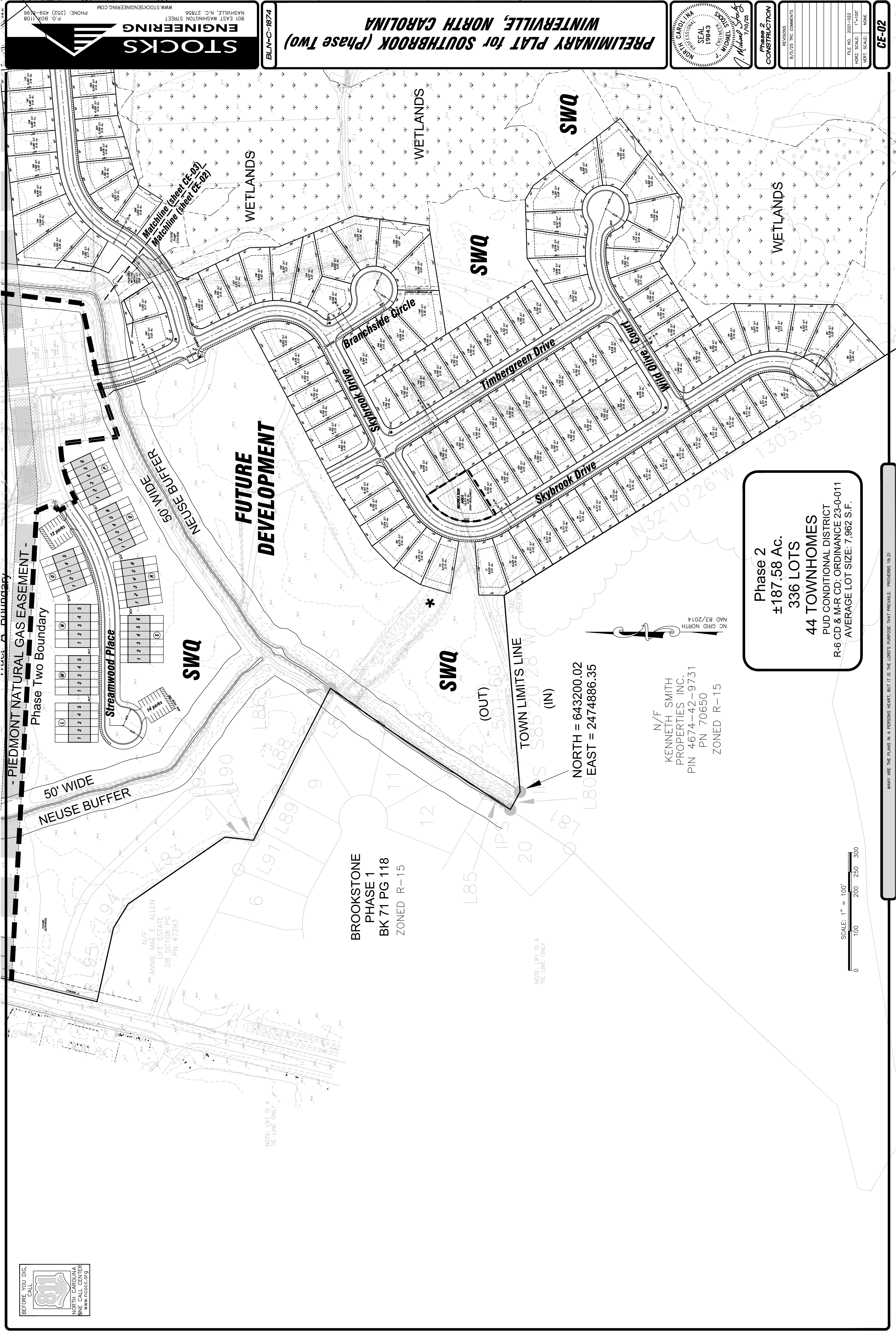



Richard E. Hines, Mayor

ATTEST:


Donald Harvey, Town Clerk

	Town of Winterville Town Council Agenda Abstract	Item Section: New Business Meeting Date: October 13, 2025
Presenter: Stephen Penn, Planning and Economic Development Director		
Item to be Considered		
Subject: Southbrook Phase 2 Preliminary Plat (Revised). Action Requested: Review and Approval of Southbrook Phase 2 Revised Preliminary Plat. Attachment: Southbrook Phase 2 Preliminary Plat Revised - Stamp Date 9.3.25; Staff Report; Southbrook Zoning and PUD Ordinance; Existing Southbrook Phase 2 Preliminary Plat - Previously Approved.		
Prepared By: Stephen Penn, Planning and Economic Development Director		Date: 9/29/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp 10/7/2025		
Supporting Documentation		
Applicant: Southbrook NC, LLC (Scott Moore). Location: Between Church Street Ext.& Laurie Ellis Road. Parcel Numbers: 92861 & 92860 (Previously 15006, 11636, 11638, 82096, & 82094) Resubmission Details: A previous version of this Plat was approved by P&Z on 3.17.25 and by Town Council on 4.14.25. Applicant rearranged 16 lots in order to avoid an environmental impact (Neuse River Buffer) that was located on the northern most portion of Trailside Lane. The new plat terminates Trailside Lane prior to the buffer. The resubmission results in a better design for the developer, future residents, and the Town. Site Data: 9.3.25 Plat: Phase 2 Contains 187.58 acres. 336 Single Family Lots & 44 Single Family Attached (Townhome) Lots. - Previously Approved Plat that is to be replaced: Phase 2 Contained 187.58 Acres. 336 Single Family Lots & 44 Single Family Attached (Townhome) Lots. Zoning District: R-6 Conditional District & MR Conditional District Planned Unit Development (PUD). Outlined within Southbrook Development Plan/Ordinance 23-O-011. Staff Analysis: - Southbrook was zoned as a R-6 and M-R Planned Unit Development (PUD) Conditional District due to the significant amount of environmentally sensitive land found on the site. This allowed the developer to cluster development into smaller pockets in order to achieve a density that matches the Suburban Residential Character area as described within the Comprehensive Land Use Plan. The Southbrook Development Plan/Ordinance outlines development requirements specific to this development. Anything that is not addressed within the Southbrook Development Plan must meet the Town's requirements for the principal zoning district (whether R-6 or M-R). Staff recommends approval of Southbrook Phase 2 Preliminary Plat Resubmission as it has been reviewed by and has received Winterville Staff TRC Approval and meets development standards. The revision results in a better design for the developer, future residents, and the Town. Winterville's Planning and Zoning Board reviewed this plat at their September 15, 2025 meeting and unanimously recommended approval.		
Budgetary Impact: NA.		
Recommendation: Staff recommends approval of Southbrook Phase 2 Revised Preliminary Plat.		



STOCKS ENGINEERING
801 EAST WASHINGTON STREET
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BLN-C-1874

PRELIMINARY PLAT for SOUTHBROOK (Phase Two)
WINTERVILLE, NORTH CAROLINA

SEAL
19843
MICHAEL SMITH
7/10/23

Phase 2
CONSTRUCTION

REVISIONS
8/5/23 TRC COMMENTS
FILE NO. 2021-022
HORZ. SCALE: 1"=100'
VERT. SCALE: NONE
CE-02

Phase 2
±187.58 Ac.
336 LOTS
44 TOWNHOMES
PUD CONDITIONAL DISTRICT
R-6 CD & M-R CD; ORDINANCE 23-0-011
AVERAGE LOT SIZE: 7,962 S.F.

N/F
KENNETH SMITH
PROPERTIES INC.
PIN 4674-42-9731
PN 70650
ZONED R-15

NORTH = 643200.02
EAST = 2474886.35

BROOKSTONE
PHASE 1
BK 71 PG 118
ZONED R-15

NOTE: L91 IS A
TIE LINE ONLY

NOTE: L81 IS A
TIE LINE ONLY

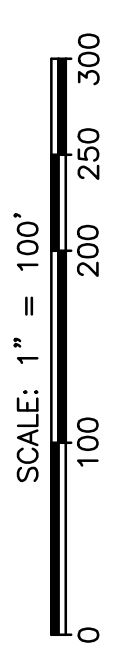


Professional Engineer Seal for Michael Stocks, State of North Carolina, License No. 19843, dated 7/10/25.

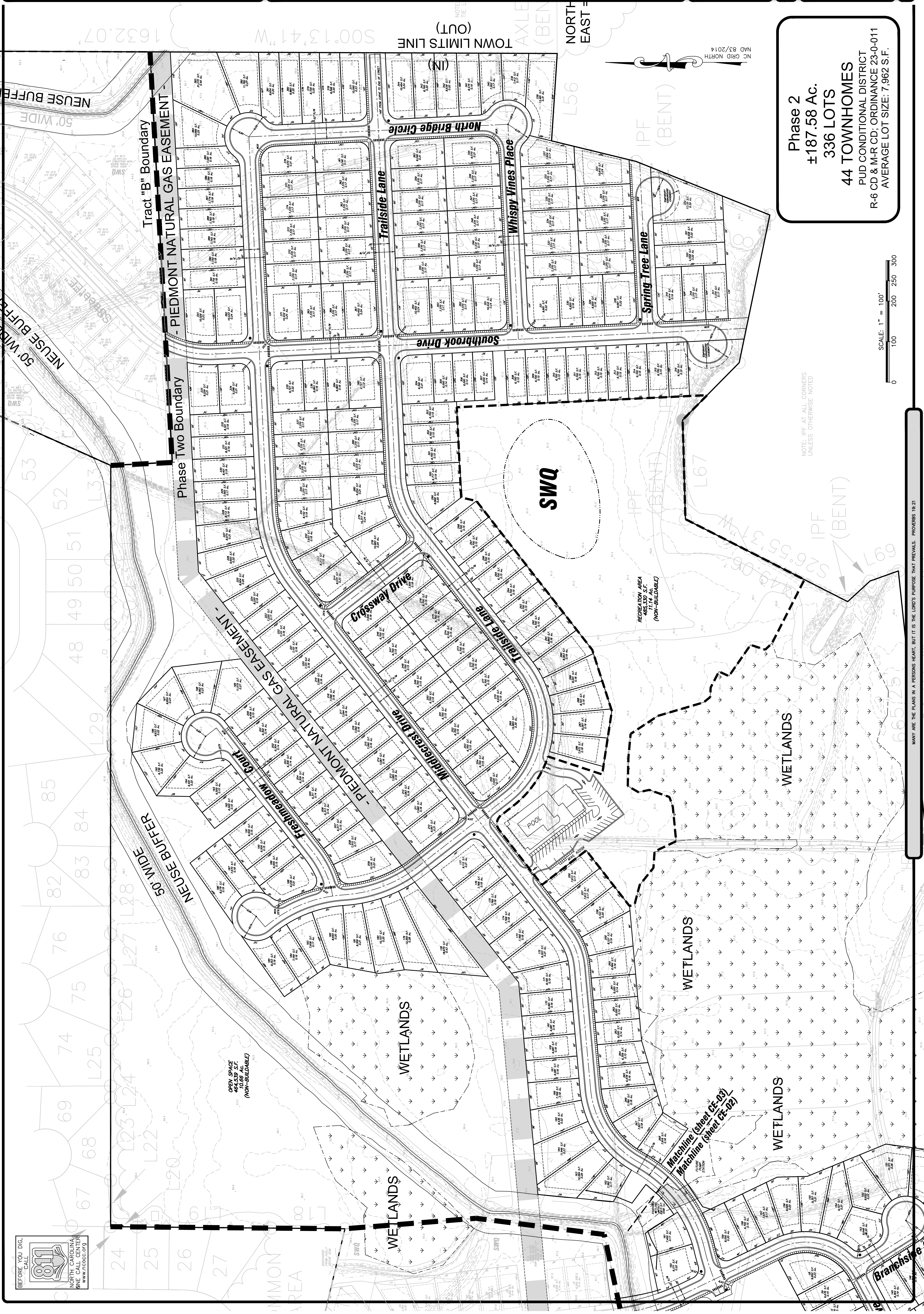
Phase 2 CONSTRUCTION	REVISIONS	FILE NO.	2021-022
	8/5/25 TRC COMMENTS	HORIZ. SCALE:	1"=100'
		VERT. SCALE:	NONE

CE-03

Phase 2
±187.58 Ac.
336 LOTS
44 TOWNHOMES
PUD CONDITIONAL DISTRICT
R-6 CD & M-R CD; ORDINANCE 23-0-011
AVERAGE LOT SIZE: 7,962 S.F.



MANY ARE THE PLANS IN A PERSONS HEART, BUT IT IS THE LORD'S PURPOSE THAT PREVAILS. PROVERBS 19: 21





Town of Winterville Planning Department

Preliminary Plat Report for Southbrook Phase 2 Revised Preliminary Plat.

*****This revised version of the Preliminary Plat rearranged 16 lots in order to avoid an environmental impact. This revised Plat results in a better design for the developer, the future residents, and the Town. The lot count remains the same. **A version of this plat was denied by Town Council in December 2024. The applicant revised their plat to meet the standards of the Town and was approved by Town Council in April 2025.**

GENERAL INFORMATION

APPLICANT	Southbrook NC, LLC (Scott Moore).
Submission Type:	Preliminary Plat. (Revised) Previously Version was approved by Town Council -April 2025.
CONDITIONS	Zoned R-6 Conditional District & MR Conditional District Planned Unit Development (PUD) as outlined Within Ordinance Number 23-O-011
LOCATION	Church Street Extension & Laurie Ellis Rd.
PARCEL ID NUMBER(S)	92860 & 92861 (Previously 15006, 11636, 11638, 82096, & 82094)
Site Data	This Phase contains 336 Single Family Lots & 44 Single Family Attached Lots.
TRACT SIZE	This Phase contains 187.58 acres. (entire site is 245.43 Acres).
TOPOGRAPHY	Flat
VEGETATION	Cleared, Wooded, Etc.

SITE DATA

EXISTING USE	Vacant/ Wooded/ ETC.
---------------------	----------------------

ADJACENT PROPERTY	ADJACENT LAND USE
N	Single Family Residential
W	Single Family Residential.
E	Vacant/Farmland.
S	Single Family Residential & Farmland.

SPECIAL INFORMATION

OVERLAY DISTRICT	None.
ENVIRONMENTAL / SOILS	See Construction Drawings or Preliminary Plat.



FLOODPLAIN	None on current maps.
STREAMS	Southeast Drainage Lateral SC-35A, Tributary of off Swift Creek
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit

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

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements). **No bufferyard is required due to proposed and adjoining land uses.**

TRANSPORTATION

STREET CLASSIFICATION	Laurie Ellis Road – NCDOT Road & Minor Thoroughfare. Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards. The Phase 1 Preliminary Plat showed access from Laurie Ellis Road, Church Street Extension, Cassena Drive (from Eli's Ridge); and Sparrow Ln. (from Mellon Downs).
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Laurie Ellis Rd– 2,800 Church Street Ext - 200 (Measured closer to Reedy Branch Intersection).
Level Of Service (Transportation Analysis) Current= 2016 Study; Future= 2045 Projection. <i>* LOS is rated from A-F: A is the best, F the worst.</i> <i>* Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.</i>	Laurie Ellis Road- ○ Current LOS A (Extremely Low A). ○ Future LOS A (Extremely Low A). Church Street Extension is not analyzed by the study.
TRIP GENERATION	TBD.
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD by NCDOT.
STREET CONNECTIVITY	Town Ordinances and documents support interconnectivity within the subdivision and to adjoining properties.
OTHER	N/A



STAFF ANALYSIS AND RECOMMENDATION

Staff Analysis and Recommendation

A former version of this plat came before Town Council in December 2024 and was denied due to a zoning issue. The applicants resubmitted their plat with the necessary adjustments and was approved by the Winterville Town Council on April 14, 2025.

This, newly revised Plat, rearranged 16 lots that were located north of the Neuse River Riparian Buffer/ via Trailside Lane. This Plat terminates Trailside Lane prior to the buffer, in order to avoid these impacts. The 16 lots were distributed throughout phase 2. The lot count remains the same. The revised design results in a better overall design for the developer, the future residents, and the Town.

Staff recommends **approval** of Southbrook Phase 2 Revised Preliminary Plat as this version of the plat has received TRC Approval.

Winterville's Planning and Zoning Board reviewed this plat at their September 15, 2025 meeting and **unanimously recommended approval**.

**AN ORDINANCE TO AMEND CHAPTER 155
ZONING ORDINANCE OF THE
CODE OF ORDINANCES OF THE
TOWN OF WINTERVILLE, NORTH CAROLINA
OFFICIAL ZONING MAP**

WHEREAS, The Coley Group has requested amendment of the Zoning Ordinance of the Town of Winterville by rezoning of the property described herein from Agricultural Residential (AR) to PUD Conditional District (R-6 CD and MR CD).

WHEREAS, a public hearing on the question of this zoning amendment was held, at the Winterville Town Hall at 7:00 p.m. on January 9, 2023, after due notice publication on December 28, 2022 and January 4, 2023; and

WHEREAS, due notice of said public hearing was also given by first class mail to the owners of all parcels, as shown on the County Tax Records, adjoining the parcel under consideration, certification of which has been to the Winterville Town Council; and

WHEREAS, due notice of said public hearing was also given by posting a rezoning request notice on the subject property;

WHEREAS, the Winterville Town Council finds that the proposed rezoning is in compliance with the Town of Winterville's Comprehensive Land Use Plan;

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

Section 1. The Town of Winterville Zoning Ordinance, Official Zoning Map, is hereby amended by rezoning the following described track from Agricultural Residential (AR) to PUD Conditional District (R-6 CD and MR CD) and is governed by the attached PUD document and unified development plan.

*The Coley Group, a 245.43-acre tract land located on **Laurie Ellis Road and Church Street Ext. Tax Parcels 15006, 11636, 11638, 82094 and 82096**, and being more particularly described on the attached legal description provided below.*

**LEGAL DESCRIPTION OF PROPERTY
REZONED FROM R-15 to GB CD
THE OVERTON GROUP
WINTERVILLE TOWNSHIP, PITT, NC**

TAX PARCEL #15006:

The following property acquired by A. Donald Stallings by Deed from Roy C. Mills and wife dated May 5, 2005, recorded in Book 1906, Page 113, Pitt County Registry:

PARCEL 1:

BEING all of the lands (EXCEPTING Tract "A" containing 25.2 acres and Tract "B" containing 2.25 acres and Tract "C" containing 2.06 acres and Tract "D" containing 7.2 acres) as shown and described on that certain "MAP FOR RECORD FOUNTAIN W. CARROLL," dated March 23, 1966, and prepared by R. J. Strickland, R.S., which said map is recorded in Map Book 15 at page 21, Pitt County Registry, reference to which is hereby made for a more accurate description.

The lands herein described and conveyed contain 138.74 acres after excepting Tracts "A", "B", "C" and "D" as hereinabove excepted and specified. Being the identical property conveyed by Mary Frances Albritton Carroll (widow) to Roy Mills and wife, Jean Mills by deed dated January 17, 1968, recorded in Book M37, Page 440, Pitt County Registry.

PARCEL 2:

First Tract.: That certain tract or parcel of land situate, lying and being in Winterville Township, Pitt County, North Carolina, and located 408 feet eastwardly from the "First Tract" described in the deed from R. M. Abbott et ux to Lucy Abbott Hunsucker, dated March 21, 1962, and recorded in Book 0-33 at page 355 of the Pitt County Registry, and connected with said "First Tract" herein referred to by a path as shown on the map recorded in Map Book 10 at page 137 in the Office of the Register of Deeds of Pitt County, to which map reference is hereby made, and beginning at a point in the center of the path 408 eastwardly, when measured along the center of the path, from the "First Tract" herein referred to, and running thence North 26 deg. 15 min. East, 100 feet; thence North 52 deg. East, 134 feet; thence S. 36 deg. East, 181 feet; thence S. 9 deg. 45 min. West, 300 feet; thence North 84 deg. 15 min. West, 218 feet; thence North 19 deg. 30 min. West, 147 feet; thence North 29 deg. 15 min. East, 121 feet to the point of the beginning, and containing 2.25 acres, more or less, and being the "Second Tract" described in the deed recorded in Book 0-33 at page 355 of said Registry and hereinabove referred to.

Second Tract.: That certain tract or parcel of land situate, lying and being in Winterville Township, Pitt County, North Carolina, bounded on the north, east and south by the lands of Roy Mills, and on the west by a ditch and the lands of Lucy Abbott Hunsucker on the west side of said ditch, and beginning at the northeast corner of the 25.2-acre tract of land described as "First Tract" in the deed from R. M. Abbott et al, to Lucy Abbott Hunsucker, recorded in Book 0-33 at page 355 of the Pitt County Registry, in Roy Mills' line, and running thence South 11 deg. West, with Roy Mills' line, 312 feet; thence North 86 deg. 15 min. West, 112 feet, more or less, to the center line of a ditch; thence northwardly, with the center line of said ditch, 315 feet, more or less, to the line of Roy Mills; thence with his line, South 79 deg. 30 min. East, 90 feet, more or less, to the point of beginning and containing of an acre, more or less, and being the easternmost portion of the 25.2 acre tract of land described in the deed recorded in Book 0-33 at page 355 of the Pitt County Registry.

The above 2 parcels being the identical property conveyed by deed from Wayland L. Hunsucker and wife, Lucy Abbott Hunsucker, to Roy Mills and wife, Jean Mills, dated January 4, 1973, recorded in Book L4 I, Page 179, Pitt County Registry.

PARCEL 3:

Tract 1:

Containing 23.99 acres, more or less and being Tract No. 1 on map entitled Property of A. D. McLawhorn, Jr. and W. L. Hunsucker dated January 30, 1970 and recorded in Map Book 20, Page 2, Pitt County Registry.

Tract 2:

Containing 23.99 acres, more or less, and being Tract No. 2 on map entitled Property of A. D. McLawhorn, Jr. and W. L. Hunsucker dated January 30, 1970 and recorded in Map Book 20, Page 2, Pitt County Registry.

Existing/ Current PUD and REZONING Ordinance for Southbrook

Being the identical property conveyed by deed from Martin Taylor McLawhorn and Katie Marie Farkus to Roy C. Mills and wife, Jean I. Mills dated September 14, 2002, recorded in Book 1364, Page 644, Pitt County Registry.

TAX PARCELS (#11636 and #11638):

The following property acquired by A. Donald Stallings by Deed from Wayland A. Hunsucker et al dated January 20, 2006, recorded in Book 2056, Page 377, Pitt County Registry and by Quitclaim Deed from Elizabeth Abbott Bridgers et al dated April 30, 2010, recorded at Book 2769, Page 148, Pitt County Registry:

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

Tax Parcel #11636; Tract 1: Being all of Tract 1 consisting of 19.80 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated September 8, 2005, revised December 29, 2005, prepared by Baldwin and Associates and recorded in Map Book 64, Page 185, of the Pitt County Public Registry.

Tax Parcel #11638; Tract 2: Being all of Tract 2 consisting of 7.513 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated September 8, 2005, revised December 29, 2005, prepared by Baldwin and Associates and recorded in Map Book 64, Page 185, of the Pitt County Public Registry.

TAX PARCEL #82094:

The following property acquired by A. Donald Stallings by Deed from Margaret M. Nemtuda et al dated March 14, 2014, recorded in Book 3219, Page 288, Pitt County Registry and by Quitclaim Deed and Release from Wayland A. Hunsucker et al dated May 6, 2014, recorded at Book 3219, Page 314, Pitt County Registry:

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

Being all of Tract 1 consisting of 9.12 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated January 9, 2014, prepared by Bjerkeset Land Surveying and recorded in Map Book 77, Page 97, of the Pitt County Public Registry.

TAX PARCEL #82096:

The following property acquired by A. Donald Stallings by Deed from Wayland A. Hunsucker et al dated April 1, 2014, recorded in Book 3219, Page 295, Pitt County Registry:

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

Being all of Tract 2 consisting of 20.00 acres of land as the same appears on that map entitled "Survey for A. Donald Stallings" dated January 9, 2014, prepared by Bjerkeset Land Surveying and recorded in Map Book 77, Page 97, of the Pitt County Public Registry.

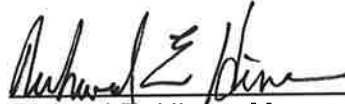
End of Legal Description

Section 2. This action shall be shown on the Official Zoning Map.

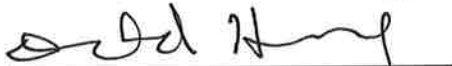
Section 3. This ordinance shall become effective upon adoption.

Adopted this 9th day of January 2023.




Richard E. Hines, Mayor

ATTEST:


Donald Harvey, Town Clerk



**Town of Winterville
Plan Unit Development
For
Southbrook**

Applicant:

Southbrooknc, LLC

4350 Lassiter at North Hills Ave, Ste 256

Raleigh, NC 27609

October 20, 2022



Project Development Team:

Project Manager – Southbrooknc, LLC

4350 Lassiter at North Hills Ave, Ste 256 Raleigh, NC 27609

Contact: Scott Moore

scott@thecoleygroup.com

1. Definitions and Construction Terms

Conceptual Plan. The Conceptual Plan is a plan that generally identifies the land use patterns, conceptual design, and density for the development of the Southbrook Property and is attached as Appendix 1. The Conceptual Plan serves as the zoning map for the development, is a condition of this planned density residential rezoning application, and, along with this document, serves to form the Development Plan for the proposed development.

Developer. The Developer of this project is Southbrooknc, LLC and/or assigns.

Development Plan. This rezoning application with the Conceptual Plan constitutes the Development Plan.

Home Owners Association (HOA). The HOA is a non-profit corporation for the purposes, among other things, of owning and managing the privately owned common areas and providing governance of the development as a homeowner's association.

Open Space. "Open space" refers to areas of the development that allow for light, air, wildlife habitat, stormwater control, and scenic and recreation use. Also included are areas designed to enhance the privacy or general appearance of the development. Open space shall be owned and maintained by the HOA.

Planned Unit Development (PUD). This zoning designation is established to allow for design flexibility of development and is intended to encourage efficient use of the land and public services and to promote high quality design that will provide a variety of dwelling types as well as support services and open space for the residents of the development. These regulations are intended to permit integration with adjacent residential uses and to promote compatibility with existing and emerging patterns of development.

Town. "Town" refers to the Town of Winterville.

Zoning Ordinance. The Zoning Ordinance for the Town of Winterville. Any term not defined in this document will be as defined in the Zoning Ordinance.

2. Development Plan

The plan will meet the Town's Zoning Ordinance (latest edition) and all standards and policies (latest edition) except as noted otherwise.

The maximum number of units proposed is 612 residential homes (with a maximum of 154 Single Family Attached Homes) on the 245-acre subject property. The Conceptual Subdivision Layout shows the general layout of the proposed development with anticipated use areas and how they mingle throughout the development, connected by open spaces and sidewalks along public roads. The Development Plan also shows the general area of Stormwater Control Devices and Recreational Areas. As the plan is further developed, the actual locations of the proposed stormwater devices, residential product types and locations may vary to conform to the Construction Plans.

The proposed rezoning request is beneficial to the Town because it provides a greater tax base. By concentrating more homes on a smaller footprint, we are maximizing the protection of trees and environmentally sensitive areas which is useful to the future residents by concentrating excess open space, that would normally be included in each lot, into larger preservation areas within the subdivision. This gives the new home buyer a smaller lot with less maintenance and also provides a larger area for recreation for all to enjoy. This also results in less long-term infrastructure maintenance for the Town for the same tax base revenue.

Assuming the Town Council finds this rezoning application favorable, the Construction Drawings will provide a much higher level of technical data and detail appropriate for review by the Town, NCDOT, and other agencies having jurisdiction.

The guidelines and zoning regulations for the development and the agreed upon conditions are included in the Development Plan. To account for both technological innovations and unforeseen marketplace changes, this Development Plan is intended to incorporate flexibility concerning design and development.

Should the Developer want to make changes to the Development Plan, the Planning Director can approve specific minor revisions or changes that represent less intensive uses. An example of one such modification is changing the type of residential use that results in a decrease in density. The approval of the Planning Director is an administrative approval only and all other changes to this Development Plan will constitute a rezoning and require City Council approval.

3. Compliance with Town of Winterville's Comprehensive Land Use Plan

The site referenced in this Development Plan is located on both the south side of Laurie Ellis Road and east of Church Street in Winterville. The proposed property contains approximately 245 acres and includes the areas associated with the following Parcel Identification Numbers: 15006, 11636, 11638, 82096, 82094.

The site falls under the Town of Winterville's jurisdiction for planning and land use control. According to Town's Comprehensive Land Use Plan from 2019, the site is shown as medium to high on the Residential Land Use Suitability Map as part of the community assessment. Our proposal shall meet the guidelines of the Healthy Neighborhoods and Environment section by "Developing in a way that alleviates impacts to the natural environment including, flood sensitive areas, trees and valuable natural resources". We are also proposing to adhere to the "Connectivity and Mobility section by creating safe connections between neighborhoods, destinations and services. We will utilize existing public street connections with adjacent communities and also provide stub connections to adjacent lands for future connectivity. Our plan shall adhere to the Future Land Use Map as we will provide a "Suburban Residential" community with 2.5 units per acre with smaller lot sizes that will meet standards for open space and amenities.

4. Common Areas

Common Areas may include, but are not limited to, open spaces and shared amenities like butterfly gardens, dog parks, playgrounds, pool, structures, walking trails, etc. Every lot owner will have the right of ingress and egress, use, and enjoyment in and to the Common Areas, subject to the rules and regulations of the HOA, which rights are appurtenant to and pass with title to every lot.

5. Residential Restrictions

The agents and employees of the Developer and the HOA will have the right to enter onto any lots in the development to control certain actions or activities on such lots. These actions include, but are not limited to, the following:

- A. On and off-street parking on common areas and lots,
- B. Erection of signage,
- C. Solicitation by property owners and non-property owners,
- D. Access by non-property owners,
- E. Construction or placement of temporary structures,
- F. Construction of accessory buildings,
- G. Maintenance of lots (both pre- and post-construction), and
- H. Erection of decorative poles for street or non-regulatory signs within public rights of way if Town approval is granted for the same. These are the responsibility of the HOA to install, repair, and replace at no cost to the Town.

More specific guidelines concerning these actions/activities may be adopted by the Developer and/or the HOA. Subsequently, the Developer and/or the HOA will have the right to enforce these actions/activities in accordance with Town rules, regulations, and ordinances.

6. Dimensional Standards

For each subdivided lot, the dimensions of the lot, yard, and setback will be determined by the Developer as stated in Article VII. Table of Area, Yard, Height Requirements; Section 7.1 Dimensional Requirements as shown in Appendix 2.

7. Regulation of Open Space

The regulation of Open Space within the development will be done by the Developer and the HOA. As such, the Developer and/or the HOA may implement policies regarding towing, parking, access, signage, and trespassing within the development.

8. Driveways/Roadway Access and Sidewalks

Concrete will be used to surface all residential driveways. Utility drives, maintenance areas, drives to temporary structures, access drives to public utility services, and other similar drives can use alternative surface options as approved by the Town's Public Works and Fire departments. Sidewalks in the development will be installed at as per the approved street cross sections generally 5' wide and on one side of the street with the exception of cul-de-sacs.

9. Building & Aesthetics for Single Family Detached Homes

Town ordinances will be met during construction of the development. The HOA will retain authority over the aesthetic aspects of construction such as architectural style elements, appearance, and color through its architectural control mechanisms. All single-family homes will have the following:

1. All homes will have a minimum of 1800 heated square feet.
2. Dimensional architectural roof shingle.
3. 6" min. roof overhang on all sides.
4. All homes will include a 2-car garage.
5. The same elevation is not allowed to be built (1) side by side, (2) across the street, or (3) diagonally from one another.
6. Garage doors will be decorative and/or contain windows.

10. Building & Aesthetics for Single Family Attached Homes

The HOA will retain authority over the aesthetic aspects of construction such as architectural style elements, appearance, and color through its architectural control mechanisms. All single family attached homes will have the following:

1. All homes will have a minimum of 1600 heated square feet.
2. Dimensional architectural roof shingle.
3. 6" min. roof overhang on all sides.

11. Signs (Non-Regulatory)

Entrance signage must be on a parcel that is owned by the HOA or within a signage easement on an owner's property.

The Developer and the HOA will control all applications, permitting, erection and maintenance of all non-regulatory signs within the development. The Town shall permit and inspect all signs that relate to all local, state, and federal building codes.

For all signs (including those that are temporary in nature) erected in public rights-of-way or in view of publicly maintained access, the Developer and the HOA will abide by all sign regulations and limitations as set in the Zoning Ordinance.

12. District Regulations

The Developer and the HOA will encourage efficient use of the land and public services and promote high quality design that provides a variety of dwelling types along with adequate support services and open space for the residents of the development. The district regulations are intended to allow for innovative development that is integrated with proposed adjacent uses and compatible with existing patterns of development.

13. Developer and HOA Requirements

The Developer and the HOA will meet the following requirements:

- A. The Developer and the HOA agree to be responsible for the maintenance and perpetual existence of common areas.
- B. When individual lots that are not a part of an approved and platted subdivision are to be sold, a new subdivision construction and final plat shall be submitted to and approved by the Town and recorded in Pitt County Register of Deeds prior to the sale of lots and granting of any building permit.
- C. The Developer or the HOA must authorize the subdivision or recombination of property prior to the required approval by Town staff.
- D. No building permit for any structure within the development shall be issued until all required improvements are completed or bonded in accordance with the approved construction plans and conditionally accepted by the Public Works Department.
- E. The maximum allowable density shall not exceed 2.5 units per gross acre based on the

total acres in the development.

- F. Land additions to the development may be made in increments of any size and will be subject to this Development Plan.
- G. A variety of dwelling unit styles will be proposed for the development and support uses with adherence to the minimum residential lot areas per Article VII. Table of Area, Yard, Height Requirements; Section 7.1 Dimensional Requirements as shown in Appendix 2.
- H. Setback from public rights-of-way: Any building that is erected, reconstructed, or moved shall be setback a minimum of 20 feet (required by code) from the right-of-way line.
- I. Height Requirements. Maximum building height shall not exceed the heights as stated on the Article VII. Table of Area, Yard, Height Requirements; Section 7.1 Dimensional Requirements.
- J. Open Space Requirement. The proposed overall open space for the project will be no less than 20% of the total project area. The open space will be controlled by the HOA and will be generally located as shown on the Conceptual Subdivision Layout. Within the open space, there will be play areas, stormwater control devices, wooded areas, and grass.

14. Rights-of-Way Width, Street Design, and Improvements Requirements

Streets shall be designed in accordance with Section 4 of the Town's Standards Specifications and Details with the following exception: Typical Street cross sections shall follow the detail shown in Appendix 3.

The Town may allow the construction of private streets and/or parking areas within future phases of the community as appropriate for the type of use, structure and development created. The Developer shall designate any such private streets and/or parking areas as Common Open Space to be owned and maintained by the HOA, with full easement rights of access, ingress and egress, thus granted to all owners of lots within the development.

Roadway improvements (turn lanes) on Laurie Ellis Road or Church Street may be required in conjunction with subdivision street access and would be the responsibility of the Developer.

15. Subdivision Improvements

The Developer will meet the following requirements:

- A. Curbs and Gutters. Concrete curbs and gutters shall be installed on all public streets within the development to meet all requirements of the Town of Winterville.
- B. Electric Utility Lines. All public electric utility lines will be installed in accordance with the Town's policy for electric service. Electric lines will be installed underground in easements or rights-of-way outside of curb lines where practical.
- C. Natural Gas Utilities. All public natural gas utility lines within the development will be installed in accordance with the Town's policy for Natural Gas Service. Natural gas service lines shall be installed underground in easements or rights-of-way outside of curb lines where practical.
- D. Special Exceptions for Design Waivers. If at any time before or during the construction of the required improvements, it is demonstrated to the satisfaction of the Public Works Department that unforeseen conditions make it necessary to modify

the location or design of such required improvements as were approved in the Development Plan, the Public Works Department may authorize such modifications, provided these modifications are within the spirit and intent of the Town Council approval and do not substantially alter the function of any improvements required by the conceptual master plan.

- E. Solid Waste Improvements. All residential lots will utilize roll out carts. No specific solid waste improvements are anticipated.
- F. Street Trees. The developer desires to provide a streetscape that contains street trees along the public street right of ways within a designated 7' planting strip. Street trees measuring 8' in height and 1.5" in caliper will be provided along the public street rights-of-way at a rate of one per 40' while accommodating driveways. These trees shall adhere to the Town's approved list of street trees. The HOA and/or homeowner will be completely responsible for the health and well-being of the trees. Maintenance of these trees will be specified within the HOA Community Regulations.
- G. Storm Drainage. All stormwater infrastructure shall be designed and constructed to meet all requirements of the Town of Winterville.
- H. Erosion Control. All erosion control measures shall be designed and constructed to meet all requirements of the Town of Winterville.

16. Approval Processes

Rezoning & Preliminary Plat Approval and Revision Process shall adhere to the following:

- A. The Developer will submit a PUD & Rezoning Plan which indicates the design and development pattern for the community. The PUD & Rezoning Plan will be reviewed by the Planning Board, and voted on by the Town Council. Once approved, these two documents will constitute the official master plan for the development.
- B. The Planning Director and the Public Works Director shall have the authority to approve minor deviations to the PUD and Rezoning Plan provided said deviations remain consistent with the spirit and intent of the approvals.
- C. Major deviations and changes to the PUD and Rezoning Plan will require City Council approval. Changes resulting in less intensive density, minor open space shifts, or minor road revisions shall not be considered major deviations.
- D. After approval of the PUD & Rezoning plan, The Developer will submit a Preliminary Plat which will indicate the lot layout within the approved development pattern for the community. The Preliminary Plat will be reviewed by the Planning Board, and voted on by the Town Council.

Construction Drawing Approval and Revision Processes:

- A. Upon approval of the Preliminary Plat, the developer will engage the town and all applicable review agents for Construction Drawing approvals (including but not limited to all planning, engineering and Town/NCDOT reviews).

- B. Upon receipt of Construction Drawing approvals, the Developer may schedule all pre-construction meetings and then begin construction on the required improvements. The Town and all applicable review agents will issue approval letters acknowledging that all required permits have been issued.
- C. The Planning Director and the Public Works Director shall have the authority to administratively approve all minor deviations to the Construction Drawings provided said deviations remain consistent with the spirit and intent of the approved Rezoning and Preliminary Plat.

Final Plat Approval Process:

- A. Upon completion and approval of the required improvements by the State and/or Public Works Department, the developer will submit a Final Plat to the Town and applicable review agents for approval. The Final Plat will conform to the Town's Subdivision Ordinance and approved Construction Drawings.
- B. Once the Final Plat is approved, it will be recorded in the Pitt County Register of Deeds.

Building Permit & Certificate of Occupancy Issuance:

- A. No building permit will be issued to any owner/builder in the Development until the section in which the lot is located has been final platted and meets all the requirements of the approved construction drawings, including the acceptable construction of the Town's roadways.
- B. No Certificate of Occupancy shall be issued until all the required provisions of the Construction Drawings, and applicable local, state and federal regulations are met, except that, provided all other improvements have been completed or bonded and approved by the Town. All bonded improvements shall be completed as approved by the Public Works Department.

17. Project Phasing and Future Property Annexation:

A project of this size requires phased construction. The entrance location(s) and utilities will determine the direction of phasing for this project and all future phases. The Town and Developer recognize that adjacent properties can be included and annexed within this PUD by Southbrooknc, LLC or related entities. The PUD as shown contains more than the allowable open space per the ordinance. The developer reserves the right to annex future properties with the ability to utilize and apply this open space to those properties. This project and any future annexed properties will altogether have no less than 25% open space.

Notes:

Appendix 1 Conceptual Plan

Appendix 2 Dimensional Standards Chart

Appendix 3 Street Cross Sections

Appendix 2 - Dimensional Standards Chart

ARTICLE VII. TABLE OF AREA, YARD AND HEIGHT REQUIREMENTS

Section 7.1 Dimensional Requirements

Each use shall as a minimum conform to the dimensional requirements of the district in which it is located. In some cases, a specific use may be required to meet the Special Requirements as set forth in Section 6.5.

		MINIMUM LOT SIZE (See Notes)		MINIMUM YARD REQUIREMENTS (See Notes)			
		Lot Area Square Feet	Lot Width (in feet) (1)	Front yard setback (in feet)	Side yard (in feet)	Rear yard (in feet)	
R-6	Single-family	6,000	50	20	5	20	35
M-R	Single-family attached	2,000	20	20	5	20	35

NOTES:

- (1) Lot Width shall be measured at the minimum front yard setback line, provided that lot width for residential lots may be measured at the actual building setback which shall not be less than the minimum and shall not be more than two (2) times the minimum. In addition, frontage on the public street shall conform with Section 3.3 (See definition of lot width).

Existing/Approved Preliminary Plat- Approved by Town Council April 2025

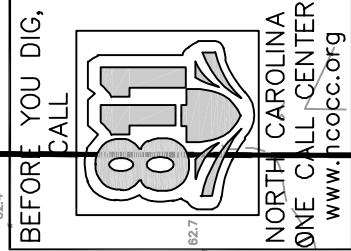
16 Moved Lots

Phase 2b

Phase 2c

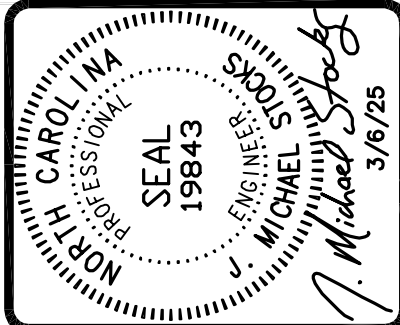
PRELIMINARY PLAT for SOUTHBROOK (Phase Two)
WINTERVILLE, NORTH CAROLINA

BLN-C-1874



STOCKS
ENGINEERING

801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
WWW.STOCKSENGINEERING.COM
PHONE: (252) 459-8196
P.O. BOX 1108



Phase 2
CONSTRUCTION

REVISIONS
1/2/23 TRC COMMENTS
7/1/24 TRC COMMENTS
9/6/24 TRC COMMENTS
10/27/24 TRC COMMENTS
1/16/25 TH REDUCED
FILE NO. 2021-023
HORIZ. SCALE 1"=100'
VERT. SCALE NONE

CE-03

Phase 2

±187.58 Ac.

336 LOTS

44 TOWNHOMES

PUD CONDITIONAL DISTRICT

R-6 CD & M-R CD; ORDINANCE 23-0-011

AVERAGE LOT SIZE: 8,491 S.F.

SCALE: 1" = 100'

NOTE: IPF AT ALL CORNERS
UNLESS OTHERWISE NOTED

MANY ARE THE PLANS IN A PERSON'S HEART, BUT IT IS THE LORD'S PURPOSE THAT PREVAILS. PROVERBS 19:21

	Town of Winterville Town Council Agenda Abstract	Item Section: New Business Meeting Date: October 13, 2025
Presenter: Donald Harvey, Town Clerk		
Item to be Considered		
Subject: Advisory Board Appointments: Winterville Human Relations Board. Action Requested: Appoint new Youth Member. Attachment: Application Attached.		
Prepared By: Donald Harvey, Town Clerk		Date: 10/1/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
Winterville Human Relations Board (WHRB): The WHRB is composed of six (6) members and one (1) alternate member. • All members 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 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. The WHRB currently does not have any student representatives. The WHRB recommends appointing Chantasia Morris to a two-year term.		
Budgetary Impact: NA.		
Recommendation: Staff recommends Council approve appointment of Chantasia Morris as a student member.		

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: _____ Chantasia Morris

Address: _____ 2456 Mill Street, Winterville NC 28590

Home Phone #: _____ 252-327-0399 _____ Business Phone #: _____

Email Address: _____ Kindnesswins444@gmail.com

Employed By: _____ N/A Full Time Student _____ Occupation: _____ N/A

Name of High School Attended: _____ South Central High School

College or University Attended: _____ Pitt Community Colleg

How long have you been a resident of Winterville? _____ 18 Years

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

If yes, please indicate which one(s): _____

Current membership in organization and offices held: _____

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. _____ My interest and committment to Human Service has led me to volunteer with the Winterville Human Relations Board on many of the events

_____ that they have held. Being an official member of the board while in college will afford me more opportunity to grow in my interest while also supporting positive and progressive human relations with the town that I live.

Signature: _____ Chantasia S. Morris _____ Date: _____ June 26, 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: _____ Yes _____ No
_____ Asian or Pacific Islander	
_____ Caucasian	Birth Date: _____
_____ Hispanic	



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: October 13, 2025

Presenter: Diane White, Parks and Recreation Director

Item to be Considered

Subject: Park Hours Signage.

Action Requested: Approve Consistent Sign Verbiage.

Attachment: NA.

Prepared By: Diane White, Parks and Recreation Director

Date: 9/23/2025

ABSTRACT ROUTING:

☒ TC: 10/6/2025

☒ TM: 10/7/2025

☒ Final: tlp - 10/7/2025

Supporting Documentation

The Town currently maintains three (3) parks: Hillcrest Park, Water Tower Park, and Winterville Recreation Park. At present, one of the parks has an entrance signs listing the hours as "Sunrise to Sunset," a second park's entrance signs displaying "7:00 AM to Sunset" while the third park displays two different signs—one stating "Sunrise to Sunset" and another displaying "7:00 AM to Sunset."

To eliminate confusion and ensure consistency across all park signage, Staff recommends standardizing the posted hours to "Sunrise to Sunset" at all park entrances.

Staff is requesting approval of the change to the recommendation above.

Budgetary Impact: TBD.

Recommendation: Staff is requesting Council approval of the change recommended above.

	Town of Winterville Town Council Agenda Abstract	Item Section: New Business Meeting Date: October 13, 2025
Presenter: Ron Mills, Electric Director		
Item to be Considered		
Subject: Contract with Rover City Construction. Action Requested: Approval of Contract for River City to absorb Electric's part-time employees. Attachment: DRAFT Agreement.		
Prepared By: Ron Mills, Electric Director		Date: 10/1/2025
ABSTRACT ROUTING: ☒ TC: 10/6/2025 ☒ TM: 10/7/2025 ☒ Final: tlp - 10/7/2025		
Supporting Documentation		
Town of Winterville staff is seeking approval from Council for permanent part-time employees to be absorbed by a third-party contractor. The Local Governmental Employees' Retirement System (LGERS) has restrictions on these employees that hinder their availability to work as often as needed. Employment under a third party will lift these restrictions and this will be beneficial for the Town of Winterville's Electric Department.		
Budgetary Impact: Budget 2025/2026 has sufficient funding to cover this contract for Electric's part-time employees.		
Recommendation: Staff recommends Council approve the Contract with River City.		

NORTH CAROLINA)
PITT COUNTY)

AGREEMENT

THIS AGREEMENT, (the "Agreement"), is made this the 5th day of July, 2013, by and between the TOWN OF WINTERVILLE, a North Carolina Municipal Corporation organized and existing under the laws of the State of North Carolina in Pitt County, North Carolina, (hereinafter known as "Customer"), and RIVER CITY CONSTRUCTION, LLC., a Delaware Corporation organized and existing under the laws of the State of North Carolina in Beaufort County, North Carolina (hereinafter known as "RCC").

RECITALS

1. Customer desires to hire an employee of RCC as an Independent Contractor to assist with maintenance of the electrical system of the Customer.
2. RCC desires to accept such employment of its employee as an Independent Contractor with the Customer.

NOW, THEREFORE, for and in consideration of the mutual promises and covenant set forth herein, and other good and valuable consideration passing from each party to the other, the receipt of which is hereby acknowledged by each party hereto, Customer and RCC do hereby agree as follows:

1. The attached Contract Terms and Conditions, Exhibit A and Exhibit B are incorporated herein by reference and made a part of this Agreement.
2. The initial term of this Agreement is for a one (1) year period beginning on the _____ day of _____, 2025 and ending on the ____ day of _____, 2026.
Thereafter, this Agreement shall continue for a year-to-year period unless either party notifies the other in writing thirty (30) days prior to the expiration of the then current term.
3. This Agreement may be terminated at any time by either party upon giving thirty (30) days written notice of said termination.
4. Those individuals who are employees of RCC and being employed by the Customer pursuant to this Agreement are Independent Contractors and all parties hereto agree are not employees of the Customer.
5. This Agreement and attached exhibits constitute the entire understanding between the parties hereto. There shall be no modification or waiver hereof except by a writing signed by all of the parties.
6. In the event any of the provisions of this Agreement shall become or be declared invalid or unenforceable, the invalid or unenforceable provision or provisions shall to that extent be deemed removed and the remaining provisions shall continue to be enforced according to their terms.
7. This Agreement shall be deemed executed in the State of North Carolina regardless of the actual place of signature or of the actual place of performance.

This Agreement shall be governed by and construed in accordance with the laws of the State Of North Carolina.

IN WITNESS WHEREOF, Customer and RCC have caused this Agreement to be executed all as of the date first above written.

TOWN OF WINTERVILLE

Name and Title: _____

ATTEST:

Name and Title: _____

RIVER CITY CONSTRUCTION, LLC

Walter Manning, COO

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, A Notary Public in and for the aforesaid County and State do hereby certify that _____ personally appeared before me this day and acknowledged that he/she is the Town Clerk of the Town of Winterville, North Carolina, and that by authority duly given, and as an act of the Town, the foregoing instrument was signed in its name by its Mayor, sealed with its official seal and attested by herself as Town Clerk.

Witness my hand notarial seal, this the _____ day of _____, 20 _____.

(Signature of Notary Public)

(Official Seal)

Printed Name of Notary Public

My commission expires: _____

State of North Carolina

County of _____

I, _____, a Notary Public of said County and State, do hereby
certify that _____ personally appeared before me this day and
acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, **20**.

(Signature of Notary Public)

(Official Seal)

Printed Name of Notary Public

My commission expires: _____

Exhibit A

**Utility Services
Town of Winterville
Winterville, North Carolina**

SCOPE OF RIVER CITY CONSTRUCTION SERVICES

Confidential and Proprietary

I. Base Services (see pricing in Exhibit 8):

A. Basic Service Description

The scope of work for our new agreement is as follows:

Scope of Work:

- Provide (1) one journeyman lineman A. This classification will be filled by Earl Harris
- Provide (1) one journeyman lineman B. This classification will be filled by James Whitaker

II. Customer's Responsibilities

- A. Customer is responsible for providing all equipment and tools necessary to fulfill the obligations of this contract.
- B. Customer is responsible for providing supervision and work direction for these employees.
- C. Customer is responsible for ensuring these employees work safely, and obey all OSHA safety rules
- D. Customer is responsible for providing accurate timesheets and reporting all expenses to River City Construction in a timely manner.
- E. Customer is responsible for any and all property damage whether owned by the Customer or any third party.

Exhibit B
Utility Services
Town of Winterville
Winterville, North Carolina

Confidential and Proprietary

I. PROVIDE (2) TWO JOURNEYMAN LINEMAN AS DESCRIBED IN EXHIBIT A

River City Construction will provide (2) two linemen as described in Exhibit A for the Town of Winterville, North Carolina (Winterville). These personnel will be compensated by River City Construction in accordance with standard pay provisions which the Winterville complies with, relative to their full-time employees. The personnel mentioned below, will be listed as temporary employees on River City Construction's payroll and will be compensated based on River City Construction's policy regarding temporary employee status.

The cost for this service is listed below:

- o Lineman Class A (Earl Harris): This position will be billed at a rate of pay of \$59.00 per straight time hour. Any hours worked on overtime, which will be dictated by the City of Winterville's policy regarding overtime, will be billed at \$88.50 per hour. If Winterville has a pay increase, this employee's wages will be increased proportionately.
- o Lineman Class B (James Whitaker): This position will be billed at a rate of pay of \$46.00 per straight time hour. Any hours worked on overtime, which will be dictated by the City of Winterville's policy regarding overtime, will be billed at \$69.00 per hour. If Winterville has a pay increase, this employee's wages will be increased proportionately.
- o These rates will be effective with a start date of _____.

River City Construction will invoice the Winterville on a bi-weekly basis (every other Monday for the previous two weeks), but the invoice will be calculated based on hours worked weekly.

The annual amount invoiced for these services will not exceed One Hundred Seventy-Five Thousand Dollars (\$175,000), without approval, in writing, from The Town of Winterville.

RCC - CONTRACT TERMS AND CONDITIONS

1. Description of Services

- 1.1 Subject to the conditions set forth in this Contract, RCC agrees to furnish labor, necessary to provide the services described in the attached RCC proposal (the "Work").
- 1.2 RCC shall be entitled to rely on the accuracy of any information provided by Customer, which is hereby warranted by Customer to be accurate and correct. In the event of any unforeseen costs incurred due to the inaccuracy of any such information, the compensation payable to RCC shall be equitably adjusted to compensate for any such additional costs.

2. Services Fee and Terms of Payment

Customer shall pay RCC the contract price specified in RCC's proposal (the "Contract Price") within 30 days from the date of submitted invoice, unless otherwise provided in RCC's proposal. If Customer fails to pay Contract Price by the due date, Customer shall be liable to RCC for any attorney fees incurred in collection of any amount due and shall pay interest to RCC on the amount past due in the amount of 1.5% of the over due amount per month.

Any work beyond the scope of Work described herein requested of and performed by RCC ("Additional Work") shall be billed to Customer at RCC's then current standard rates, unless otherwise agreed to in writing by the parties.

The prices for the Work and any Additional Work are exclusive of federal, state, municipal or other sales or use tax. If RCC is required by applicable law to pay or collect any such taxes on account of Work provided in fulfilling this contract, then such amount of tax and any penalties and interest thereon shall be reimbursed to RCC. Unless a Sales Tax Certificate is provided to RCC, the invoice will include a line item for sales tax.

3. Customer's Obligations

- 3.1 Customer shall provide all necessary equipment, personal protective equipment, work direction, and materials necessary to perform daily work activities in the performance of the Work and any Additional Work at no cost to RCC.

4. Permits and Regulatory Requirements

If compliance with any laws, regulations, or ordinances of any government authority or agency, require any changes in the Work or services proposed herein, or should any permits, licenses, or approvals be required, Customer assumes the risk and responsibility for such compliance or change, or for securing such permits, licenses, and approvals from the proper authorities, and for paying any associated costs or fees, unless specifically stated otherwise within this proposal.

5. Limitation of Liability

The remedies set forth in this Contract are Customer's sole and exclusive remedies. Neither RCC nor its employees, its subcontractors or suppliers shall be liable for any indirect, special, incidental, exemplary, or consequential loss or damage of any nature arising out of or in connection with their

performance or non-performance hereunder. In no event shall RCC's liability arising out of or in connection with the performance or non-performance of the Work or any Additional Work exceed the total of the Contract Price as set forth in RCC's proposal. The provisions of this Section 5 shall apply whether such liability arises in contract, tort (including negligence), strict liability, or otherwise.

6. Insurance

RCC represents and warrants that it has met all requirements under North Carolina law with regard to workers' compensation and automobile liability coverage.

7. Force Majeure

In no event shall RCC be responsible for any damages arising out of any failure to perform or delay due to any cause beyond RCC's reasonable control. In such event, RCC shall be entitled to an extension of time as necessary to overcome the cause of the failure to perform or delay.

8. Non-Waiver

The failure of either party to insist upon the performance of any term or condition of this Contract or to exercise any right hereunder on one or more occasions shall not constitute a waiver or relinquishment of its right to demand future performance of such term or condition, or to exercise such right in the future.

9. Governing Law

The laws of the State of North Carolina shall govern this Contract, except that the North Carolina conflict-of-laws provisions shall not be invoked in order to apply the laws of another state or jurisdiction.

10. Entire Agreement

This Contract embodies the entire agreement between RCC and Customer. Any purchase order or acknowledgement issued by Customer is issued only for administrative purposes and any additional or conflicting terms and conditions appearing therein shall be void and of no effect. The parties shall not be bound by or liable for any statement, writing, representation, promise, inducement, or understanding not set forth above. In the event of any conflict between a proposal letter and the terms of this Contract, this Contract shall control. No changes, modifications, or amendments to any terms and conditions in this Contract are valid or binding unless agreed to by the parties in writing by their authorized representatives.



**Third Quarter 2025 Department Reports
(July, August, September)**

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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: October 1, 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 at the above-ceiling inspections phase.
- Christ Covenant School Expansion: This project is currently in the above-ceiling inspections phase.
- 176 Laurie Ellis Rd.: Construction of a new storage building at the Roberts Company. Project underway with footing inspection completed on 9-11-2025.
- 2035-12 Flower Dr.: First-time commercial upfit for a unit at the Lowes Foods shopping center. This is the future site of Marco's Pizza. Plan review is complete, and permits have been issued. No inspections conducted, to date.
- 2592 Railroad St.: Upfit of existing commercial space in downtown Winterville. Future home of Tethered. Plan review is complete, permits issued, and first inspection conducted 9-30-2025.
- 4746-A Reedy Branch Rd: This is a first-time upfit for a recently completed commercial shell building. Certificate of Occupancy issued 9-4-2025.
- 2025-6 Flower Dr.: This a commercial upfit for a new Pelican Snoballs at the Lowes Foods shopping center. Certificate of Occupancy issued 9-17-2025.

- Villa Grande Phase 3: Final phase of Villa Grande subdivision. Work is underway on this subdivision phase with approximately 3 new homes in the construction process. Approximately 6 homes, including model home, have been issued Certificates of Occupancy.
- Brookfield Section 4 Phase 1: Final section and phase of Brookfield subdivision. This section has 31 lots. There are 2 lots available to be built on, 1 home under construction, and 28 houses complete.
- Eli's Ridge Subdivision: There are approximately 6 homes in this subdivision in various states of the construction process.

Building Inspections Division – 7/24/2025 – 9/30/2025

Description	Quantity
Commercial Building Permits – New Construction	0
Commercial Building Permits – Additions/Alterations	3
Single Family Dwelling Permits – New Construction	26
Residential Additions, Alterations, and Detached Buildings	22
Electrical, Mechanical, Plumbing, Gas, and Miscellaneous Permits	220
Inspections Performed	568
Number of Days Inspections Performed	50
Average Number of Inspections per Workday	11.36

Code Enforcement Division**Code Enforcement Nuisance Cases – 7/24/2025 – 9/30/2025**

Description	Quantity
Closed Cases – Complied	19
Closed Cases – Abated	14
Closed Cases – No Violations Found	6
Open Cases	12
Total Cases	51

ELECTRIC QUARTER REPORT

July, August, September

578 General Work orders

386 Cut Offs and Notes

263 Locates

92 Water Meter and ERTs change outs

Staff assisted at Parks and Recreation for setup and break down of festival infrastructure

Staff has been reviewing final proposals for relocation of Electric facilities for the Old Tar Widening project.

Staff continues right of way maintenance with tree trimming, cutting, mowing and spraying.

RGRID continues to prepare for substation maintenance with some work to be completed in October and November.

Staff has been working with Michael Taylor to finalize Old Tar widening Electric infrastructure relocation plans. Relocation is projected to be completed by January 2027.

Staff has been installing secondary services in Brookfield and Eli's Ridge.

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 - 17th for the preliminary audit fieldwork and were also back on-site September 16th – 17th 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. As of September 30, 2025, the Town has approved two budget amendments and the third budget amendment will be brought to Council at the October Town Council meeting.

Taxes:

The 2025 Tax Bills were mailed out mid-August and were 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. As of September 30, 2025, the Town has collected \$1,075,697.36 in revenue for the 2025 property taxes.

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. The Finance Department will continue to review and update the area resource list as needed on a quarterly basis.

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

Jessica Manning
Finance Director

Projects

We ordered 12 new self-contained breathing apparatus (SCBA). We also ordered the new pick-up truck. We are awaiting the purchase order for turnout gear and will be scheduling the second phase of gear cleaning.

Training classes have been completed for hazardous materials - air monitoring being taught by the NC Regional Response Team-1, county-wide water supply drill, and confined space rescue certification. Personnel will complete trench rescue certification, heavy lifting, several live fire trainings, and active shooter/rescue taskforce this quarter. We are continuing EMT continuing education four days each month to accommodate each shift. Personnel also participated 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 has been initiated. There will be a public input survey that is publicized this quarter.

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 a number of incidents this past quarter that we were unable to respond to due to no units being available when overlapping calls occurred. The FREMS department had 162 overlapping incidents this calendar year. This means the Squad was already on a call when another call was dispatched.

Turnout Times

Apparatus Name	Total Responses	Average	90th %	Responses within 80 Seconds	% within 80 Seconds
1501 - Squad	172	2:01:21	0:02:56	102	59.30%
1506 - Rescue	9	0:05:53	0:08:00	1	11.11%
1508 - Truck	8	0:02:52	0:06:12	1	12.50%
1509 - Brush	1	0:03:55	0:03:55	0	0.00%
15CAR1	34	1:29:28	0:04:29	8	23.53%
15CAR2	18	2:41:42	24:00:00	3	16.67%
Total	178	1:51:06	0:04:14	102	57.30%

Travel Times

Apparatus Name	Total Responses	Average	90th %	Responses within 4 Minutes	% within 4 Minutes
1501 - Squad	172	-	0:06:02	110	63.95%
1506 - Rescue	9	0:03:22	0:07:02	6	66.67%
1508 - Truck	8	0:03:51	0:05:41	3	37.50%
1509 - Brush	1			0	0.00%

Winterville Fire-Rescue-EMS
Quarterly Report – October 1, 2025

15CAR1	34	0:03:57	0:07:09	17	50.00%
15CAR2	18	0:02:49	0:06:10	11	61.11%
Total	178	- 00:01:16	0:06:21	116	65.17%

Total Response Times

Apparatus Name	Total Responses	Average	90th %	Responses within 6 Minutes	% within 6 Minutes
1501 - Squad	165	2:08:51	0:08:06	114	69.09%
1506 - Rescue	9	0:09:08	0:13:01	1	11.11%
1508 - Truck	8	0:06:34	0:09:52	2	25.00%
1509 - Brush	1			0	0.00%
15CAR1	33	1:42:20	0:10:52	15	45.45%
15CAR2	16	3:16:45	24:02:12	9	56.25%
Total	171	2:01:57	0:08:55	120	70.18%

Fire Inspections - Month

Inspection Type	Count
TOW-12	29
TOW-6	3
TOW-24	6
ETJ-24	1
ETJ-12	5
Total	44

Inspection Type Name	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
ETJ-12	0	0	1	3	0	1	1	1	0	7
ETJ-24	0	0	2	2	0	0	2	0	0	6
Foster Home	0	3	1	1	0	1	1	2	0	9
Special Request	0	0	3	1	7	4	3	3	0	21
TOW-12	32	18	26	11	11	11	17	18	9	153
TOW-24	2	12	9	2	2	4	4	4	2	41
TOW-6	0	0	1	2	0	0	0	0	3	6
	34	33	43	22	20	21	28	28	14	243

As always, please contact staff 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 July, August, September

To: Town Council

From: Angie Fuller, Human Resource Director

Date: October 1, 2025

Listed below is information on our open/closed positions and the Classification and Pay plan Study and other things I have been working on. If you have any questions, please don't hesitate to contact me.

Classification and Pay plan Study

- The MAPS Group is wrapping up the pay study, still working on job descriptions and the personnel policy. Terri and I met with Erica Phillips to go over the results, we will be meeting again soon to go over the personnel policy revisions and job descriptions.

Open Positions

Ongoing positions in Fire & Police

- PT Fire Engineer
- PT Firefighter
- Police Officer

Positions- Posted in June-July

- Executive Staff Assistant to the Town Manager
- Customer Service Representative

Status of positions posted & closed

- Executive Staff Assistant to the Town Manager- we will be interviewing late October. Town Manager Parker, Don Harvey and Myself will be the interview panel members.
- Customer Service Representative- we will be interviewing late October. Jessica Manning and Angie Fuller will be the interview panel members.

New Hire

- Joshua Jones, will be starting 10-6-2025 as a Police Officer.

EAP & FRAP (First Responder) Services

- We contracted with MyGroup for EAP and FRAP services effective September, 2025. This is a good resource for our employees

They offer the following:

- 24/7/365 Clinical Support (you'll connect with a qualified clinician)
- Online Resources
- Childcare and Elder care locators
- Savings center
- Legal and Financial services
- Identity theft recovery

Training

- Pitt Community College's Training Department is providing some training sessions to all Employees. Our first session is Customer Service Training, it's for 4 weeks, 3 hours per week per employee. We started the training Tuesday, September 23rd and will end this session on Thursday, October 16, 2025.
- The next session of training will start on Thursday, October 23rd. All training is onsite, in the Community Room or the Operation Center Training Room.

Flu Shots

- Walgreens pharmacy staff will be in the Community Room on Wednesday, October 1st, 2025 from 2pm- 4pm, to administer flu shots.

Parks and Recreation Quarterly Report

Months of July, August & September

Below is a list of accomplishments, programs, activities, coordination's with others for the month of July through September

Accomplishments

- about the Multi-Purpose Center for design
- Moving forward with the next steps for the Accessibility for Parks Grant-Surveying
- Our agency being picked to be highlighted for the NCRPA magazine (Fall issue)
- Moving forward with the next steps for the Site-Specific Plan- Discussions with Mosely (August & September)
- Blessing Box donated my Ms. Jennifer Krajna for Hillcrest Park (August)

Programs/Sports

Senior Programs:

- Golden Age Senior Program (July, August, September)
 - Meet Twice a month, 2nd & 4th Thursdays
 - July- Potluck, Build Your Own Sundae; Bingo
 - August- Trip to Little Washington, Cards & Games at Cooper's Cup
 - September- Painted Pottery, Bingo

Adult Programs:

- Yoga- Thursday evenings 5:45-6:45 pm (July, August, September)

Youth Programs:

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

Youth Sports:

- Cal Ripken/Tar Heel Spring Baseball
 - All Star Tar Heel District Tournament Chocowinity (July)
 - All Star Tar Heel State Tournament Boone (July)
- Prep work for fields (July-September)
- Jr. Babe Ruth (13-15-year olds) practices and games (July)
- Prep work and maintenance for both fields on A.G. Cox (July)

- Maintenance for softball field at A.G. Cox (September)
- Jr. Babe Ruth State Tournament Greenville (July)
- Baseball Camp (August)
- Fall Sports Registration (July-September)
- Fall Sports Practices started (September)
- Fall Baseball & Soccer games started (end of September)
- Tackle Football evaluations & Draft (September)

Activities/Special Events

July

- Market on the Square-information table
- P&R Movie in the Park
- Mommy & Me Tea Party
- P&R Concert in the Park

August

- Watermelon Festival

September

- Market on the Square-information table
- P&R Movie in the Park
- P&R Concert in the Park

Coordination's with others

Winterville Police Department

- Golden Age Senior Program (July, August, September)

A.G. Cox Middle School-Athletics

- Softball Field (July & September)
- Baseball Field (July)
- Cross Country Practice at Winterville Recreation Park (August & September)

Winterville Chamber of Commerce

- Upcoming Special Events (July and September)

NC Special Olympics

- Unified Soccer Team practices (July)



W.H. Robinson- Cheer Camp (July)

Winterville Historical & Arts Society-Winterville Train Depot (July)

Washington Parks & Recreation and the P.S. Jones Museum of African-American Education Museum- Golden Age Senior Program (August)

Cooper's Cup- Golden Age Senior Program (August)

South Central High School Athletics

South Central Varsity Baseball Coaches & Players (August)

Planning and Economic Development Ongoing Projects Report

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.

- **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.
 - Farmstead Preliminary Plat (Resubmittal)- Received a plat showing 179 lot subdivisions with a Pool and Cabana.
 - Eli's Ridge is currently constructing Phase 6- contains 8.8 acres and will add 24 more homes.
 - 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 a Preliminary Plat expected to follow.
 - Southbrook (Church Street and Laurie Ellis Rd)- A revised Preliminary Plat for Phase 2 will go before Town Council in October. The number of lots will remain the same- this revision will help avoid an environmental impact on the site.
 - 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.
 - 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. Construction drawings were approved by TRC.
- **Commercial:** Commercial interest continues as demand and growth increases. These are some of the new, ground-up, commercial projects that are in the works:
 - Christ Covenant Addition- Large addition, located on Worthington Rd.
 - 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.

Police Department Quarterly Report
Months of July, August, September

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

Watermelon Festival 2025 – zero law enforcement issues

Welcome back to school event with Mayor and members of council

Multiple Vision Zero meetings with Kat Dale

Meeting with NC State Representative Reeder reference to vehicle registrations and new tint inspection perceptions

Senior Watch – ongoing

Coffee with a cop – ongoing

Multiple station tours

Back to school bash

National night out

Blessing of the badges

Presented anti bullying program to several schools and programs

Speaking engagements with senior groups.

Continue to develop curriculum for Citizen academy (2026).

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

Entered contest to win a speed sign – check your emails and vote

School Resource officers – multiple sporting events

New hire officer - Jones

Public Works Quarterly Report
July, August and September 2025

- 46 Sinkholes were repaired
- Chapman Street Pump Station has a startup date of October 21st.
- Church Street Pump Station has a startup date of December 16th.
- Crews continue grass mowing of all Town right of ways and properties.
- Staff has completed the install of the 6" water line at the ball park.
- 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.
- 260 foot of storm pipe will be replaced on Channel Drive next month.