



TOWN COUNCIL AGENDA

January 14, 2019 - 7:00 PM

WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **PROCLAMATIONS:**
 1. Debra Pomeroy, Human Trafficking Awareness and Prevention Month.
- VII. **PRESENTATIONS:**
 1. Rivers and Associates, Inc., Water Distribution System – Asset Management Plan (AMP).
- VIII. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
 1. Alton Wadford, Watermelon Festival funding request.
- IX. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
 1. Approval of the following set of Council Meeting Minutes:
 - ✓ December 10, 2018, Regular Meeting.
 2. Mellon Downs, Phases 2A and 2B: Direct Town Clerk to Investigate the Sufficiency of Annexation.
- X. **OLD BUSINESS:**
 1. New Regional Sanitary Sewer Pump Station - Amendment to Engineering Services Agreement.
- XI. **OTHER AGENDA ITEMS.**
- XII. **ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.**

XIII. REPORTS FROM DEPARTMENT HEADS: Update on Projects Currently Underway:

- ❖ Minimum Housing/Code Enforcement (TLP)
- ❖ Tar Road Widening Project – Electric Engineering/Relocation (RS)
- ❖ New Electric Territory Engineering/Installation (RS)
- ❖ Fork Swamp Greenway Project (EJ)
- ❖ Resurfacing of the Hillcrest Basketball Courts (EJ)
- ❖ Multi-Purpose Building Site Plan (EJ)
- ❖ Winterville Market/Town Common Plan (BW)
- ❖ Winterville Land Use Plan (BJ)
- ❖ Regional Sewer Pump Station Project (TW)
- ❖ Chapman Street Culvert - Nobel Canal Drainage Basin Study (TW)
- ❖ 2018 SRF Application (Sewer Rehabilitation) (TW)
- ❖ Church Street Pump Station Rehabilitation (TW)

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

XV. ANNOUNCEMENTS:

1. Dr. Martin Luther King, Jr. Tribute Breakfast - Thursday, January 17, 2019 – 8:30 am at Craig F. Goess Student Center, Davenport Multipurpose Room, Pitt Community College.
2. Martin Luther King Day Holiday: Town Office Closed - Monday, January 21, 2019.
3. Planning and Zoning Board Meeting – Tuesday, January 22, 2019 - 7 pm in Town Hall Assembly Room.
4. Town Council Vision Setting Meeting – Monday, January 28, 2019 – 5:30 pm at Winterville Train Depot.
5. Comprehensive Land Use Plan: Steering Committee Meeting – Tuesday, January 29, 2019 – 6:00 pm in Town Hall Assembly Room.
6. Fork Swamp Canal Greenway Public Meeting - Thursday, January 31, 2019 – 6:00 pm in Town Hall Assembly Room.

XVI. ADJOURN.

SPECIAL NOTICE: *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 215-2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



PROCLAMATION
Human Trafficking Awareness and Prevention Month

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

WHEREAS, human trafficking violates basic human rights and deprives victims of human dignity and freedom. Victims are dehumanized and forced into modern-day slavery; and

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

WHEREAS, it is imperative that we educate our communities, our young people and families to take an active interest in learning how to recognize the risks and resist predators who use coercion and threats to manipulate children as young as 12 into labor or sex trafficking; and

WHEREAS, in recognition of the need for that education, the NC General Assembly recently enacted legislation mandating that sex trafficking prevention and awareness information be included in the sexual health education curriculum; and

WHEREAS, every law enforcement officer in North Carolina received Human Trafficking training in 2016; and

WHEREAS, in recognition of the importance of access to services, the NC General Assembly enacted legislation effective January 1, 2018, requiring that many businesses post the National Human Trafficking Hotline;

WHEREAS, the Town of Winterville is committed to protecting people vulnerable to human trafficking and taking action to end human trafficking through prevention, prosecution and partnerships;

IN WITNESS WHEREOF, I, do hereby proclaim January 2019 as “Human Trafficking Awareness and Prevention Month”, and commend its observance to all citizens and set my hand, and cause the seal of Winterville to be affixed this 14th day of January, 2019.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: January 14, 2019

Presenter: Ben Williams, Assistant Town Manager and Blaine Humphrey, Seth Anderson, and Andrew Mitchell, Rivers & Associates, Inc.

Item to be Considered

Subject: Water Distribution System – Asset Management Plan (AMP).

Action Requested: Acceptance and Adoption of AMP.

Attachments: AMP - Executive Summary.

Prepared By: Ben Williams, Assistant Town Manager

Date: 1/2/2019

ABSTRACT ROUTING:

TC

FD

TM 1/9/2019

Final 1/9/2019

Supporting Documentation

The Town applied for funding assistance for the development of a Water Distribution System Asset Inventory and Assessment. The NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) reviewed the funding application and approved the Town of Winterville for grant assistance in the amount of \$150,000. The Town committed to providing a 20% local match (\$30,000). The Town contracted with Rivers & Associates, Inc. to develop an Asset Management Plan for the Town's distribution system. This plan provides the documentation and support for budget forecasting in future budget years. The Plan has four (4) major components: Inventory of Assets, Condition Assessment, Needs Prioritization, and a Capital Improvement Plan. The intent of the Asset Management Plan is to ensure long-term sustainability of the drinking water utility.

Budgetary Impact: The local match was budgeted for in the Annual Budget process.

Recommendation: Acceptance and adoption of Water System Asset Management Plan (AMP).

Executive Summary

The overall objective of asset management planning is to: *Deliver the required level of service to existing and future customers in a sustainable and cost effective manner.*

The purpose of the Town of Winterville's Water Asset Management Plan is to ensure that assets are operated and maintained, so that they provide the required level of service for present and future customers in a sustainable and cost effective manner.

This plan provides the documentation and support for budget forecasting in future budget years for water supply, treatment, storage and distribution assets. The Town should consider implementing a continuous improvement approach to asset management planning in the short term. The Water Asset Management Plan should be reviewed annually for necessary modifications in support of the Town's Capital Improvement Plan (CIP).

The water system owned by the Town of Winterville consists of three (3) groundwater wells, one (1) elevated storage tank with altitude valve vault, one (1) booster pump station, approximately 427 hydrants, approximately 1,071 in-line valves, and approximately 80 miles of distribution lines ranging in diameter from 2" to 12".

The Town of Winterville was required to reduce its groundwater withdrawals over three increment periods due to the Central Coastal Plain Capacity Use Area (CCPCUA) rules, and the final reduction went into effect on August 1, 2018. Winterville is now permitted to withdraw up to approximately 45 million gallons of groundwater per year. Any additional water the Town needs must be acquired from other purveyors. The Town of Winterville used approximately 216 million gallons of water in 2017.

The Town has previously entered into a "take or pay" agreement with the Greenville Utilities Commission (GUC) wherein the Town agrees to pay for a minimum of 0.375 MGD of treated potable water. As such, the Town has chosen to routinely utilize the GUC water supply as its primary water source, supplemented as required by Town-owned water supply wells.

The intent of asset management is to ensure the long-term sustainability of the water utility. By assisting Town management to make better decisions on when it is most appropriate to repair, replace, or rehabilitate particular assets and by developing a long-term funding strategy, the Town can ensure its ability to deliver the required level of service perpetually.

The following basic approach was applied to asset management plan development.

1. Inventory Assets – Catalog the wells, storage tanks, vaults, hydrants, valves and distribution lines.
2. Assess Condition of Assets – What assets need repairs, rehabilitation, and replacement?
3. Rank & Prioritize Needs – Assess the ‘criticality’ of the assets by looking at the risk and consequence of failure.
4. Capital Improvement Plan – Establish an equipment repair, replacement, and upgrade schedule.



The overall condition of the water system is considered to be good. Current inspection and maintenance activities identify potential areas of concern and allow the Town to proactively remedy problems before they become severe and threaten the operation and efficiency of the system.

Of the Town of Winterville’s three (3) groundwater wells, two (2) are active. The active wells are in good condition and have an average age of approximately 35 years. The Town relies on well water far less than in the past, and purchases much more water from GUC. In light of these facts, the Town may consider abandoning and salvaging some of these assets that are no longer necessary, and focusing future operation and maintenance efforts on fewer wells for efficiency and cost saving purposes.

The one (1) elevated storage tank (EST) owned by the Town is considered to be in good condition. This tank is 43 years old but appears well maintained, having received fresh interior and exterior painting in 2018, as well as a new altitude valve vault (AVV) and controls upgrades in 2016. As the only elevated tank in Town, this asset is very important for pressurizing the system and the Town should continue to keep this asset in good working order through regular inspections, coating touch-ups and equipment repairs.

The Town of Winterville owns one (1) booster pump station (BPS), located on Worthington Road east of the Town. This BPS is 2 years old and considered to be in excellent condition. This asset requires no immediate attention, but the surrounding area is susceptible to flooding which could prevent access to the site. The station itself is built above the 100-year flood elevation.

The Town owns approximately 427 hydrants located throughout the system, and overall they are considered to be in good condition. The Town should consider continuing to inspect and exercise hydrants regularly to identify potential problems early. The asset inventory and criticality analysis can be used to prioritize inspections based on hydrants that are suspected to be much older and are considered more consequential because they are in densely developed areas.

The Town owns approximately 1,071 in-line water valves located throughout the system, and overall they are considered to be in good condition. By looking at the age and estimated maximum flowrate through each valve, the inventory assessment identified many valves as highly critical due to their increased risk and potential consequence of failure. The most critical valves are located in the oldest part of Town's water system, which is centered on Depot St., Tyson St., and the intersection of Main and Railroad Streets. The most critical valves are on large, high flow-rate distribution lines which are suspected to be very old. The Town should consider using the asset inventory and criticality analysis to prioritize valve inspections to determine maintenance or replacement actions that may be necessary.

The Town owns approximately 80 miles of water distribution piping. Overall these assets are considered to be in good condition. The assessment of the water system pipes is similar to the valves, and has identified several pipelines of high criticality in and around the oldest part of the system. The most critical pipelines carry the greatest flowrates (as determined by the hydraulic analysis), and are also suspected to be among the oldest assets in the water system, in some cases 60+ years old. A project is recommended for inclusion in the 10-year CIP to replace some of these critical pipelines.

The Town should consider using the databases, analysis methods and mapping produced by this project, to increase the efficiency and effectiveness of operation, maintenance and replacement activities. These databases are also meant to be "living" documents, meaning they should be constantly updated so

that the maintenance history and current status of assets can be quickly determined.



Based on findings from the asset inventory and analysis, as well as the hydraulic model, several projects are recommended for inclusion by the Town in the next CIP update. Also included are uncompleted projects from the existing Town CIP at the time of this report.

- Tyson Street 12" Water Main (FY 2019/20) - \$98,000
- Sylvania/Ange Street Loop (FY 2019/20) - \$27,500
- Forlines Road 4" and 8" Water Main Abandonment (FY 2019/20) - \$89,000
- NCDOT Old Tar Rd. Widening Project (FY 2019/20) - \$280,000
- Winterville Crossing to Worthington Rd. Loop (FY 2020/21) - \$50,000
- 2" Iron Water Main Abandonment (FY 2021/22) - \$263,324
- Brookstone Fire Flow (FY 2022/23) - \$138,900
- NC 11 Loop (FY 2023/24) - \$152,900
- Church Street Loop (FY 2024/25) - \$367,900
- New Elevated Storage Tank (FY 2025/26) - \$2,840,000
- Laurie Ellis Loop (FY 2026/27) - \$312,600
- 10 & 12 Inch ACP Water Mains Replacement (FY 2028/29) - \$1,896,300



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Alton Wadford

Date: 01/02/2019

Address: P.O. Box 1933 Winterville N. C. 28590

Phone: (252) 378-5344

Town Council Meeting Date Requesting to Provide Comment: January 14, 2015

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

Request for Town of Winterville funding for the 2019 Winterville Watermelon Festival.

Name(s) of Speaker(s):

(1) Alton Wadford - Winterville Watermelon Festival Chairman

(2) _____

(3) _____

My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Alton Wadford
Signature

Print

Save

Submit



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: January 14, 2019

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of DRAFT Minutes.

Attachment: DRAFT Minutes for the Council Meetings noted below.

Prepared By: Donald Harvey, Town Clerk

Date: 1/2/2019

ABSTRACT ROUTING:

TC 1/2/2019

FD _____

TM 1/9/2019

Final 1/9/2019

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- December 10, 2018 Regular Meeting Minutes.

Budgetary Impact: N/A.

Recommendation: Approval of Minutes.



**Winterville Town Council
December 10, 2018
Regular Meeting Minutes**

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

Douglas A. Jackson, Mayor
Mark Smith, Mayor Pro-Tem
Ricky Hines, Councilman
Tony Moore, Councilman
Johnny Moye, Councilman
Veronica Roberson Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Travis Welborn, Public Works Director
Robert Sutton, Electric Director
Anthony Bowers, Finance Director
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

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

INVOCATION: Councilman Moore gave the Invocation.

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

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA:

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

PUBLIC HEARINGS:

Aquatic Holdings, LLC (Aquaventure) Annexation - Planning Director Jones gave the following presentation:

Aquatic Holdings, LLC (Aquaventure) Annexation – Public Hearing

Presenter:
Bryan Jones,
Planning Director



Site Data:

- Located on Beacon Drive north of Vernon White Road
- Current Zoning: General Business (GB)
- Size: 6.93 Acres

Annexation Process:

- 1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (10/8/18).
 - 2nd Council Meeting: Schedule a Public Hearing for the Annexation (11/13/18).
 - 3rd Council Meeting: Hold Public Hearing on the Annexation (12/10/18).
- ❖ Adjacent property owners within 100' were mailed notification mail on 10/26/18.
- ❖ Public Notice published in the Daily Reflector on 11/28/18 and 12/5/18.
- ❖ If approved, effective date of annexation will be 12/31/2018.



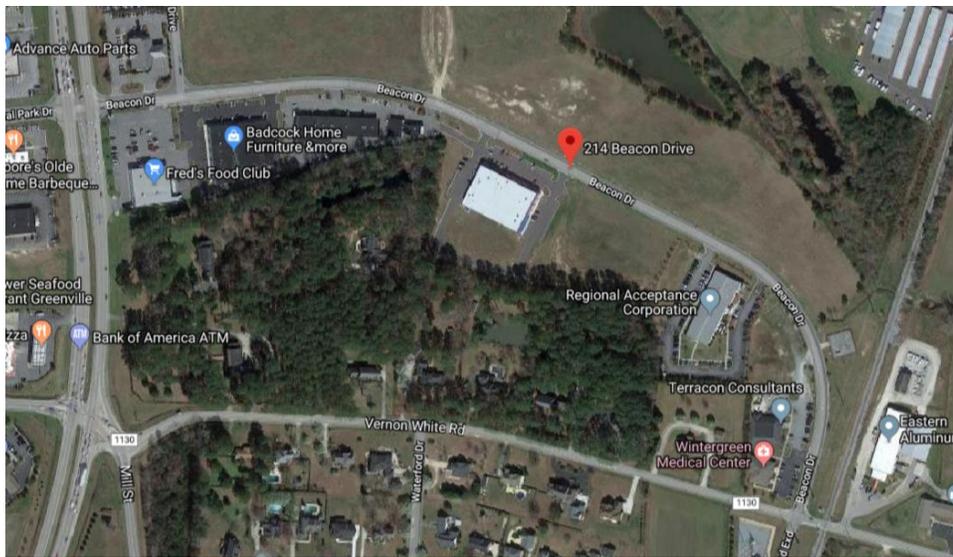
Site Data:

- Located on Beacon Drive north of Vernon White Road
- Current Zoning: General Business (GB)
- Size: 6.93 Acres

Annexation Process:

- 1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (10/8/18).
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 - 3rd Council Meeting: Hold Public Hearing on the Annexation (12/10/18).
- ❖ Adjacent property owners within 100' were mailed notification mail on 10/26/18.
- ❖ Public Notice published in the Daily Reflector on 11/28/18 and 12/5/18.
- ❖ If approved, effective date of annexation will be 12/31/2018.





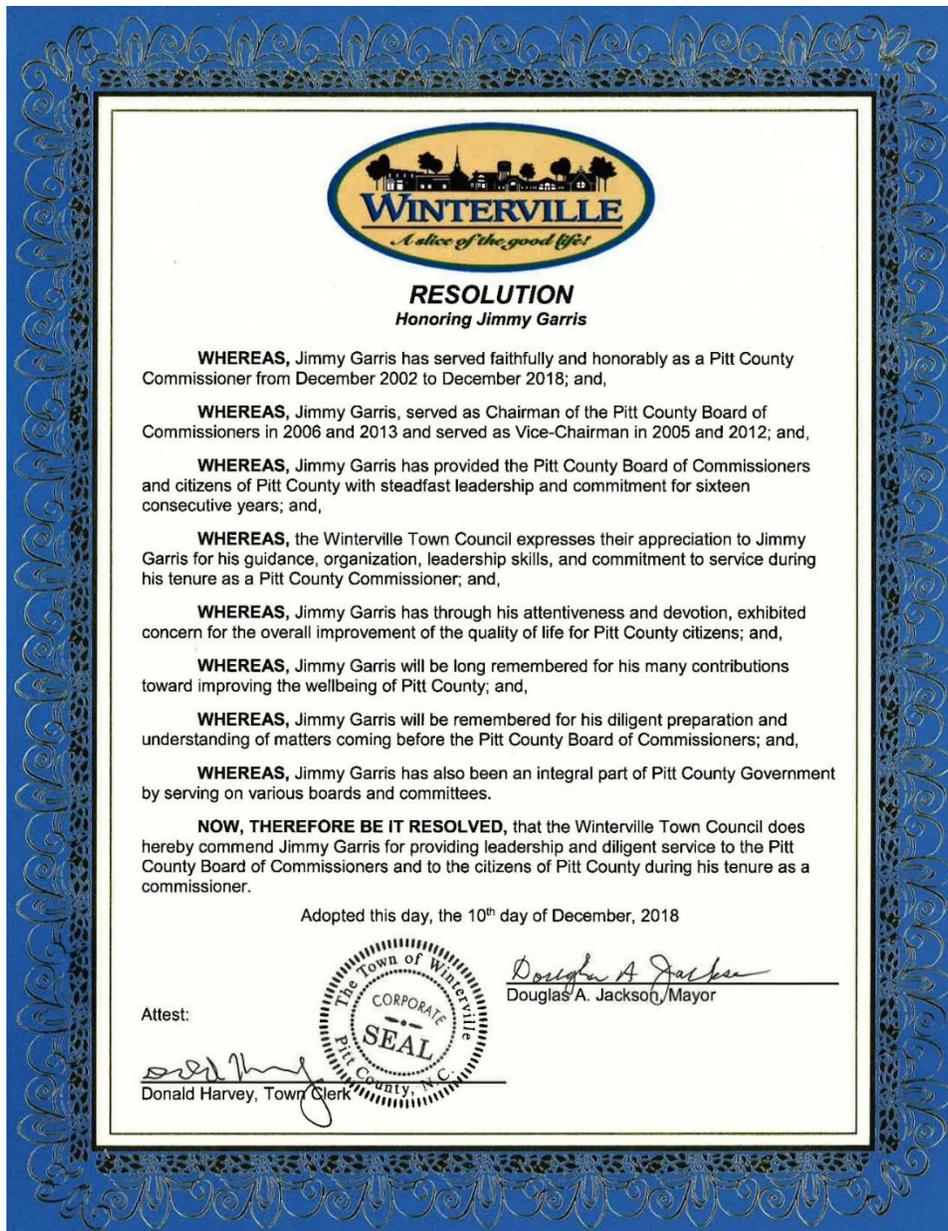
Councilwoman Roberson asked if this property would take care of all the properties in that area. Planning Director Jones stated that annexation not completed on some of the properties at this time.

Mayor Jackson declared the public hearing open and asked if anyone would like to speak in favor of the annexation request. No one requested to speak. Mayor Jackson asked if anyone would like to speak in opposition of the annexation request. No one requested to speak. Mayor Jackson asked if there was any further discussion or any more questions. Hearing none what is the Board's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moye to approve the annexation of Aquatic Holdings, LLC (Aquaventure). Motion carried unanimously, 5-0.

PRESENTATIONS: Mayor Jackson introduced the following presentations.

1. Resolution Honoring Jimmy Garris, County Commissioner: Mayor Jackson read and presented the following resolution and plaque honoring Mr. Garris. Mr. Garris thanked Town Council and Winterville residents. He noted the many fond memories of the Town and experiences with Council.



2. Audit Presentation – Michael C. Jordan, CPA with Carr, Riggs & Ingram, LLC: Audit gave the following presentation.

Town of Winterville
Comprehensive Financial Information Report
June 30, 2018



General Fund

- Unassigned fund balance and as a percentage of general fund expenditures:
 - 2018 \$5,428,585 – 59.76%
 - 2017 \$5,918,768 – 83.09%
 - 2016 \$5,214,955 – 75.67%
 - 2015 \$5,413,814 – 84.38%
 - 2014 \$4,236,207 – 63.71%
 - 2013 \$3,289,582 – 56.53%



General Fund

- Total fund balance and as a percentage of general fund expenditures:
 - 2018 \$9,033,638 – 99.45%
 - 2017 \$8,537,687 – 119.95%
 - 2016 \$7,893,731 – 114.54%
 - 2015 \$7,342,441 – 114.44%
 - 2014 \$6,266,010 – 94.24%
 - 2013 \$5,353,514 – 91.99%
- Includes non-spendable, restricted, committed, assigned, unassigned

CARR, RIGGS & INGRAM, LLC

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Governmental Funds

- Revenues:
 - 2018 \$7,939,962
 - 2017 \$7,482,114
 - 2016 \$7,220,120
 - 2015 \$7,066,950
 - 2014 \$6,816,537
 - 2013 \$6,454,118

CARR, RIGGS & INGRAM, LLC

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General Fund Budgetary Data

- 2018 Budgeted vs. Actual Revenues
 - \$8,110,210 vs. \$7,939,962
- 2017 Budgeted vs. Actual Revenues
 - \$7,326,837 vs. \$7,482,114
- 2016 Budgeted vs. Actual Revenues
 - \$7,157,779 vs. \$7,220,120
- 2015 Budgeted vs. Actual Revenues
 - \$6,599,544 vs. \$7,066,950

CARR, RIGGS & INGRAM, LLC

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General Fund Budgetary Data

- 2018 Budgeted vs. Actual Expenditures
– \$11,572,701 vs. \$9,083,755
- 2017 Budgeted vs. Actual Expenditures
– \$8,603,869 vs. \$7,117,437
- 2016 Budgeted vs. Actual Expenditures
– \$8,232,171 vs. \$6,891,432
- 2015 Budgeted vs. Actual Expenditures
– \$7,586,472 vs. \$6,416,230

CARR, RIGGS & INGRAM, LLC

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Proprietary Fund Net Position

- Water Fund:
 - 2018 Unrestricted \$1,375,193
 - 2017 Unrestricted \$1,571,623
 - 2016 Unrestricted \$1,550,091
 - 2015 Unrestricted \$1,207,532
- Electric Fund:
 - 2018 Unrestricted \$7,145,212
 - 2017 Unrestricted \$6,554,801
 - 2016 Unrestricted \$5,934,482
 - 2015 Unrestricted \$5,558,283

CARR, RIGGS & INGRAM, LLC

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Proprietary Fund Net Position

- Sewer Fund:
 - 2018 Unrestricted \$982,576
 - 2017 Unrestricted \$920,453
 - 2016 Unrestricted \$830,223
 - 2015 Unrestricted \$968,616
- Stormwater Fund:
 - 2018 Unrestricted \$213,325
 - 2017 Unrestricted \$113,303
 - 2016 Unrestricted \$160,195
 - 2015 Unrestricted \$155,977

CARR, RIGGS & INGRAM, LLC

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Cash Balances & Short-term Investments

- Governmental Funds:
 - Unrestricted
 - 2018 \$7,969,723
 - 2017 \$7,113,798
 - 2016 \$6,396,794
 - 2015 \$5,946,334
- Proprietary Funds:
 - Unrestricted
 - 2018 \$8,386,155
 - 2017 \$7,725,958
 - 2016 \$7,343,054
 - 2015 \$5,946,334

CARR, RIGGS & INGRAM, LLC

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Powell Bill Fund

- 2018:
 - Cash balance \$964,355
 - Fund balance \$506,239
 - State Distribution \$259,072
- 2017:
 - Cash balance \$808,215
 - Fund balance \$807,230
 - State Distribution \$260,092
- 2016:
 - Cash balance \$1,076,372
 - Fund balance \$887,151
 - State Distribution \$264,282
- 2015:
 - Cash balance \$848,556
 - Fund balance \$958,846
 - State Distribution \$265,585

CARR, RIGGS & INGRAM, LLC

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Mr. Jordan said the Town is expanding and growing as noted by the annexation. This involves financial responsibility and the presentation helps the Town make financial decisions. He has no findings at this point.

Councilman Moye thanked Mr. Jordan for sharing the information and the excellent job. Finance Director Bowers noted that new eyes and ears are always helpful and thanked the accounting firm.

PUBLIC COMMENT: Mayor Jackson read the Public Comment Policy.

1. Marie Reed, 2848 Little Gum Circle, Winterville – Presentation of Gift for Fire Department. Ms. Reed at the meeting in remembrance of her late husband, Donald Reed. A Proclamation from the Town given to Mr. Reed for his contributions to the community. He appreciated the Fire Department and their work. As he got weaker, the Fire Department helped by checking their smoke detector. Donald liked what the Fire Department did and he was an educator. Ms. Reed presented a donation of \$3,000 to Fire Chief Moore for the Fire Department in appreciation of their service.

Town of Winterville
Fire Chief David Moore
2571 Railroad Street
Winterville, NC 28590

December 10, 2018

Dear Chief Moore:

The family of the late Donald Reed wants to thank you and your staff for the services that your department provides.

As members of the Winterville community, most people are aware of the standards that you set in providing the highest level of fire, rescue, and EMS protection. There are other standards that your department sets that I would like to bring attention to:

- Promoting teamwork, loyalty and respect within the department and community
This standard was personally experienced by Mr. Reed, who was a retired New York City firefighter. After meeting him, you and your department accepted him and showed him loyalty and respect as if he were a member of your team.
- Continuing Education
Mr. Reed, who was also a retired educator, was impressed by your goal of maintaining a high standard of training and education for the department and community. In keeping with teamwork, loyalty and respect, Mr. Reed was invited to attend the monthly educational dinners. He felt privileged to be included. The dinners left him with favorable impressions.

As a token of appreciation for your efforts, I am donating a check for three-thousand dollars toward your monthly educational dinners. Please continue the good work that you provide.

Sincerely,



Marie A. Reed

2. Glenn Johnson, 459 Williamston Drive, Winterville – He had the opportunity last month to volunteer his services for disaster relief services to Samaritan purse after a lead from Fire Chief Moore. He offered to broadcast any Town staff, as needed, for no fee. Councilwoman Roberson, Assistant Town Manager Williams appeared on the show in the past.
3. Pastor Tyron Turnage, 2056 North Railroad Street, Winterville – He spoke representing the church on corner of Railroad and Tyson Street concerning the disrespect of the stop signs located at the intersection. He mentioned to Police Chief Willhite about setting some examples. People do not respect the stops signs at the intersection. Pastor Turnage asked is the Town do anything to help the situation. Mayor Jackson asked Police Chief Willhite to increase patrols in that area.

CONSENT AGENDA:

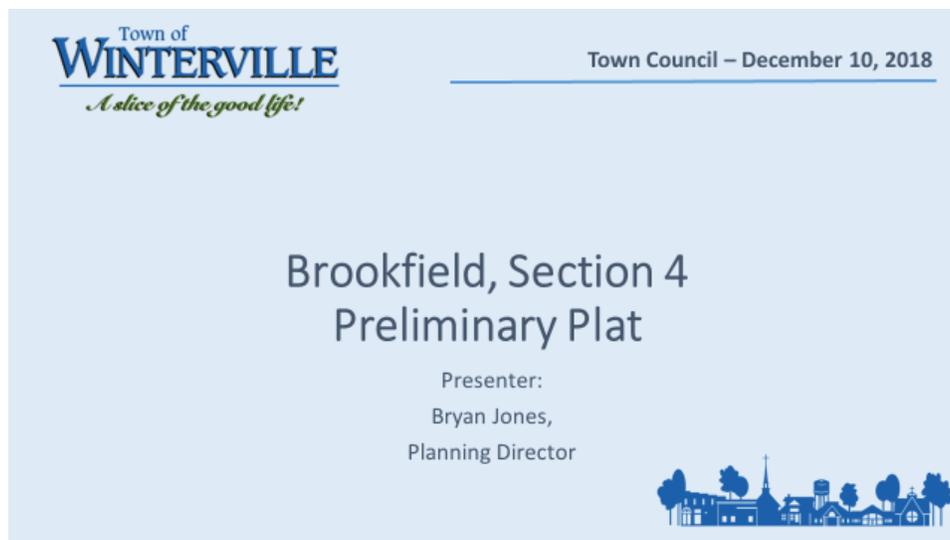
Items included in the Consent Agenda:

1. Approval of the following sets of Council Meeting Minutes:
 - November 5, 2018 Special Meeting Minutes; and
 - November 13, 2018 Regular Meeting Minutes.
2. Approval of 2019 calendars:
 - 2019 Regular Council Meeting Calendar; and
 - 2019-2020 Budget Calendar.
3. Tax Release/Refunds.

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

NEW BUSINESS:

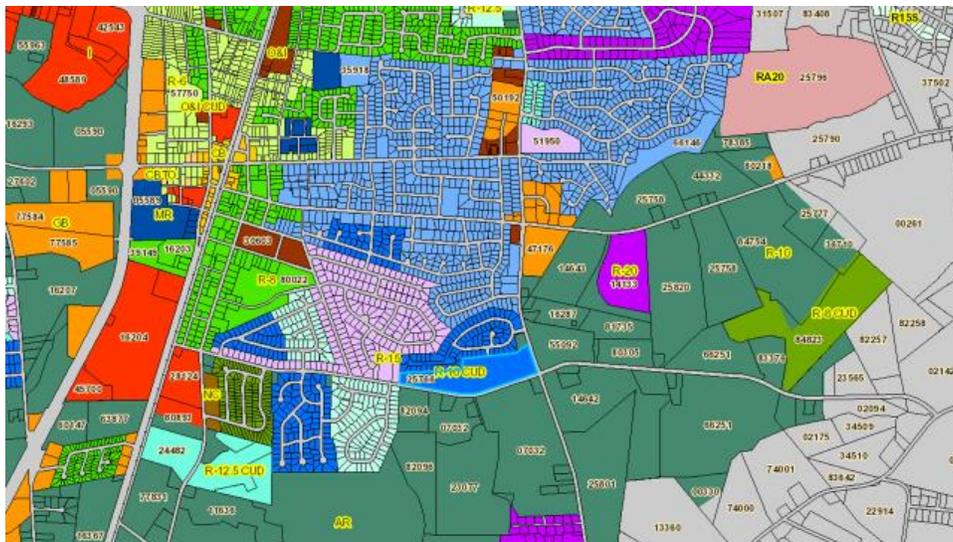
1. Brookfield, Section 4 – Preliminary Plat - Planning Director Jones gave the following presentation:

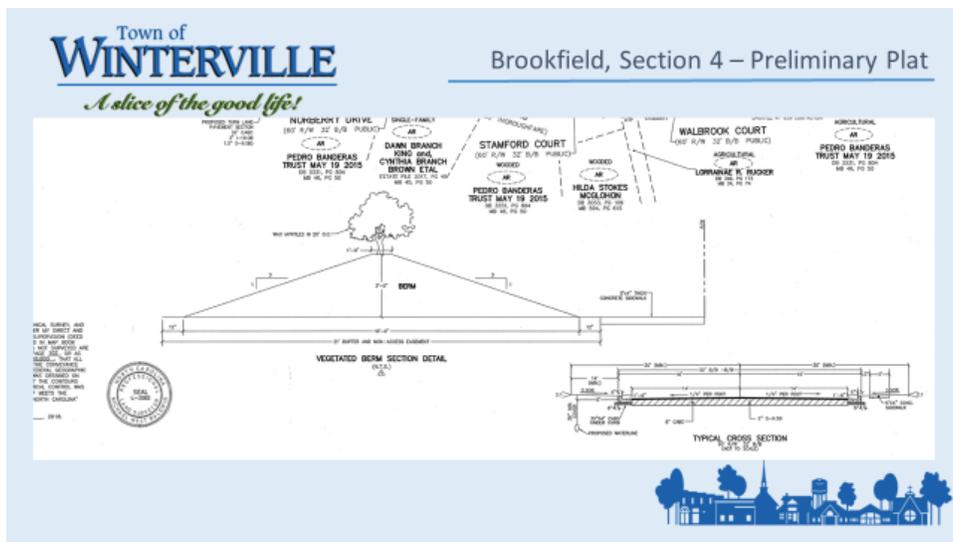
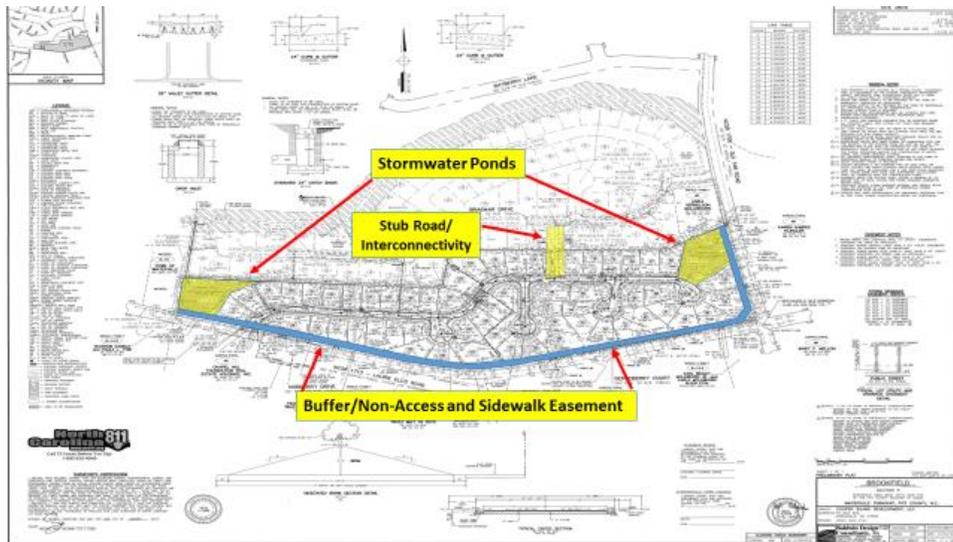


Site Data:

- Located at the intersection of Laurie Ellis Road and Old Tar Road
- Current Zoning: R-10 CUD
 - (Minimum 1,525 sq. ft. and have combination of brick, stone, and vinyl fronts)
- Size: 23.557 Acres
- Proposed Lots: 57

❖ Planning and Zoning Board unanimously recommended approval at the November 19, 2018 meeting





Councilwoman Roberson asked if the stormwater ponds are fenced. Planning Director Jones said there are no requirements for fencing. The Home Owners Association will maintain the stormwater ponds. Mayor Pro Tem Smith asked if this connects to the other subdivision and where. Planning Director Jones said the sidewalk would adjoin and interconnect. Councilman Moye asked about the existing stub road and connection. Planning Director Jones stated that a connection would occur with existing development. Councilman Moye asked how many lots are in this section. Planning Director Jones noted that there would be 57 lots. Mayor Pro Tem Smith noted that the Town would need to ask DOT to reduce the speed limit on Laurie Ellis Road. Councilman Hines asked if there are any turn lanes. The developer will be responsible for a decelerating lane in the east to west direction

Mayor Jackson asked for any further discussion or any more questions. Hearing none what is the Board's pleasure.

Motion made by Councilman Hines and seconded by Mayor Pro Tem Smith to approve the Brookfield, Section 4 – Preliminary Plat. The motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

1. Discussion of Logistics for Council Office - (Councilman Moore).

Town Manager Parker stated that Mr. Moore asked this to go on the agenda. Councilman Moore has materials he wants to put in there as well as maps and charts. A calendar is set up to reserve use; contact Town Clerk to get a time. The Council Office will be set-up with necessary office equipment and supplies to handle needs. Town Clerk will handle scheduling of the office to avoid conflicts. Council can request a meeting or times as they determine necessary.

Councilman Moore asked Home Owners Association requirements. New developments are required to have one, while old ones do not have an Association. Attorney Lassiter spoke to numerous issues involving Associations.

Councilman Moyer asked about curb and gutter types. Planning Director Jones noted subdivision submittal information contains curb and gutter type. Councilman Hines said does this not fall back on the Planning Board. Town Manager Parker said yes but some questions may come up at Council meetings. Councilwoman Roberson noted it is proper to ask questions at Council meetings. Staff will be prepared to answer any questions.

Councilman Moyer asked what if five Council members happen to meet, is there a problem. Attorney Lassiter noted that if it is a social function or gathering with no intent to discuss Town business, there is no reason to give notice. If there is a likelihood of Town business discussion, there is a reason to give a notice.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Councilman Hines asked that we invite Principals from schools served by the Town to schedule a spotlight on education. Send them a correspondence to invite and include The Superintendent.

Councilwoman Roberson asked that Council get a report on the intersection with stop signs at Railroad and Tyson Street. Police Chief Willhite has and will increase patrols in the area. Town Manager Parker noted that the Chief would highlight in his report that intersection.

REPORTS FROM DEPARTMENT HEADS:

1. Assistant Manager Williams updated projects currently underway:
 - Regional Sewer Pump Station Project: Contractor has completed all work other than abandoning a few old manholes on Cooper Street, patching the asphalt on Bayberry Lane, punch list items, and paperwork.
 - Chapman Street Culvert - Nobel Canal Drainage Basin Study: Engineer submitted drawings, Staff currently reviewing. Councilman Moyer asked status on Noble Canal. Assistant Town Manager Williams stated study complete by Engineer, they are sending plans, then acquire property. Procurement of bids has not occurred yet.
 - 2018 SRF Application (Sewer Rehabilitation): Cleaning and CCTV will start in a month.
 - Minimum Housing/Code Enforcement: Building Inspector Brown evaluating and generating list, Attorney Lassiter to assist. Councilman Moore asked about Academy Street property. Property scheduled for first of year, Fire Chief Moore noted. Council Moyer asked about the house on Railroad Street. Inspections is generating the report.
 - Multi-Purpose Building Site Plan: Discussions in Closed Session.
 - Winterville Market/Town Common Plan: Consultant working on schematic plans and illustrations.
 - Resurfacing of the Hillcrest Basketball Courts: Need dry, warm weather, then will complete.
 - Fork Swamp Greenway Project: Survey is nearing completion, data collection, generating map, draft submitted, and public meeting in January.

2. Other updates from staff:
- Comprehensive Land Use Plan: Planning Director Jones noted Steering Committee formed and will have the kickoff meeting on December 11, 2018. Anticipate to schedule for January 2019, stakeholder meetings and public charrette. Councilman Hines said County is pleased we are doing plan.

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

Attorney Lassiter: No report, a closed session tonight. Wish everyone a Merry Christmas and Happy New Year.

Councilman Moore: Christmas events nice, largest parade ever had, bike donations great.

Councilwoman Roberson: Winter Wonderland and all involved a great event. Attended Advocacy Goals conference by NCLM and gained valuable information. Hope everyone has a wonderful Christmas.

Mayor Pro-Tem Smith: Merry Christmas to all.

Councilman Moyer: Boyd Street is a slow progress, please complete for citizens. Town Manager Parker is talking to DOT and Senator Davis, unfortunately, weather is not cooperating. Merry Christmas to all departments and thank you. Post Office status. Town Manager Parker noted they have a tent outside, have changed bins, and may try a mobile unit for even more room. Give Post Office credit for trying. No response from Amazon.

Councilman Hines: Merry Christmas to everyone. This first year learning, great work, leadership, Town heading in right direction. Appreciate all the support given for wife.

Manager Parker: Thanks to staff for all they do and to Council thanks to you. Flag in the Assembly Room presented to Mayor Jackson during 9-11 Ceremony. Merry Christmas and Happy New Year to everyone.

Mayor Jackson: Positive responses on Tree lighting and the Christmas story. Thanks to Staff and wish everyone a Merry Christmas.

ANNOUNCEMENTS: Clerk Harvey gave the following announcements.

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

Motion made by Councilman Moyer and seconded by Councilman Hines to adjourn into Closed Session. Motion carried unanimously, 5-0.

CLOSED SESSION: NCGS § 143-318.11. (a)(5) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a

public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. (Discuss the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.)

Motion made by Councilman Moore and seconded by Councilwoman Roberson to adjourn Closed Session. Motion carried unanimously, 5-0.

Motion made by Councilwoman Roberson and seconded by Councilman Moore to return to open session. Motion carried unanimously, 5-0.

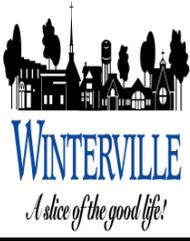
ADJOURN: Motion made by Councilman Moye and seconded by Councilman Moore to adjourn regular meeting. Motion carried unanimously, 5-0.

Adopted this the 14th day of January, 2019.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: January 14, 2019

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Mellon Downs, Phases 2A and 2B: Lots 16, 17, 18, 20, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 72, 76, 77, 78, 79, 80, 81, 82, 84, 86 and Parcels 82642 & 82885.

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

Attachments: Annexation Map, Annexation Petitions and Metes and Bounds.

Prepared By: Bryan Jones, Planning Director

Date: 1/8/2019

ABSTRACT ROUTING:

TC

FD

TM 1/9/2019

Final 1/9/2019

Supporting Documentation

The property owners of Lots 16, 17, 18, 20, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 72, 76, 77, 78, 79, 80, 81, 82, 84, 86 and Parcels 82642 & 82885 (HOA Property) in Mellon Downs, Phases 2A and 2B are applying for annexation into the Town limits.

Mellon Downs, Phases 2A and 2B:

Location: Oakwood Drive and Mockingbird Lane

Size: 31 Lots.

Zoned: R-12.5

Annexation Process:

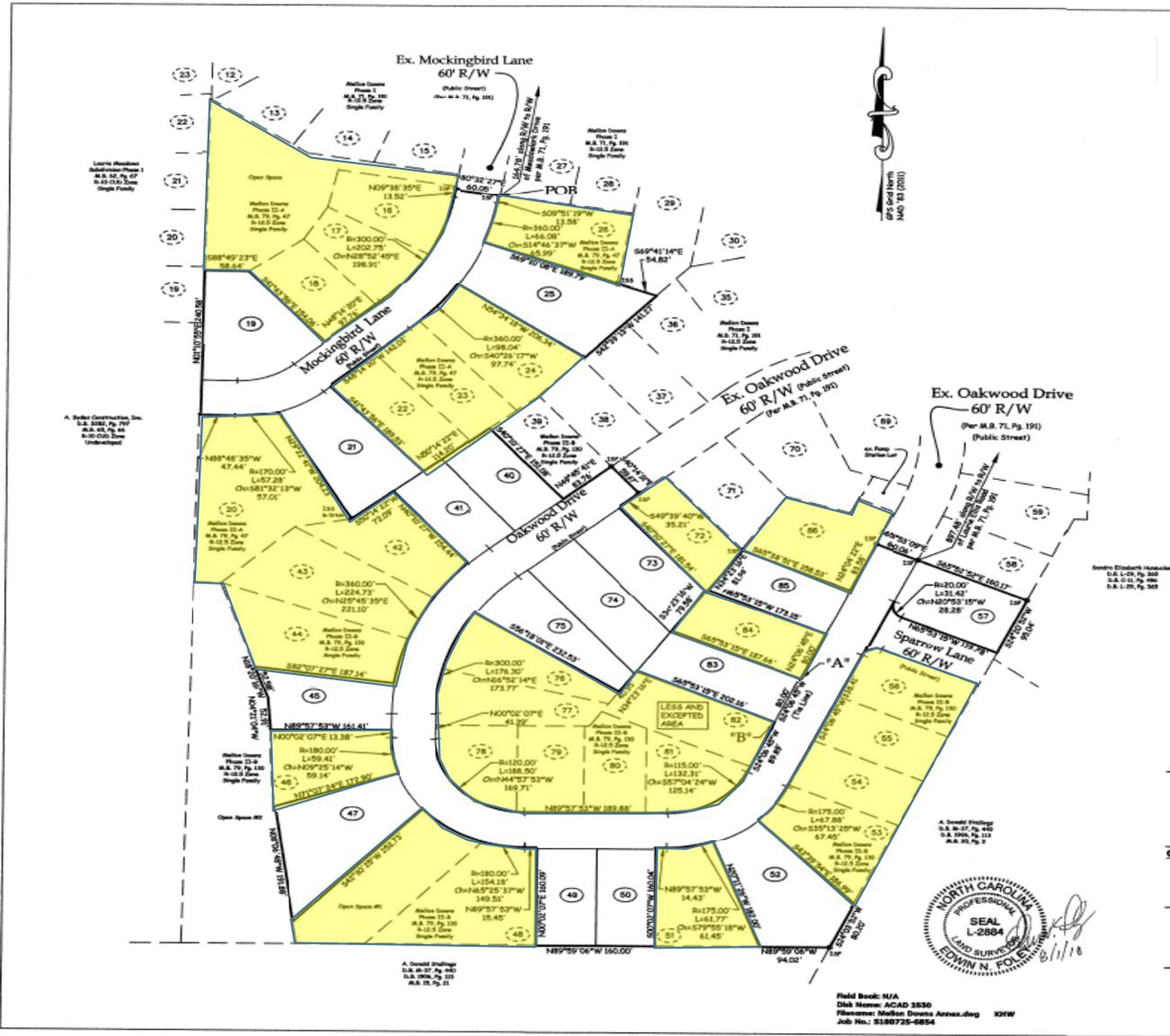
1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (1/14/19).

2nd Council Meeting: Schedule a Public Hearing for the Annexation (2/11/19).

3rd Council Meeting: Hold Public Hearing on the Annexation (3/11/19).

Budgetary Impact: TBD.

Recommendation: Direct Town Clerk to Investigate Sufficiency.



LEGEND:
 Ac. - Acreage
 AG - Above Ground
 BG - Below Ground
 C - Centerline
 Comp. - Computed Point
 D.B. - Deed Book
 I.S.S. - Iron Stake Set
 I.S.F. - Iron Stake Found
 I.P.F. - Iron Pipe Found
 M.B. - Map Book
 Pg. - Page
 R.I.S.S. - Reference Iron Stake Set
 [] - Distance to Reference Iron Stake Set
 R/W - Right-of-way
 23 - Adjoining Lot Number
 POB - Point of Beginning for Annexation Description



Petitioners List

Lot Number	Owner
19	Alexander & Jennifer Alves
21	Matthew & Nicole Carrowan
25	Julie Tucker
40	April & Jeremiah Vernon
41	Dytanyalin Lamb
45	Eric & Amanda Hardy
47	Keith & Nichole Richards
49	Thomas & Tonya Allen
50	Kaitlyn & Bryce Jones
52	Vickie Harrington
57	Javon & Darnasha Brunsey
73	Garret & Kimberly Smith
74	Charles & Arcden Walt
75	John Collins & Ginny Gilmore
83	Ryan & Jennifer Zimmerman
85	Heather & Brian Greisiger

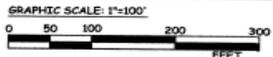
This map was prepared from recorded information and not by actual survey.

ANNEXATION MAP

Lots 16-18, 20, 22-24, 26, 39, 42-44, 46, 48, 51, 53-55, 56, 72, 76-82, 84, 86; Parcels 82642 & 82885
MOCKINGBIRD LANE & OAKWOOD DRIVE
MELLON DOWNS PHASE II-A & II-B
 Watauga Twp., 28 Co., North Carolina

Owners:

See Petitioners List



SCALE: 1"=100'

PARKER & ASSOCIATES, INC.
 Engineers - Surveyors - Planners
 Jacksonville, North Carolina
 P.O. Box 976 - 306 New Bridge Street - 28540
 Phone (910) 455-2414 - www.ParkerJacksonville.com
 N.C. Firm License Number: T-0108



PETITION REQUESTING ANNEXATION

Date: 10/3/18

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

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

Description

Parcel: 82643

LOT 16

Address: 2816 Mockingbird Lane, Winterville, NC 28590 Mellon Downs Phase II-A

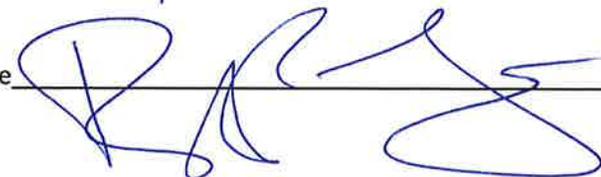
Map Book: 79 Page: 47-48

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

BEING all of Lot 16 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Brandon P. & Kayla N. Luther Address 2816 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 12-5-18

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

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

Description

Parcel: 82644

LOT 17

Address: 2826 Mockingbird Lane, Winterville, NC 28590 Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 17 of Mellon Downs, Phase II-A as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Lakesia Y. Boone Address 2826 Mockingbird Lane, Winterville, NC 28590

Signature

Lakesia Y. Boone

PETITION REQUESTING ANNEXATION

Date: 12/10/18

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

1. We the undersigned owners of real property respectfully requested that the area described in paragraph 2 below be annexed to the Town of Winterville.

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

are as follows:

Description

Parcel: 82645

LOT 18

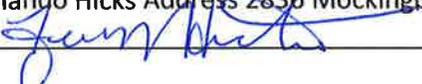
Address: 2836 Mockingbird Lane, Winterville, NC 28590 Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 18 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Fernando Hicks Address 2836 Mockingbird Lane, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 11/20/18

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

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

Description

Parcel: 82647

LOT 20

Address: 2851 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 20 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name George E. & Angela P. Fuller Address 2851 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 11/30/13

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

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

Description

Parcel: 82649

LOT 22

Address: 2839 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

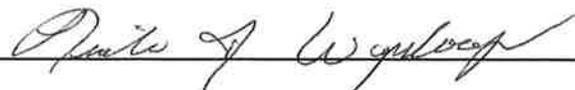
Map Book: 79 Page: 47-48

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

BEING all of Lot 22 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Brenda S. Hayes & Linda J. Wynkoop Address 2839 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: _____

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

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

Description

Parcel: 82652

LOT 23

Address: 2833 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 23 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Lisa Lane Haddock Address 2833 Mockingbird Lane, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date:

9/28/18

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

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

Description

Parcel: 82651

LOT 24

Address: 2827 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 24 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Kenneth I. & Francine A. McCullough Address 2827 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: Oct-1 2018

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

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

Description

Parcel: 82653

LOT 26

Address: 2817 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 26 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Brian F. & Brittany T. Miller Address 2817 Mockingbird Lane, Winterville, NC 28590

Signature  _____

Signature  _____

PETITION REQUESTING ANNEXATION

Date: 10/15/18

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

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

Description

Parcel: 82876

LOT 39

Address: 2987 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 39 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Thomas F. & Venus Roeller Address 2987 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/2/18

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

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

Description

Parcel: 82879

LOT 42

Address: 2969 Oakwood Drive, Winterville, NC 28590

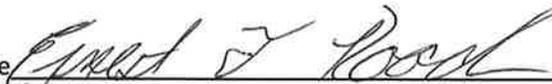
Mellon Downs Phase II-B

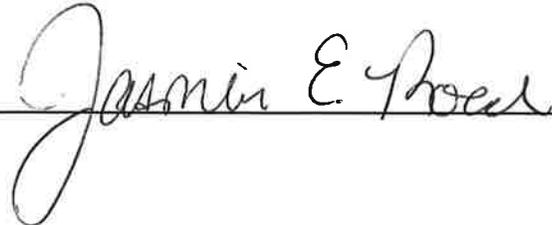
Map Book: 79 Page: 130

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

BEING all of Lot 42 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Ernest T. & Jasmine E. Roach Address 2969 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/4/18

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

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

Description

Parcel: 82880

LOT 43

Address: 2963 Oakwood Drive, Winterville, NC 28590

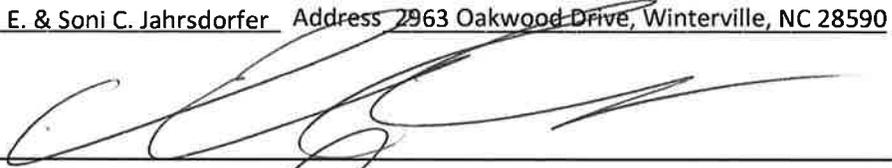
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 43 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Charles E. & Soni C. Jahrsdorfer Address 2963 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/13/2018

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

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

Description

Parcel: 82881

LOT 44

Address: 2957 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 44 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Lynne M. Beck Address 2957 Oakwood Drive, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/2/2018

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

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

Description

Parcel: 82883

LOT 46

Address: 2947 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 46 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Evan Kyle & Molly Baker Pierce Address 2947 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10-6-18

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

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

Description

Parcel: 82886

LOT 48

Address: 2931 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 48 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Randy Lee & Brenda Bowen Garris Address 2931 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

Date: 12/3/18

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

1. We the undersigned owners of real property respectfully requested that the area described in paragraph 2 below be annexed to the Town of Winterville.

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

Description

Parcel: 82889

LOT 51

Address: 2915 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 51 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Cortney Jahrsdorfer Address 2915 Oakwood Drive, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 12/4/18

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

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

Description

Parcel: 82891

LOT 53

Address: 2905 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 53 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Temias Dante & Jalysa Karina Gavin Address 2905 Oakwood Drive, Winterville, NC 28590

Signature



Signature



PETITION REQUESTING ANNEXATION

Date: 12-15-16

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

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

Description

Parcel: 82892

LOT 54

Address: 2899 Oakwood Drive, Winterville, NC 28590

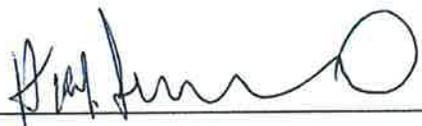
Mellon Downs Phase II-B

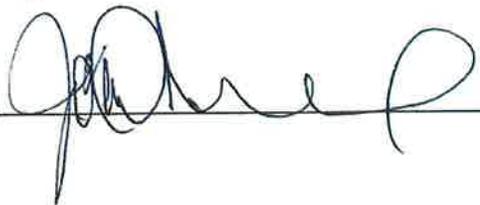
Map Book: 79 Page: 130

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

BEING all of Lot 54 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Huey & Joann Swindell Address 2899 Oakwood Drive, Winterville, NC 28590

Signature  _____

Signature  _____

PETITION REQUESTING ANNEXATION

Date: 12/4/2018

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

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

Description

Parcel: 82893

LOT 55

Address: 2893 Oakwood Drive, Winterville, NC 28590

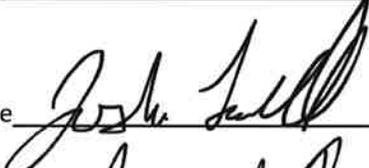
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 55 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Joshua Alan & Amy Thomason Troxell Address 2893 Oakwood Drive, Winterville, NC 28590

Signature  _____

Signature  _____

PETITION REQUESTING ANNEXATION

Date: 10-24-2018

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

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

Description

Parcel: 82894

LOT 56

Address: 2887 Oakwood Drive, Winterville, NC 28590

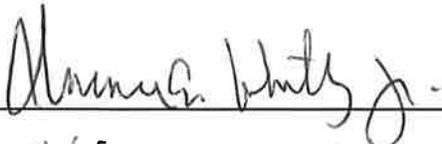
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 56 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Clarence E. Jr. & Kimberly H. Whitley Address 2887 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 09/28/18

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

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

Description

Parcel: 82896

LOT 72

Address: 2990 Oakwood Drive, Winterville, NC 28590

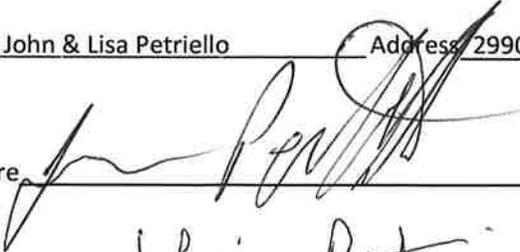
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 72 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name John & Lisa Petriello Address 2990 Oakwood Drive, Winterville, NC 28590

Signature  _____

Signature Lisa Petriello _____

PETITION REQUESTING ANNEXATION

Date: 10/4/2018

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

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

Description

Parcel: 82900

LOT 76

Address: 2962 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 76 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name June Ward Address 2962 Oakwood Drive, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 12/2/2018

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

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

Description

Parcel: 82901

LOT 77

Address: 2954 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 77 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Troy D. & Michele D. Owen Address 2954 Oakwood Drive, Winterville, NC 28590

Signature _____


Signature _____


PETITION REQUESTING ANNEXATION

Date: 9/28/18

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

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

Description

Parcel: 82902

LOT 78

Address: 2940 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 78 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name William A. & Virginia B. Greene Address 2940 Oakwood Drive, Winterville, NC 28590

Signature *William A. Greene*

Signature *Virginia B. Greene*

PETITION REQUESTING ANNEXATION

Date: 9/28/2018

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

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

Description

Parcel: 82903

LOT 79

Address: 2926 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 79 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Durand N. & Latisha D. Greene Address 2926 Oakwood Drive, Winterville, NC 28590

Signature Durand N. Cooney

Signature Latisha D. Greene Cooney

PETITION REQUESTING ANNEXATION

Date: 8-22-18

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

1. We the undersigned owners of real property respectfully requested that the area described in paragraph 2 below be annexed to the Town of Winterville.

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

Description

Parcel: 82904

LOT 80

Address: 2920 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 80 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Alva III & Cathy M. Stuckey Address 2920 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/01/2018

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

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

Description

Parcel: 82905

LOT 81

Address: 2910 Oakwood Drive, Winterville, NC 28590

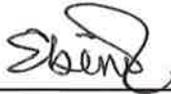
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 81 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Ebenezer O. & Ivy Anna O. Appah Address 2910 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 9/28/18

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

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

Description

Parcel: 82906

LOT 82

Address: 2898 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

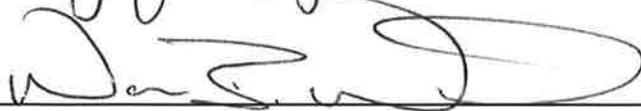
Map Book: 79 Page: 130

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

BEING all of Lot 82 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Jennifer Lynn & Warren Brooks White Address 2898 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: September 28, 2018

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

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

Description

Parcel: 82908

LOT 84

Address: 2884 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

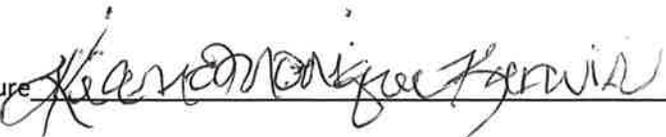
Map Book: 79 Page: 130

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

BEING all of Lot 84 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Kenneth L. & Kianna M. Kerwin Address 2884 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

Date: 12/3/18

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

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

Description

Parcel: 82910

LOT 86

Address: 2872 Oakwood Drive, Winterville, NC 28590

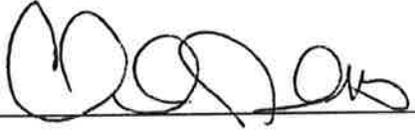
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 86 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Charles E. & Daniel N. Jahrsdorfer Address 2872 Oakwood Drive, Winterville, NC 28590

Signature  _____

PETITION REQUESTING ANNEXATION

Date: 12/13/18

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

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

Description

Parcel: 82642

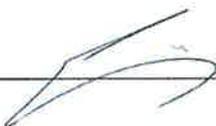
Map Book: 79 Page: 47

A tract or parcel of land in Pitt County containing 41.0661 acres, more or less, as shown on that plat prepared by Stroud Engineering, P.A., dated September 14, 2004, entitled "Boundary Survey for Jane S. Mellon and is incorporated herein by reference for a more complete accurate description.

LESS AND EXCEPT all lots in Mellon Downs, Phase I as shown on map recorded in Map Book 71 at Page 191, Pitt County Registry.

Name: Mellon Downs Homeowners Association , INC Address: Parcel 82642

Signature _____

A handwritten signature in black ink, appearing to be a stylized 'S' or similar, written over a horizontal line.

PETITION REQUESTING ANNEXATION

Date: 12/3/18

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

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

Description

Parcel: 82885

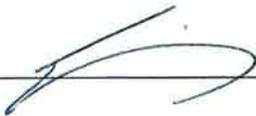
Map Book: 79 Page: 130

Lying and being situate in Winterville Township, Pitt County, North Carolina, and more particularly discribed as follows: BEING all of that Open Space #1 (.055 acres) as depicted on that certain map of Mellon Downs, Phase II-B as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Mellon Downs Homeowners Association, INC.

Address Parcel 82885

Signature _____



Signature _____



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: January 14, 2019

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: New Regional Sanitary Sewer Pump Station – Engineering Services Agreement Amendment.

Action Requested: Approval of Amendment to Engineering Services Agreement

Attachments: Engineering Services Agreement – Amendment No. 3 to Task Order No. 15

Prepared By: Ben Williams, Assistant Town Manager

Date: 1/4/2019

ABSTRACT ROUTING:

TC

FD

TM 1/9/2019

Final 1/9/2019

Supporting Documentation

The Town was awarded a 20-year low-interest loan from the NCDENR – Division of Water Infrastructure – Clean Water State Revolving Fund (CWSRF) program for the construction of a new regional sanitary sewer pump station. The pump station is located off Old Tar Road near the new Christ Covenant School and replaces the existing Craft Winds pump station.

The previously approved costs for engineering services provided to date is \$294,500. This amount included CWSRF application preparation, Engineering Report and Environmental Information Document preparation and submittal, engineering survey, design, construction administration, construction inspection, geotechnical services, easement surveying/mapping, and CWSRF loan administration. The subject project has had change orders resulting in additional work and related time extensions for the contractor to complete. Due to the additional work and time, the consulting engineer has been required to perform additional construction observation and contract administration duties.

This amendment to the Engineering Services Agreement (Task Order No. 15) will compensate Wooten Company for the additional inspection and construction administration for the project. The additional fee associated with this amendment will be \$38,000 (\$8,000 for Construction Administration and \$30,000 for Construction Observation), bringing the total cost for engineering services to \$332,500. There are sufficient funds available in the project budget to cover the additional engineering services associated with the subject amendment.

A Capital Project Ordinance for this project has been previously approved by Council.

Budgetary Impact: The original cost for previously approved engineering services provided to date is \$294,500. The additional fee associated with this amendment will be \$38,000, bringing the total cost for engineering services to \$332,500.

Recommendation: Staff recommends Council approval of the subject engineering contract amendment.

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated **September 10, 2012**.

Amendment No. 3 to Task Order No. 15 – Town of Winterville, NC

1. Background Data:

- a. Effective Date of Task Order Agreement: September 10, 2012
 - b. Owner: Town of Winterville, NC
 - c. Engineer: L.E. Wooten and Company dba The Wooten Company
 - d. Specific Project: CWSRF New Regional Pump Station & Collection System (2853-X)
-

2. Description of Modifications

- a. Engineer shall perform the following Additional Services: **None**
- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous amendments, if any, is modified as follows: **Engineer will provide additional Construction Administration and Resident Project Representative Services for a period of 60 calendar days.**
- c. The responsibilities of Owner with respect to the Task Order are modified as follows: **None.**
- d. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation: **An additional Eight Thousand Dollars (\$8,000.00) in Construction Administration and Thirty Thousand Dollars (\$30,000.00) in Resident Project Representative Services.**

***Hourly rate ceiling fees will not be exceeded without prior written consent of the Owner.**

- e. The schedule for rendering services under this Task Order is modified as follows:

<i>Category of Services</i>	<i>Milestone Completion Date</i>
Engineering Survey	April 1, 2016
Engineering Design	October 1, 2016
Construction Administration	10 mos. after NTP
Resident Project Representative Services	10 mos. after NTP
Geotechnical Services	October 1, 2016
Easement Survey & Mapping	September 1, 2016
CWSRF Loan Administration	10 mos. after NTP

- f. Other portions of the Task Order (including previous amendments, if any) are modified as follows: **None.**

3. Task Order Summary (Reference only)

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Original Estimate of Compensation for Services</i>	<i>Amendment 1 Estimate of Compensation for Services</i>	<i>Amendment 2 Estimate of Compensation for Services</i>	<i>Amendment 3 Estimate of Compensation for Services</i>
CWSRF App. / Engineering Report / Environmental Information Document	<i>Lump Sum</i>	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
Engineering Survey	<i>Lump Sum</i>	\$ 0.00	\$ 11,500.00	\$ 11,500.00	\$11,500.00
Engineering Design	<i>Lump Sum</i>	\$0.00	\$ 96,000.00	\$ 96,000.00	\$96,000.00
Construction Administration	<i>Hourly Rate w/Ceiling Fee</i>	\$ 0.00	\$ 31,500.00	\$ 31,500.00	\$39,500.00
Resident Project Representative Services	<i>Hourly Rate w/Ceiling Fee</i>	\$ 0.00	\$108,000.00	\$108,000.00	\$138,000.00
Geotechnical Services	<i>Hourly Rate w/Ceiling Fee</i>	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$2,500.00
Easement Survey & Mapping	<i>Hourly Rate w/Ceiling Fee</i>	\$0.00	\$ 9,000.00	\$ 20,000.00	\$20,000.00
CWSRF Loan Administration	<i>Hourly Rate w/ Ceiling Fee</i>	<u>\$0.00</u>	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>	<u>\$2,500.00</u>
TOTAL		\$ 22,500.00	\$ 283,500.00	\$ 294,500.00	\$332,500.00

- a. Original Task Order amount: \$ 22,500.00
- b. Net change for prior amendments: \$ 272,000.00
- c. This amendment amount: \$ 38,000.00
- d. Adjusted Task Order amount: \$ 332,500.00

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is **December 1, 2018**.

OWNER:

Name: Town of Winterville

By (Signature): _____

Douglas A. Jackson

Title: Mayor

Date Signed: _____

ENGINEER:

Name: L.E. Wooten and Company dba
The Wooten Company

By (Signature):  _____

Gary D. Hartong, P.E.

Title: Vice-President

Date Signed: 12/4/2018

PRE-AUDITED STATEMENT

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

Finance Officer: _____

By (Signature): _____

Date: _____