



**TOWN OF AYDEN
GOVERNING BOARD MEETING
AGENDA**

January 13, 2025 - 6:30 PM
District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

- I. CALL TO ORDER
 - A. Call to order
 - B. Roll Call
 - C. Welcome Visitors/Protocol for Public Comment
 - D. Invocation
 - E. Pledge of Allegiance
 - F. Approval of the Agenda
- II. PUBLIC COMMENTS
- III. PRESENTATIONS
 - A. AARP Inspiration Award - Andrea Norris Mayor Ivory Mewborn,
Page 3
 - B. Sanitary Sewer Project Update Rich Moore, Page 5
 - C. Introduce New Police Officers David Dempsey, Page 19
- IV. PUBLIC HEARING
 - A. Voluntary Annexation - Hobbs Farms Stephen Smith, Page 20
- V. CONSENT AGENDA
 - A. Minutes from the 12/09/2024 Regular meeting, and the 12/09/2024 Closed Session meeting. Page 32
 - B. Designate a single NCLM Voting Delegate Page 72
 - C. Approval of 2nd Qtr. FY25 Budget Adjustments Page 74
- VI. ACTION ITEMS
 - A. Voluntary Annexation Petition - Creekwood Subdivision Stephen Smith, Page 78
 - B. Cannon Street Area Waterline Replacement - CO #3 Rich Moore, Page 88
 - C. Final Project Budget Ordinance - 2023 Water System Improvements Rich Moore, Page 97
 - D. Appointment to the ENC Alliance Board Mallory Denham, Page
100

VII. ITEMS FOR DISCUSSION

VIII. INFORMATION

A. Staff Departmental Reports

Page 112

IX. BOARD MEMBER COMMENTS

X. CLOSED SESSION

XI. ADJOURNMENT



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

AARP Inspiration Award - Andrea Norris

Item Explanation

AARP in Coastal North Carolina announced recently that Andrea H. Norris of Ayden has received the 2024 Community Service Leader Inspiration Award.

Nominated by the Mid-East Area Agency on Aging and Pitt County Parks and Recreation, Norris was selected for her years of service and work on multiple projects.

Norris has been a leader and visionary for her hometown of Ayden for close to a half century, AARP said. As a high school social studies teacher, she taught five years in Camden, S.C., and 27 years in Greene Central High School in Snow Hill. She led an effort in Ayden to build the Veteran's Memorial Park near the center of town. Citizens of all ages enjoy the picnic shelters, tennis courts, inclusive playground and a new community garden.

Another major project led and coordinated by Norris is the creation of the Ayden Historical and Arts Society and the Ayden Museum, according to AARP. She convinced the Town Board to give access to an unused building owned by the town and then went across eastern North Carolina getting design ideas.

"She almost single-handedly did all of the research to build the museum's collections celebrating the history of the Ayden community. The museum attracts visitors each week and is open during all special events held in the town," AARP said in the award announcement.

Norris has also been a strong leader in the Senior Games Program. From local games to North Carolina State Finals to National Senior Games, she has been the captain of her basketball team and also serves as an NC Senior Games Ambassador.

In addition to these projects, Andrea has been the organist for the Ayden United Methodist Church for more than 50 years and volunteers with the Ayden Christian Care Center Food Bank on a weekly basis.

“Norris takes great pride in her hometown, eastern NC and the state of North Carolina,” AARP said. “Every day, Andrea is strengthening her community, giving seniors an opportunity to be a part of their community and helping them stay active and involved to improve their quality of life.”

Through all of these endeavors, Norris has been encouraged by her husband Bill, children Beth and Chris Cutler and Allyson and Eric Meyer and four grandchildren.

Each year, AARP in Coastal North Carolina presents awards in six different categories, including Community Service Leader, Creative Community Partnership, Intergenerational Educational Trailblazer, Veterans Exemplary Service, Livable Communities and AARP NC Coastal Region Choice Award.

Staff Comments

No additional comments.

Action Requested

Recognize Mrs. Andrea Norris for years of service to the Ayden community.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Sanitary Sewer Project Update

Item Explanation

With prior noted concerns regarding inflow/infiltration in the Town's sewer collection system, effort has been prioritized to identify deficiencies and target improvements to address aged infrastructure with a primary effort to reduce Town sewer flows. A presentation will be made that provides a current status on sanitary sewer infrastructure projects.

Staff Comments

Representative from McDavid Associates, Inc. will be present to review slide presentation.

Action Requested

Presentation for Information Purposes Only – No Action Needed



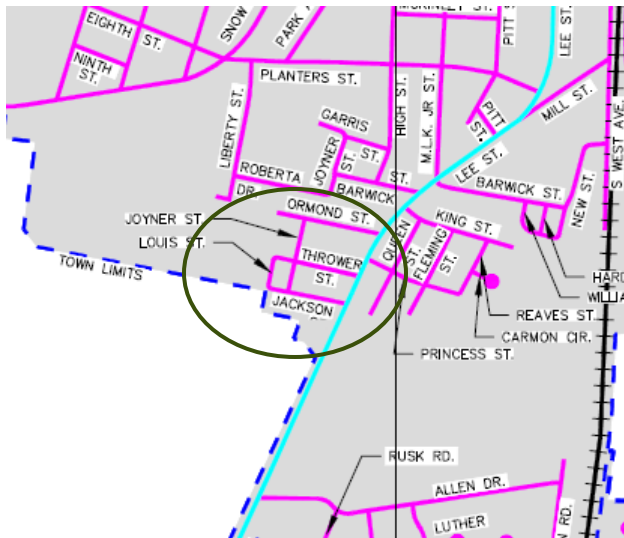
Sanitary Sewer Collection System Evaluation Update

January 13, 2025 Board of Commissioners' Meeting

Recent Sanitary Sewer Project Status

Ormond Street Sanitary Sewer Improvements

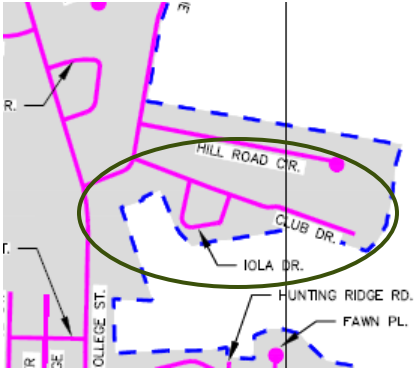
- \$1,000,000 CDBG-I Grant to replace sewer lines on Ormond, Jackson, Thrower, and Joyner Street Completed



Recent Sanitary Sewer Project Status

Pump Station No. 1 Improvements

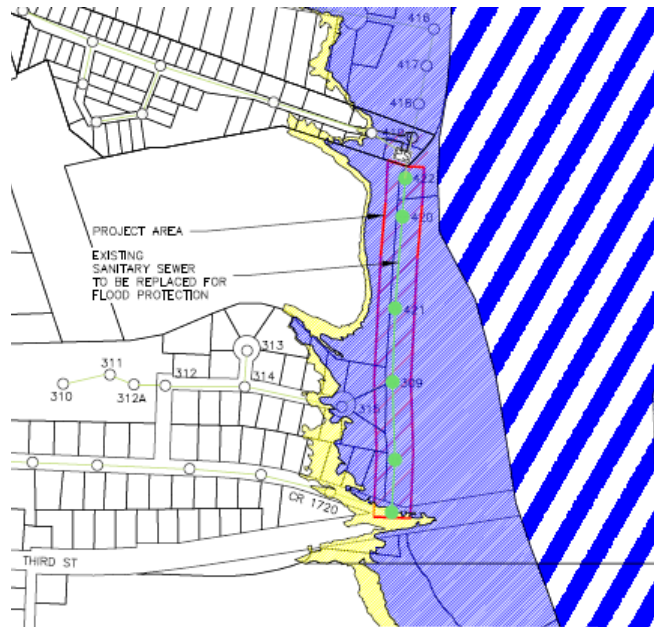
- ▶ Town Awarded \$1,400,000 CDBG-I Grant to rehabilitate Pump Station No. 1 and replace sewer lines on Club Drive and Iola Drive.
- ▶ Plans/specifications completed. State authorized advertisement for bids 12/24.



Recent Sanitary Sewer Project Status

Swift Creek Outfall Sewer Improvements

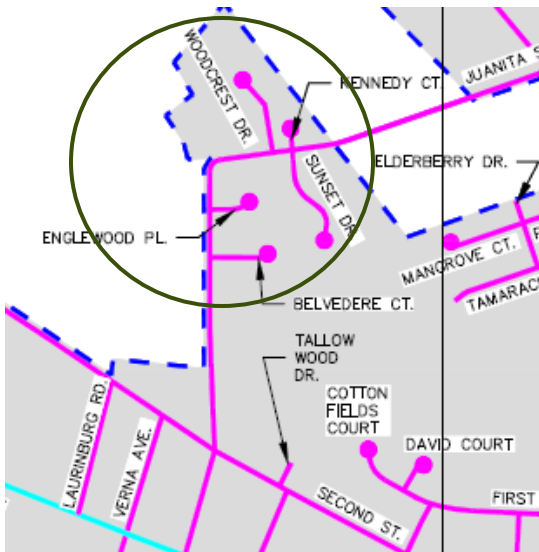
- ▶ Town awarded \$500,000 Principal Forgiveness from State to rehabilitate existing sewer line located in floodplain along Swift Creek.
- ▶ State approved Engineering Report 12/24 allowing plans and specifications to be developed/submitted



Recent Sanitary Sewer Project Status

Woodcrest Sewer Improvements

- ▶ Town awarded \$1,600,000 CDBG-I grant to replace aged sewer lines in the Woodcrest Housing Authority Area
- ▶ Engineering Report Submitted in 12/24. Upon approval, Town can move forward with plan preparation



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

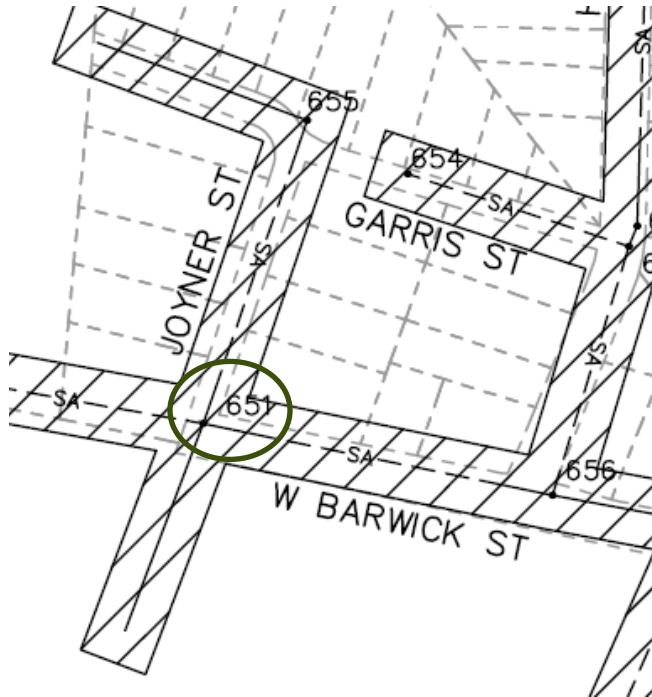
- ▶ Town awarded \$580,000 to support evaluation of sewer collection system
- ▶ Duke's Root Control Currently Cleaning/Inspecting Sewer System



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

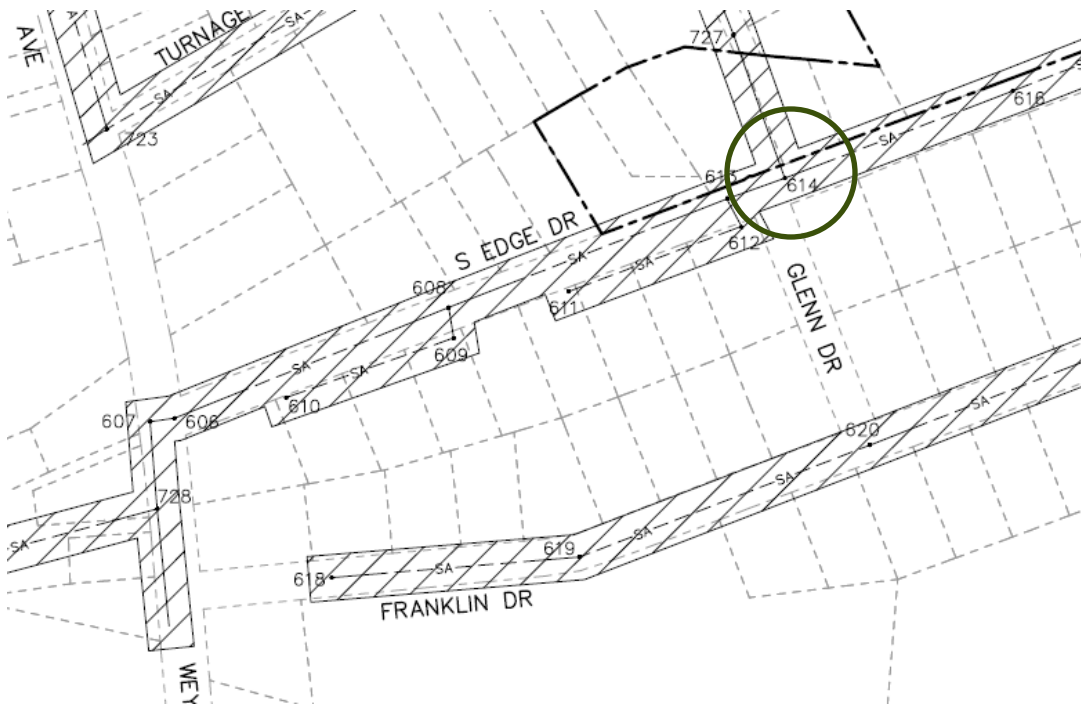
► MH651 W. Barwick Street



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

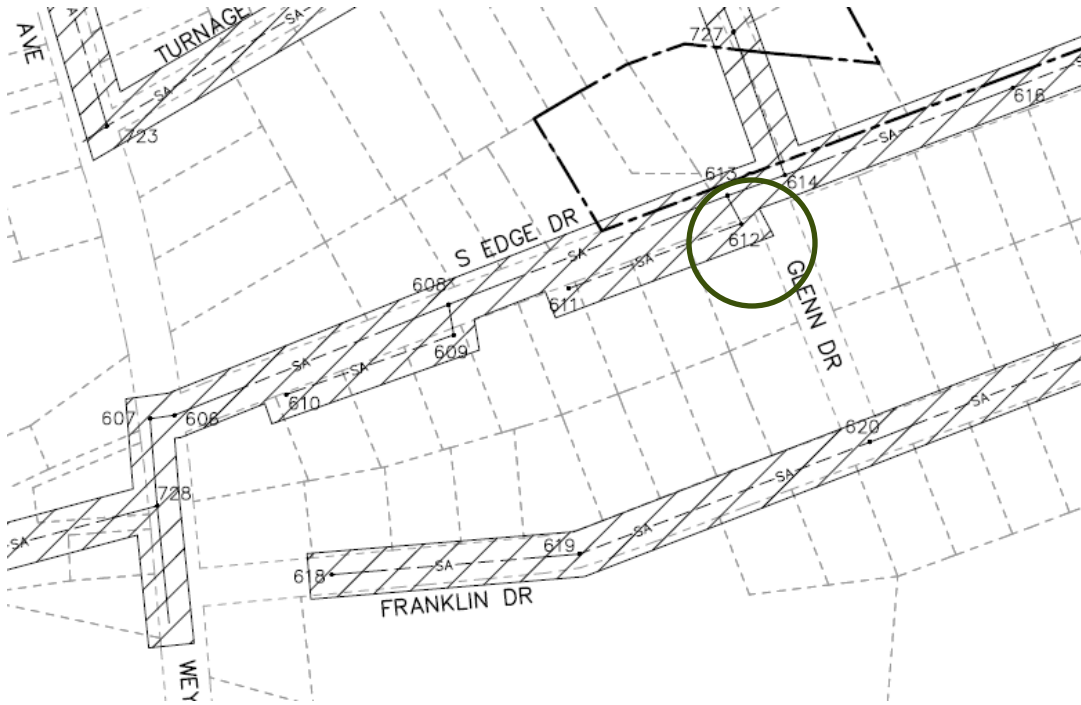
- MH614 S. Edge - Sewer Pipe Joint Displaced



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

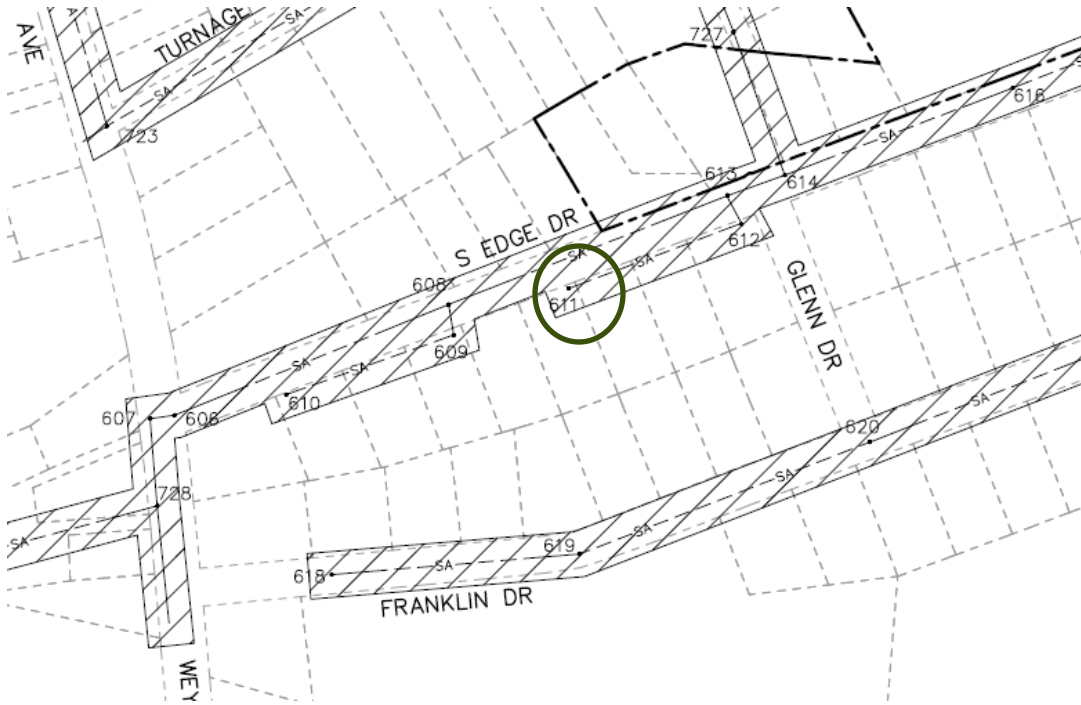
► MH612 Misaligned 6" Sewer Pipe Joint



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

► MH611 Misaligned 6" Sewer Pipe Joint



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

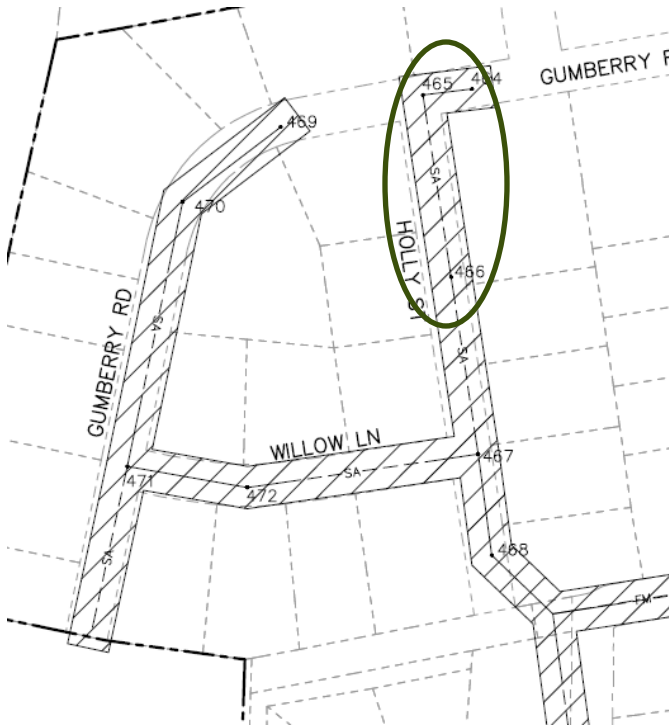
► MH459 on Cedar Street Heavy Inflow/Infiltration



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

- MH466 - MH465 on Holly Street Infiltration from Large Crack in Pipe



Recent Sanitary Sewer Project Status

Sanitary Sewer AIA

- MH551 - MH405 on Montague Avenue Large Hole in Top of Pipe





Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Introduce New Police Officers

Item Explanation

Introduce New Police Officers to Town Board

Staff Comments

Kris Hill
Jason Martin
Josh Williams

Action Requested



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Voluntary Annexation - Hobbs Farms

Item Explanation

For your consideration, the Town has received a petition requesting a voluntary annexation submitted by Jones and Smith Contractors. The request includes a total of 36.03 acres consisting of Parcel #5266 and Parcel #15476, consisting of the entirety of Hobbs Farm Subdivision, along Juanita Road.

Staff Comments

This request for voluntary annexation of a contiguous property must be reviewed in accordance with N.C.G.S. 160A-31. As such, the following steps are required:

- The Board of Commissioners adopts a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition - November 12, 2024
- The Town Clerk provides the Board of Commissioners with the Certificate of Sufficiency - December 9, 2024
- The Board of Commissioners adopts a Resolution Setting a Public Hearing - December 9, 2024
- **The Board of Commissioners considers Annexation Ordinance - January 13, 2024**

Action Requested

Conduct a Public Hearing
Adopt Annexation Ordinance

PETITION REQUESTING ANNEXATION



Date: November 1, 2024

Parcel #(s): 5266 & 15476

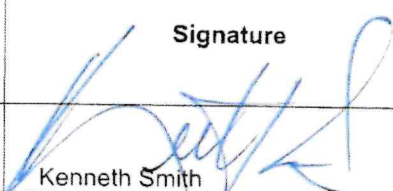
To the Board of Commissioners of the Town of Ayden:

1. We, the undersigned owners of real property, respectfully request that the area described in Paragraph 3 below be annexed to the Town of Ayden.
2. The area to be annexed is (X) contiguous () non-contiguous to the Town of Ayden and the boundaries of such territory are as follows:

DESCRIPTION OF BOUNDARIES
METES AND BOUNDS
(Attach additional pages if necessary)

See attached

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Name(s) of Property Owner	Property Owner Address	Do you declare Vested Rights? (yes or no)	Signature
Jones & Smith Contractors, LLC	112 W. Firetower Rd. Winterville, NC 28590	No	 Kenneth Smith

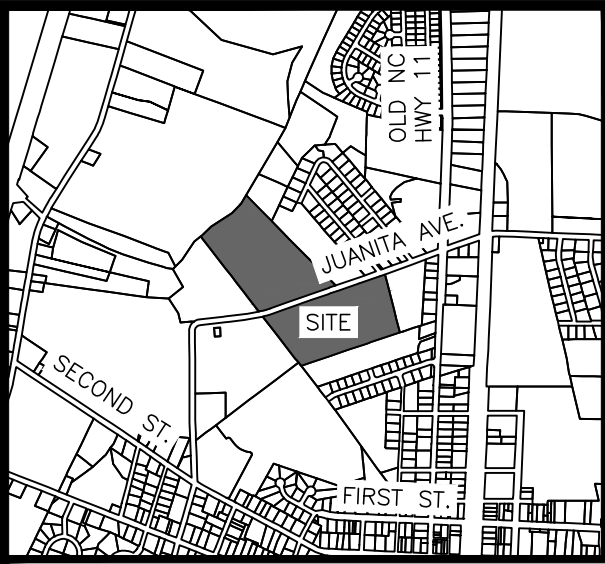
* Petition will not be accepted without Metes & Bounds Description and Maps which include seven (7) paper copies and three (3) Mylar copies of map sized 18" x 24" and one (1) paper map sized 11" x 17".

LEGAL DESCRIPTION-ANNEXATION INTO TOWN OF AYDEN-HOBBS FARM
SUBDIVISION PARCEL #5266 (NORTH SIDE)

Beginning at a point in the western right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #5266, Deed Book 4113 Page 546) and The Town of Ayden (Parcel #29380), also being the POINT AND PLACE OF BEGINNING, thence N37°42'04"W a distance of 996.05 feet to a point, being the common property line of Jones & Smith, LLC., and Feet First, LLC. (Parcel #10632, Deed Book 3833 Page 94), thence N44°40'44"E a distance of 90.68 feet to a point, thence N51°16'41"E a distance of 93.55 feet to a point, thence N59°06'42"E a distance of 257.57 feet to a point, thence N35°40'10"E a distance of 170.28 feet to a point, thence N33°08'50"E a distance of 39.12 feet to a point, also being the common property line of Jones & Smith, LLC., and Rudy Paul Robinson & Teresa H. Robinson (Parcel #10465, Deed Book 648 Page 487), thence S44°50'26"E a distance 377.75 feet to a point, also being the common property line of Jones & Smith, LLC., and Marie S. Robinson (Parcel # 34746, Deed Book 549 Page 622), thence S44°44'03"E a distance of 949.62 feet to a point in the western right-of-way of Juanita Avenue, thence following the western right-of-way of Juanita Avenue S70°48'30"W a distance of 736.13 feet to a point, thence S74°36'29"W a distance of 112.90 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 18.76 acres, more or less, being the entire portion of Parcel# 5266, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.

LEGAL DESCRIPTION-ANNEXATION INTO TOWN OF AYDEN-HOBBS FARM
SUBDIVISION PARCEL #15476 (SOUTH SIDE)

Beginning at a point in the eastern right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #15476, Deed Book 4113, Page 546) and Town of Ayden (Parcel # 29380), thence commencing along the eastern right-of-way of Juanita Avenue N74°36'28"E a distance of 92.16 feet to a point, thence N70°45'51"E a distance of 750.79 feet to a point, thence N70°54'30"E a distance 396.00 feet to a point, thence N70°09'08"E a distance of 92.14 feet to a point, also being a common property corner of Jones & Smith, LLC., and Karl Wesley McLawhorn Jr. (Parcel #523, Deed Book 4169 Page 519), thence continuing along the common property line of Jones & Smith, LLC. and Karl Wesley McLawhorn Jr. S16°57'42"E a distance of 626.21 feet to a point, also being a common property corner of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B (Map Book 89 Page 93), thence continuing along the common property line of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B S71°18'35"W a distance of 1,096.40 feet to a point, also being a common property corner of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. (Parcel #87736, Deed Book 4226 Page 325), thence continuing along the common property line of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. N40°50'23"W a distance of 45.80 feet to a point, also being a common property corner of Jones & Smith LLC. and The Town of Ayden (Parcel #29380), thence continuing along the common property line of Jones & Smith, LLC. and The Town of Ayden N37°39'26"W a distance of 610.15 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 17.28 acres, more or less, being the entire portion of Parcel #15476, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.



VICINITY MAP
(SCALE: 1"=2000')

LEGEND

- ANNEXATION BOUNDARY
- ADJOINER LINE
- RIGHT-OF-WAY LINE
- CURRENT AYDEN CITY LIMITS
- NEW AYDEN CITY LIMITS
- ANNEXATION BOUNDARY POINT/BOUNDARY CORNER

ABBREVIATIONS

PIN	PARCEL IDENTIFICATION NUMBER
REID	REAL ESTATE IDENTIFICATION
N/F	NOW OR FORMERLY
D.B.	DEED BOOK
P.B.	PLAT BOOK
M.B.	MAP BOOK
P.G.	PAGE
NAD	NORTH AMERICAN DATUM
RWD	RIGHT-OF-WAY DISC
R/W	RIGHT-OF-WAY
M.B.	MAP BOOK
AC	ACRES
SQ.FT.	SQUARE FEET

NOTES:

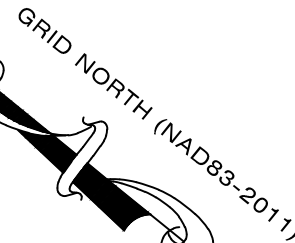
- AREA DETERMINED BY COORDINATES.
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS UNLESS OTHERWISE NOTED.
- NO POINT SET AT ANY CORNER.
- THIS MAP WAS PREPARED FOR ANNEXATION PURPOSES ONLY AND IS NOT A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON, OR TO BE USED FOR SALES OR CONVEYANCE.
- CITY LIMITS WAS TAKEN FROM PITT COUNTY GEOGRAPHIC INFORMATION SYSTEM.
- BOUNDARY INFORMATION FOR REFERENCE PURPOSES ONLY, NO FIELD SURVEY WAS PERFORMED FOR THIS MAP.

NORTH CAROLINA PITT COUNTY

I, _____
A REVIEW OFFICER OF PITT COUNTY, N.C.,
CERTIFY THAT THE MAP OR PLAT TO
WHICH THIS CERTIFICATION IS AFFIXED
MEETS ALL STATUTORY REQUIREMENTS FOR
RECORDING.

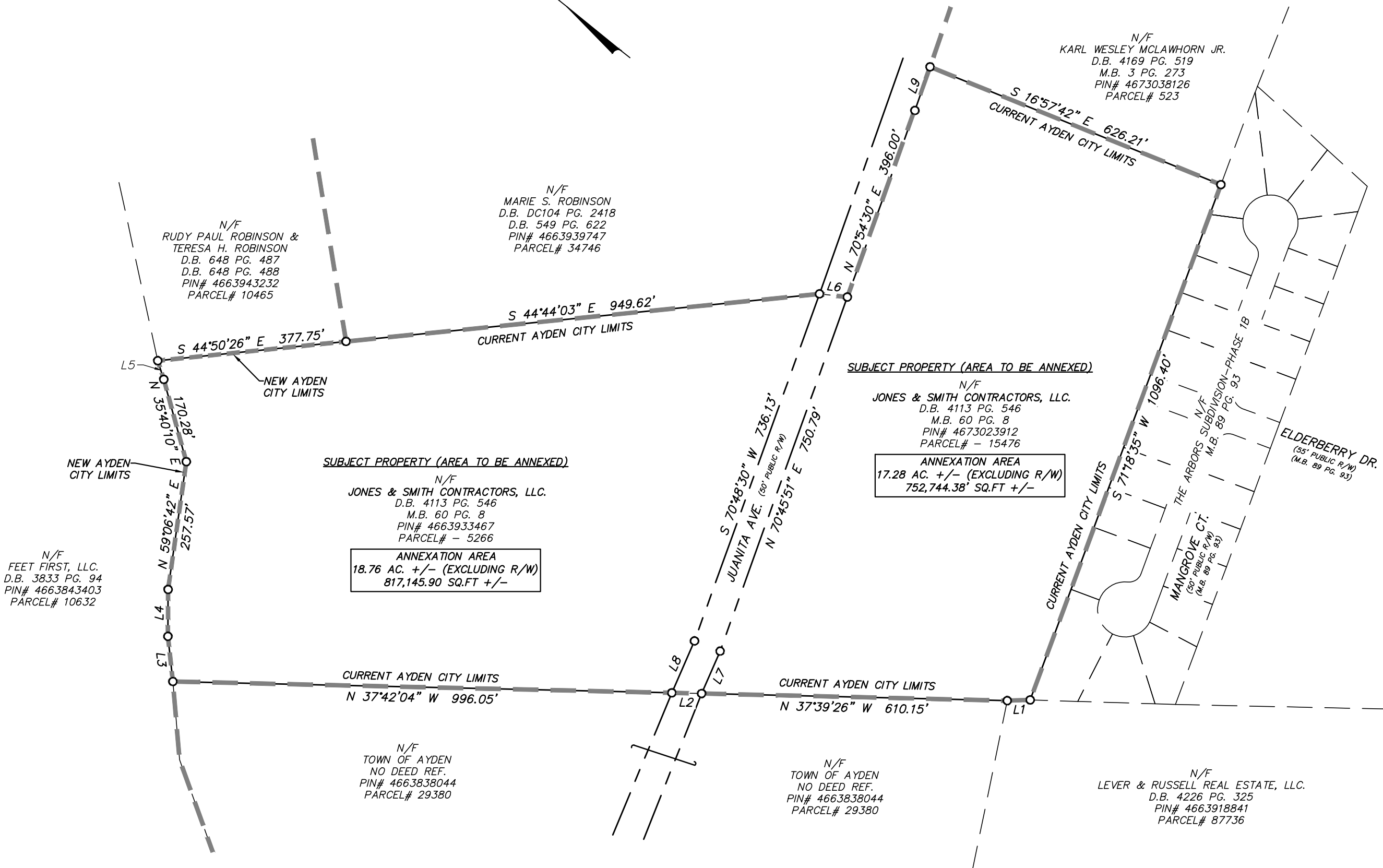
BY _____
REVIEW OFFICER

DATE _____



REFERENCES:

D.B. 4113 PG. 546
M.B. 60 PG. 8
D.B. 4226 PG. 325
M.B. 89 PG. 93
D.B. 4169 PG. 519
M.B. 3 PG. 273
D.B. DC104 PG. 2418
D.B. 549 PG. 622
D.B. 648 PG. 487
D.B. 648 PG. 488
D.B. 3833 PG. 94



REVISIONS

TOWN OF AYDEN ANNEXATION MAP FOR
HOBBS FARM SUBDIVISION., BEING PARCEL NUMBER
5266 AND 15476, AND PURSUANT TO TOWN ORDINANCE
NO. _____

AYDEN, AYDEN TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER: JONES & SMITH CONTRACTORS, LLC.

ADDRESS: 1588 NC 102 E.
AYDEN, NC 28513



NC License: F-0334

Engineers
Planners
Surveyors
Landscape Architects

107 East Second Street
Greenville, NC 27858
(252) 752-4135

SURVEYED
N/A

DRAWN
JWA

CHECKED
JWA

APPROVED
PM

DATE
11/1/2024

SCALE
1" = 200'

PARCEL LINE TABLE

LINE #	LENGTH	BEARING
L1	45.80'	N 40°50'23" W
L2	59.46'	N 37°42'49" W
L3	90.68'	N 44°40'44" E
L4	93.55'	N 51°16'41" E
L5	39.12'	N 33°08'50" E
L6	55.92'	S 32°28'46" E
L7	92.16'	N 74°36'28" E
L8	112.90'	S 74°36'29" W
L9	92.14'	N 70°09'08" E

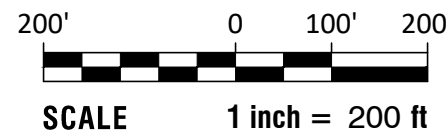


ACCEPTED FOR THE TOWN OF AYDEN

MAYOR

DATE

RECORDED IN MAP BOOK _____ PAGE _____



CERTIFICATION

NORTH CAROLINA PITT COUNTY

I, JAMES W. ATKINSON III, CERTIFY THAT THIS MAP WAS
DRAWN UNDER MY SUPERVISION FROM DEED DESCRIPTIONS
RECORDED IN DEED BOOK REFERENCES AS NOTED; THAT
THE RATIO OF PRECISION IS 1:10,000; THAT BOUNDARIES
NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED
FROM INFORMATION FOUND AND REFERENCED HEREON; THAT
THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30
AS AMENDED, I FURTHER CERTIFY PURSUANT TO G.S. 47-30
(f)(1)(d) AS TO THE FOLLOWING; THAT THIS SURVEY IS OF
ANOTHER CATEGORY; BEING A SURVEY FOR ANNEXATION INTO
CITY LIMITS OF THE TOWN OF AYDEN; WITNESS MY ORIGINAL
SIGNATURE, LICENSE NUMBER, AND SEAL THIS 1ST DAY OF
NOVEMBER, 2024.

SIGNED _____
PROFESSIONAL LAND SURVEYOR

LICENSE NUMBER _____ L-5359

Property Summary

Data last updated on: 12/1/2024 Ownership current as of: 11/26/2024 Tax Year: 2024

REID 5266

PIN # 4663-93-3467

Print Property Info

Location Address
0 JUANITA AV

Property Description
HART - TRACT 4

Property Owner
JONES AND SMITH CONTRACTORS LLC

Owner's Mailing Address
112 W FIRE TOWER RD
WINTERVILLE NC 28590

- Parcel
- Buildings
- Misc Improvements
- Land
- Deeds
- Notes
- Sales
- Photos

Administrative Data

Plat Book & Page	
Old Map#	
Market Area	0000511
Township	05-AYDEN
Planning Jurisdiction	AD-Ayden
City	
Fire District	42-AYDEN-F-SRV-DIST,66-EMS
Spec District	INDUSTRIAL DEVELOPME
Land Class	AGRI/HORT
History REID 1	
History REID 2	
Acreage	18.7
Permit Date	
Permit #	

Transfer Information

Deed Date	06/03/2021
Deed Book	004113
Deed Page	00546
Revenue Stamps	440.00
Package Sale Date	
Package Sale Price	
Land Sale Date	06/03/2021
Land Sale Price	\$110,000

Improvement Summary

Total Buildings	0
Total Units	0
Total Living Area	0
Total Gross Leasable Area	0

Property Value

Total Appraised Land Value
Total Appraised Building Value
Total Appraised Miscellaneous Value

Other Exemptions
Exemption Desc

Use Value Deferred
Historic Value Deferred
Total Deferred Value

Total Taxable Value

Property Summary

Data last updated on: 12/1/2024 Ownership current as of: 11/26/2024 Tax Year: 2024

REID 15476

PIN # 4673-02-3912

Print Property Info

Location Address
0 JUANITA AV

Property Description
MABLE HOBBS TRUST TR:6

Property Owner
JONES AND SMITH CONTRACTORS LLC

Owner's Mailing Address
112 W FIRE TOWER RD
WINTERVILLE NC 28590

- Parcel
- Buildings
- Misc Improvements
- Land
- Deeds
- Notes
- Sales
- Photos

Administrative Data

Plat Book & Page	
Old Map#	
Market Area	0000511
Township	05-AYDEN
Planning Jurisdiction	AD-Ayden
City	
Fire District	42-AYDEN-F-SRV-DIST,66-EMS
Spec District	INDUSTRIAL DEVELOPME
Land Class	AGRI/HORT
History REID 1	
History REID 2	
Acreage	17.19
Permit Date	
Permit #	

Transfer Information

Deed Date	06/03/2021
Deed Book	004113
Deed Page	00546
Revenue Stamps	440.00
Package Sale Date	
Package Sale Price	
Land Sale Date	06/03/2021
Land Sale Price	\$110,000

Improvement Summary

Total Buildings	0
Total Units	0
Total Living Area	0
Total Gross Leasable Area	0

Property Value

Total Appraised Land Value
Total Appraised Building Value
Total Appraised Misc Improvement Value
Other Exemptions
Exemption Desc
Use Value Deferred
Historic Value Deferred
Total Deferred Value
Total Taxable Value

CERTIFICATE OF SUFFICIENCY

To the Governing Board of the Town of Ayden, North Carolina:

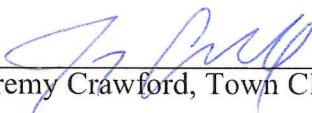
I, Jeremy Crawford, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Ayden, this 4th day of December, 2024.

(SEAL)





Jeremy Crawford, Town Clerk



Media of East Carolina

Key West Citizen - Florida Free Press - Paradise

The Daily Reflector - The Daily Advance - The Rocky Mount Telegram

Bertie Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly

Standard Laconic - Tarboro Weekly - Times Leader - Williamston Enterprise

PO Box 1967 Greenville NC 27835 - (252) 329-9500

Date: December 16, 2024

- CLASSIFIED AD PROOF -

Thank you for advertising with us! This is the proof of your ad scheduled to run on the dates indicated below. If changes are needed, please contact Kim Bandy by phone at (252) 329-9522 or email at kbandy@apgenc.com.

CUSTOMER INFORMATION

Account #: 104151
Name: TOWN OF AYDEN
Address: P.O. BOX 219
AYDEN NC 28513
Telephone: (252) 481-5826
Email: sradcliff@ayden.com

AD INFORMATION

Ad ID: 476695
Run Dates: 12/26/24 to 01/02/25

Total Cost: \$577.69
of Inserts: 4
of Lines: 123

Ad Class: 42

Account Rep: Kim Bandy
Phone #: (252) 329-9505
Email: customercare@apgenc.com

Publications	Start Date	End Date	# of Insertions
Daily Reflector	12/26/24	01/02/25	2
Reflector.com	12/26/24	01/02/25	2

Your ad

Ad shown is not actual print size

TOWN OF AYDEN Notice of Public Hearing

The following item will be considered and a Public Hearing conducted by the Town of Ayden Governing Board at its regularly scheduled meeting on Monday, January 13 th at 6:30 pm in the Ayden District Courtroom (second floor of Town Hall) at 4144 West Avenue.

1. Conduct a Public Hearing and consider adoption of an Annexation Ordinance.

In accordance with NCGS 160A-31, the proposed Ordinance is associated with a petition submitted by Jones & Smith Contractors, LLC that requests voluntary annexation for approximately 35.9 contiguous acres, consisting of Parcels 5226 and 15476 located on Juanita Avenue and identified as Hobbs Farm.

Lying and being situated in Ayden Township, Pitt County, North Carolina, the parcels are specifically described as follows:

Beginning at a point in the western right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #5266, Deed Book 4113 Page 546) and The Town of Ayden (Parcel #29380), also being the POINT AND PLACE OF BEGINNING, thence N37°42'04"W a distance of 996.05 feet to a point, being the common property line of Jones & Smith, LLC., and Feet First, LLC.

(Parcel #10632, Deed Book 3833 Page 94), thence N44°40'44"E a distance of 90.68 feet to a point, thence N51°16'41"E a distance of 93.55 feet to a point, thence N59°06'42"E a distance of 257.57 feet to a point, thence N35°40'10"E a distance of 170.28 feet to a point, thence N33°08'50"E a distance of 39.12 feet to a point, also being the common property line of Jones & Smith, LLC., and Rudy Paul Robinson & Teresa H. Robinson (Parcel #10465, Deed Book 648 Page 487), thence S44°50'26"E a distance 377.75 feet to a point, also being the common property line of Jones & Smith, LLC., and Marie S. Robinson (Parcel # 34746, Deed Book 549 Page 622), thence S44°44'03"E a distance of 949.62 feet to a point in the western right-of-way of Juanita Avenue, thence following the western right-of-way of Juanita Avenue S70°48'30"W a distance of 736.13 feet to a point, thence S74°36'29"W a distance of 112.90 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 18.76 acres, more or less, being the entire portion of Parcel# 5266, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds. And Beginning at a point in the eastern right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #15476, Deed Book 4113, Page 546) and Town of Ayden (Parcel # 29380), thence commencing along the eastern right-of-way of Juanita Avenue N74°36'28"E a distance of 92.16 feet to a point, thence N70°45'51"E a distance of 750.79 feet to a point, thence N70°54'30"E a distance 396.00 feet to a point, thence N70°09'08"E a distance of 92.14 feet to a point, also being a common property corner of Jones & Smith, LLC., and Karl Wesley McLawhorn Jr. (Parcel #523, Deed Book 4169 Page 519), thence continuing along the common property line of Jones & Smith, LLC. and Karl Wesley McLawhorn Jr. S16°57'42"E a distance of 626.21 feet to a point, also being a common property corner of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B (Map Book 89 Page 93), thence continuing along the common property line of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B S71°18'35"W a distance of 1,096.40 feet to a point, also being a common property corner of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. (Parcel #87736, Deed Book 4226 Page 325), thence continuing along the common property line of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. N40°50'23"W a distance of 45.80 feet to a point, also being a common property corner of Jones & Smith, LLC. and The Town of Ayden (Parcel #29380), thence continuing along the common property line of Jones & Smith, LLC. and The Town of Ayden N37°39'26"W a distance of 610.15 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 17.28 acres, more or less, being the entire portion of Parcel #15476, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.

*Citizens requiring special accommodation to attend meetings scheduled for the second floor of the Town Hall should contact the Town Manager's Office (481-5826) at least 3 business days prior to the meeting.
12/26/2024, 01/02/2025

ORDINANCE NO. 24-25-08
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF AYDEN, NORTH CAROLINA

- WHEREAS, the Ayden Board of Commissioners has been petitioned under G.S. 160A-31 to annex the area described below; and
- WHEREAS, the Ayden Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and
- WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Ayden District Courtroom at 6:30 PM on January 13, 2025, after due notice by publication on December 26, 2024 and January 2, 2025; and
- WHEREAS, the Ayden Board of Commissioners finds that the petition meets the requirements of G.S. 160A-31;
- WHEREAS, the Ayden Board of Commissioners further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and
- WHEREAS, the Ayden Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town of Ayden and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Ayden as of January 13, 2025:

Beginning at a point in the western right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #5266, Deed Book 4113 Page 546) and The Town of Ayden (Parcel

#29380), also being the POINT AND PLACE OF BEGINNING, thence N37°42'04"W a distance of 996.05 feet to a point, being the common property line of Jones & Smith, LLC., and Feet First, LLC. (Parcel #10632, Deed Book 3833 Page 94), thence N44°40'44"E a distance of 90.68 feet to a point, thence N51°16'41"E a distance of 93.55 feet to a point, thence N59°06'42"E a distance of 257.57 feet to a point, thence N35°40'10"E a distance of 170.28 feet to a point, thence N33°08'50"E a distance of 39.12 feet to a point, also being the common property line of Jones & Smith, LLC., and Rudy Paul Robinson & Teresa H. Robinson (Parcel #10465, Deed Book 648 Page 487), thence S44°50'26"E a distance of 377.75 feet to a point, also being the common property line of Jones & Smith, LLC., and Marie S. Robinson (Parcel #34746, Deed Book 549 Page 622), thence S44°44'03"E a distance of 949.62 feet to a point in the western right-of-way of Juanita Avenue, thence following the western right-of-way of Juanita Avenue S70°48'30"W a distance of 736.13 feet to a point, thence S74°36'29"W a distance of 112.90 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 18.76 acres, more or less, being the entire portion of Parcel# 5266, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.

Beginning at a point in the eastern right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #15476, Deed Book 4113, Page 546) and Town of Ayden (Parcel #29380), thence commencing along the eastern right-of-way of Juanita Avenue N74°36'28"E a distance of 92.16 feet to a point, thence N70°45'51"E a distance of 750.79 feet to a point, thence N70°54'30"E a distance of 396.00 feet to a point, thence N70°09'08"E a distance of 92.14 feet to a point, also being a common property corner of Jones & Smith, LLC., and Karl Wesley McLawhorn Jr. (Parcel #523, Deed Book 4169 Page 519), thence continuing along the common property line of Jones & Smith, LLC. and Karl Wesley McLawhorn Jr. S16°57'42"E a distance of 626.21 feet to a point, also being a common property corner of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B (Map Book 89 Page 93), thence continuing along the common property line of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B S71°18'35"W a distance of 1,096.40 feet to a point, also being a common property corner of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. (Parcel #87736, Deed Book 4226 Page 325), thence continuing along the common property line of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. N40°50'23"W a distance of 45.80 feet to a point, also being a common property corner of Jones & Smith, LLC. and The Town of Ayden (Parcel #29380), thence continuing along the common property line of Jones & Smith, LLC. and The Town of Ayden N37°39'26"W a distance of 610.15 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 17.28 acres, more or less, being the entire portion of Parcel #15476, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.

Section 2. Upon and after January 13, 2025, the described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Ayden and shall be entitled to the same privileges and benefits as other parts of the Town of Ayden. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Ayden 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 at 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 a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Section 4. That the newly annexed territory described hereinabove shall become a part of Ward No.3 of the Town of Ayden.

BE IT FURTHER ORDAINED, by the Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

The Town Clerk be and hereby is directed, to cause all official town maps to be updated to reflect the Annexation which is the subject matter of the within Ordinance.

Adopted this the 13th day of January 2025 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

ATTEST:

Ivory Mewborn, Mayor

Jeremy Crawford, 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 Ayden, North Carolina, at a meeting held on January 13, 2025 at 6:30 pm at the Town Hall in the Town of Ayden.

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

Jeremy Crawford, Town Clerk

North Carolina

Pitt County

I, _____, a Notary Public, do hereby certify that Jeremy Crawford, 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 January 2025.

Notary Public

My Commission Expires: _____



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

December 9, 2024 - 6:30 PM
District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

I. CALL TO ORDER

A. Call to order

Mayor Pro-tem Langley called the meeting to order.

B. Roll Call

Town Clerk Jeremy Crawford called the roll.

Present:

Mayor Pro-tem Raymond Langley, Commissioner Cynthia Goff, Commissioner Johnny Davis, Commissioner Sarah Connor, Commissioner Brian Newell

Excused:

Mayor Ivory Mewborn

Absent:

None

Also Present:

Scott Howard - Town Manager

Stephen Smith - Assistant Town Manager

Jeremy Crawford - Town Clerk

C. Welcome Visitors/Protocol for Public Comment

D. Invocation

Mayor Pro-tem Langley provided the invocation.

E. Pledge of Allegiance

Mayor Pro-tem Langley led the room in reciting the pledge of allegiance.

F. Approval of the Agenda

Mayor Pro-tem Langley asked the Board if they had any comments or revisions to the Agenda, and Commissioner Newell motioned to approve the Agenda, as written. Commissioner Davis seconded. Commissioner Goff stated she had some comments, and she asked if Consent Agenda Item V.D., Transition of moving from four (4) utility billing cycles per month to two (2) billing cycles per month, could be moved to Action Item VI.D? Mayor Pro-tem Langley asked the other Board members if they had any conflict with the request, and hearing none, he asked Commissioner Newell if he'd be willing to withdraw his original motion. Commissioner Newell withdrew his motion.

Motion to move Consent Agenda Item V.D to Action Item VI.D, and approve the agenda.

Motion: Commissioner Goff

Second: Commissioner Newell

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. PUBLIC COMMENTS

No one requested to speak during the Public Comment period and this portion of the agenda was skipped.

III. PRESENTATIONS

This section of the agenda was skipped, as there were no presentation items to address.

IV. PUBLIC HEARING

A. Voluntary Annexation Petition - East Ridge Section 2 Phase 3

Stephen Smith, Page 3

Assistant Manager Stephen Smith presented the topic.

Item Explanation

For your consideration, the Town has received a petition requesting a voluntary annexation submitted by East Ridge Development Corporation. The request includes a total of 10.16 acres consisting of a portion of Parcel #87768, located within the East Ridge Subdivision, along Queensland Road.

Staff Comments

This request for voluntary annexation of a contiguous property must be reviewed in accordance with N.C.G.S. 160A-31. As such, the following steps are required:

- The Board of Commissioners adopts a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition - October 14, 2024
- The Town Clerk provides the Board of Commissioners with the Certificate of Sufficiency - November 12, 2024
- The Board of Commissioners adopts a Resolution Setting a Public Hearing - November 12, 2024
- **The Board of Commissioners considers Annexation Ordinance - December 9, 2024**

Action Requested

Adopt Annexation Ordinance Extending the Corporate Limits of the Town of Ayden.

Commissioner Goff asked Assistant Manager Smith if he knew how many lots this annexation would add to Ayden, and he stated, in all three lots, the annexation would add about 80 lots.

Mayor Pro-tem Langley asked the Board if they had any other comments, and hearing none, he opened the Public Hearing.

Hearing no requests to speak, Mayor Pro-tem Langley closed the Public Hearing.

Motion to adopt annexation Ordinance.

Motion: Commissioner Newell

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

See attachment A.

V. CONSENT AGENDA

A. Minutes from the Nov 12, 2024 Regular Governing Board Meeting, and the Nov 12, 2024 Closed Session.

B. 2025 Meeting Schedule for Town Boards and Commissions

Page 93

Item Explanation

Annually, the Governing Board sets the meeting schedule for its Board and Commissions. Attached you will find the proposed 2025 schedule for the Governing Board, Planning Board, Arts & Recreation Commission, and the Library Board.

Staff Comments

No additional comments.

Action Requested

Please review and approve the proposed schedules.

See Attachment B.

C. Proposed Budget Calendar - Fiscal Year 2025-2026

Page 95

Mayor Pro-tem Langley asked the Board if they had any comments or questions regarding the Consent Agenda, and hearing none, asked if there was a motion for consideration.

Motion to approve the Consent Agenda, as revised..

Motion: Commissioner Goff

Second: Commissioner Newell

Discussion: None

Approved: 5-0

Motion passed unanimously.

See Attachment C.

VI. ACTION ITEMS

A. City Limits Planning Board Appointment

Stephen Smith, Page 108

Assistant Town Manager Stephen Smith presented the topic.

Item Explanation

The Planning Board has a current vacancy for a city limits, alternate, non-voting Planning Board member position. Three applications have been received for that vacancy.

Staff Comments

Action Requested

Review the attached applications, and if an applicant is approved, appoint that applicant to the city limits, non-voting, alternate Planning Board member position.

Assistant Manager Smith stated the Board would be considering one (1) non-voting city-limits position.

Commissioner Connor spoke to her knowledge of Ms Annette Harris' involvement in the town and her interest in the position.

Commissioner Newell recommended Mr. Josh Richardson.

Commissioner Goff stated that she knows all three applicants and they are highly qualified, and of the three (3) she recommended Mr. Merrill.

Commissioner Davis stated he recommended Ms. Harris.

Mayor Pro-tem Langley stated he recommended Mr. Merrill.

Based on the recommendations made, the vote stood as (2) for Ms. Harris, (2) for Mr. Merrill, and (1) for Mr. Richardson. Mayor Pro-tem Langley, seeing a tie among Harris and Merrill, asked for a second vote to break the tie.

By a raising of hands, Commissioners Connor and Davis voted for Ms. Harris. Mayor Pro-tem Langley and Commissioners Goff and Newell voted for Mr. Merrill. As per the vote, Mr. Billy Merrill has been appointed to the city limits, non-voting alternate position on the Town of Ayden Planning Board.

B. Voluntary Annexation - Hobbs Farms

Stephen Smith, Page 112

Assistant Manager Smith presented the topic.

Item Explanation

For your consideration, the Town has received a petition requesting a voluntary annexation submitted by Jones and Smith Contractors. The request includes a total of 36.03 acres consisting of Parcel #5266 and Parcel #15476, consisting of the entirety of Hobbs Farm Subdivision, along Juanita Road.

Staff Comments

This request for voluntary annexation of a contiguous property must be reviewed in accordance with N.C.G.S. 160A-31. As such, the following steps are required:

- The Board of Commissioners adopts a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition - November 12, 2024
- **The Town Clerk provides the Board of Commissioners with the Certificate of Sufficiency - December 9, 2024**
- **The Board of Commissioners adopts a Resolution Setting a Public Hearing - December 9, 2024**
- The Board of Commissioners considers Annexation Ordinance - January 13, 2024

Action Requested

Adopt Resolution 24-25-11 Setting The Public Hearing for January 13, 2025.

Mayor Pro-tem Langley asked the Board if they had any comments, and hearing none, asked if there was a motion for consideration.

Motion to adopt resolution 24-25-11 fixing the public hearing for Jan 13, 2025.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 5-0

Motion passed unanimously.

See Attachment D.

C. Discussion / Possible Action on Revising Rental Use Policy

Scott Howard, Page 122

Town Manager Scott Howard presented the topic.

Manager Howard stated the Staff was asked to look into possible revisions for the policy. After reviewing the policies of other municipalities, and discussing the policy with staff, the attached file is for the Board's review.

Mayor Pro-tem Langley stated the Board needed to clearly define who can rent in the name of the church, and they

needed to address the cleaning issue.

Commissioner Goff stated she agreed in having a policy that clearly defines who can rent on behalf of the church, and who is responsible for cleaning the property after the completion of the rental.

Mayor Pro-tem Langley stated his observations regarding churches giving away turkeys, and how that benefits the town.

Commissioner Goff suggested having a policy that requires paying a deposit and confirming the legitimacy of the event by the town manager.

Mayor Pro-tem Langley asked if Board had any additional comments or revisions for the policy and, hearing none, asked if there was a motion for consideration.

Motion to table the topic for future discussion.

Motion: Commissioner Goff

Second: Commissioner Newell

Discussion: None

Approved: 5-0

Motion passed unanimously.

See Attachment E.

- D. Transition of Moving from Four (4) Utility Billing Cycles per Month to Two (2) Billing Cycles Per Month, Removing Special Due Dates - Town of Ayden Customer Service Guidelines Revision

Page 97

Town Manager Howard presented the topic.

Item Explanation

Adding this following paragraph to the Customer Service Guidelines:

The Town will transition from 4 Billing Cycles to 2 Billing Cycles in early 2025. For those clients with Special Due Dates that do not coincide with the new billing cycles (38 accounts) , the Town Finance Department will work with them individually to find the best billing and payment plan. During the anticipated 2-3-month transition, these clients will not incur late fees. At the completion of the transition, the Special Due Dates program will be dissolved, and all client accounts will be under the then-current Customer Service Guidelines.

Staff Comments

Customer Guidelines updated

Action Requested

Approve as presented.

Town Manager Howard reiterated the key points of the proposed Customer Service Guidelines.

Commissioner Newell asked Finance Director Marsha Hall if we were to go to 2 cycles, what will that free up the Customer Service Reps (CSRs) to do? Director Hall stated the CSR would have more time wo work on liens, AMR guidance, AR account clean-up, insurance claim follow-up, and variance reporting to help customers address issues.

Mayor Pro-tem Langley shared his concerns about any transition, and asked if customers can make partial payments or pre-payments. Director Hall stated the customer could make partial or pre-payments, if they desired. Mayor Pro-tem Langley asked Director Hall if her team could provide updates to the Board as the work through the transition period, to which Director Hall said they could.

Mayor Pro-tem Langley asked the Board if they had any other comments, and hearing none asked if there was a

motion for consideration.

Motion to approve the revised Customer Service Guidelines, as written.

Motion: Commissioner Goff

Second: Commissioner Newell

Discussion: None

Approved: 5-0

Motion passed unanimously.

See Attachment F.

VII. ITEMS FOR DISCUSSION

There were no Items for Discussion during this meeting.

VIII. INFORMATION

A. Staff Departmental Reports

Mayor Pro-tem Langley asked the Board or Staff if they had any comments to share related to the Departmental Reports, to which no comments were made.

Town Clerk Crawford requested to share some comments with the Board, at which time he recognized Mayor Pro-tem Langley for his part in the recent Veterans Day Event. Clerk Crawford stated this year's event was larger than years past, and he appreciated the support from so many volunteers and town staff members. Mayor Pro-tem Langley was presented with a certificate.

IX. BOARD MEMBER COMMENTS

Mayor Pro-tem Langley open the floor for comments by the Board members.

Commissioner Davis thanked everyone for attending and wished them all a Merry Christmas.

Commissioner Goff thanked every for coming, and wished them all a Merry Christmas and Happy New Year.

Commissioner Connor shared a shout out to everyone involved in the Christmas parade, stating she felt it was the best ever.

Commissioner Newell stated the sounding of the fire whistle (which sounded right as Commissioner Connor was finishing her comments) is a great reminder that we should be thankful for the work of our first responders, and he wished everyone a Merry Christmas.

Commissioner Goff stated that during the recent Fire Department (FD) dinner, she learned the FD is on track to respond to over 500 calls for service for the year.

Mayor Pro-tem Langley wished everyone a Merry Christmas and thanked everyone for showing up tonight. He also thanked the Clerk for the work on the Christmas parties, and the Board for their patience in his running of the meeting.

X. CLOSED SESSION

Mayor Pro-tem Langley asked the Board if they had any other items for discussion, and hearing none, asked if there was a motion for consideration.

Motion to enter Closed Session.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 5-0

Motion passed unanimously.

Page 159

- A. Pursuant to G.S. 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 the price and other material items of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

XI. ADJOURNMENT

Motion to return to Open Session.

Motion: Commissioner Newell

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to accept the old bank building as a donation to the Town of Ayden.

Motion: Commissioner Newell

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

Motion to Adjourn the meeting.

Motion: Commissioner Connor

Second: Commissioner Newell

Discussion: None

Approved: 5-0

Motion passed unanimously.

CERTIFICATION

Minutes from the DATE meeting were adopted and certified this DATE in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

Raymond Langley, Mayor Pro-tem

Jeremy Crawford, Town Clerk



Doc ID: 016138470006 Type: CRP
Recorded: 11/20/2024 at 08:57:42 AM
Fee Amt: \$51.00 Page 1 of 6
Pitt County, NC
Lisa P. Nichols REG OF DEEDS
BK 4585 PG 65-70

Mail to: Town of Ayden PO Box 219 Ayden NC 28513

STATE OF NORTH CAROLINA
COUNTY OF PITT

CORRECTIVE AFFIDAVIT
(Pursuant to NCGS § 47-36.1)

The undersigned affiant, being first duly sworn, deposes and says as follows:

That a written instrument (the "Instrument"), was prepared and recorded on October 18, 2024 in the Office of the Register of Deeds of Pitt County, North Carolina more particularly described below:

Title of Original Instrument: Ordinance No. 24-25-04 An Ordinance To
Extend The Corporate Limits Of The Town Of
Ayden, North Carolina.

Recording Information of Instrument: October 18, 2024 in Book 4573, Pages
334-337 of the Pitt County Registry

That through inadvertent mistake of the preparer, the Instrument referenced above contained the following typographical or other minor error:

The effective date of annexation set forth in Section 1 is listed as July 8, 2024.

That it was the intent of the parties to the Instrument that the erroneous information in the Instrument referenced above, as corrected, should read as follows:

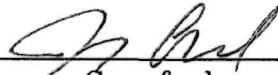
Attachment A

6/1

The effective date of annexation set forth in Section 1 should have been listed as October 14, 2024.

That this affidavit is prepared, executed, and recorded, pursuant to NCGS § 47-36.1, for the purpose of giving notice of the error contained therein.

Given this 19th day of Nov, 2024.

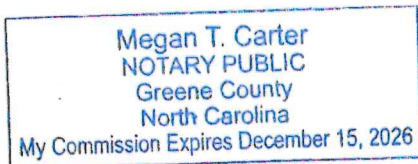


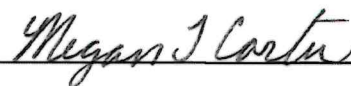
Jeremy Crawford,
Town Clerk
Town of Ayden, North Carolina

STATE OF NORTH CAROLINA
COUNTY OF _____

Sworn to and subscribed before me this 19 day of November, 2024.

(SEAL)




_____, Notary Public
My commission expires: 12/15/2026

ORDINANCE NO. 24-25-04
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF AYDEN, NORTH CAROLINA

- WHEREAS, the Ayden Board of Commissioners has been petitioned under G.S. 160A-58.1 to annex the area described below; and
- WHEREAS, the Ayden Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and
- WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Ayden District Courtroom at 6:30 PM on October 14, 2024, after due notice by publication on 9/25/2024 and 10/2/2024; and
- WHEREAS, the Ayden Board of Commissioners finds that the petition meets the requirements of G.S. 160A-58.1;

NOW, THEREFORE, BE IT ORDAINED by the Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-58.1, the following described territory is hereby annexed and made part of the Town of Ayden as of October 14, 2024:

Beginning at an existing iron pipe on the eastern right of way of Old NC 11 (Variable Width R/W), said pipe being along a curve to the right having a radius of 2,920.00 feet, an arc length of 433.39 feet, and a chord bearing and distance of North 11°11'55" East 432.99 feet from an existing right of way monument, said monument having NC grid coordinates (NAD 83 – 2011) of N=622,332.985, E=2,467,887.145, thence from said beginning point leaving said right of way South 75°11'16" East 65.85 feet to an existing iron pipe, thence along a curve to the left having a

radius of 300.00 feet, an arc length of 137.72 feet, and a chord bearing and distance of South 88°20'20" East 136.51 feet to an existing iron pipe, thence North 78°30'36" East 105.68 feet to an existing iron pipe, thence along a curve to the right having a radius of 300.00 feet, an arc length of 159.08 feet, and a chord bearing and distance of South 86°17'56" East 157.23 feet to an existing iron pipe, thence South 71°06'28" East 325.03 feet to a point on the centerline of creek, thence with said centerline South 08°02'35" East 30.83 feet to a point, thence South 18°29'58" East 23.02 feet to a point, thence South 23°56'10" East 18.13 feet to a point, thence South 38°37'38" East 5.96 feet to a point, thence South 46°37'45" East 17.69 feet to a point, thence South 13°31'29" East 24.88 feet to a point, thence South 01°42'57" East 25.21 feet to a point, thence South 20°30'28" East 17.61 feet to a point, thence South 13°16'30" East 91.25 feet to a point, thence South 17°56'54" East 61.57 feet to a point, thence South 14°41'10" East 52.37 feet to a point, thence South 36°07'06" East 63.79 feet to a point, thence South 12°17'34" East 61.67 feet to a point, thence South 20°07'37" East 57.30 feet to a point, thence South 13°25'12" East 59.85 feet to a point, thence South 18°04'42" East 64.93 feet to a point, thence South 12°14'03" East 45.79 feet to a point, thence South 06°03'23" East 42.48 feet to a point, thence South 07°46'23" East 33.25 feet to a point, thence South 48°21'27" East 27.90 feet to a point, thence South 33°41'10" East 38.24 feet to a point, thence South 16°38'40" East 31.18 feet to a point, thence South 40°17'02" East 41.03 feet to a point, thence leaving said centerline North 71°30'24" West 1,039.68 feet to an existing iron pipe, thence North 27°09'34" East 181.25 feet to an existing iron pipe, thence North 87°50'40" West 278.22 feet to an existing iron pipe on the eastern right of way of Old NC 11 (Variable Width R/W), thence with said right of way North 06°56'49" East 58.36 feet to an existing iron pipe, thence South 83°03'11" East 20.00 feet to an existing right of way monument, thence along a curve to the right having a radius of 2,920.00 feet, an arc length of 433.39 feet, and a chord bearing and distance of North 11°11'55" East 432.99 feet to the point and place of beginning, containing an area of 15.283 acres (665,713 Sq Ft) more or less.

Section 2. Upon and after October 14, 2024, the described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Ayden and shall be entitled to the same privileges and benefits as other parts of the Town of Ayden. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Ayden 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 at 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 a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Section 4. That the newly annexed territory described hereinabove shall become a part of Ward No.5 of the Town of Ayden.

BE IT FURTHER ORDAINED, by the Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

The Town Clerk be and hereby is directed, to cause all official town maps to be updated to reflect the Annexation which is the subject matter of the within Ordinance.

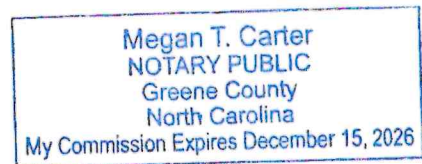
Pitt County

I, Megan T. Carter, a Notary Public, do hereby certify that Jeremy Crawford, 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 15th day of October 2024.

Megan T. Carter
Notary Public

My Commission Expires: 12/15/2026



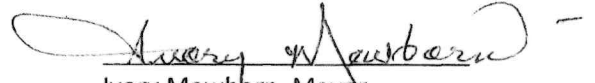
Adopted this the 14th day of October 2024 in Ayden, North Carolina.

ATTEST:


Jeremy Crawford, Town Clerk



AYDEN, NORTH CAROLINA

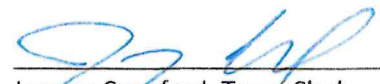

Ivory Mewborn, Mayor

North Carolina

Pitt County

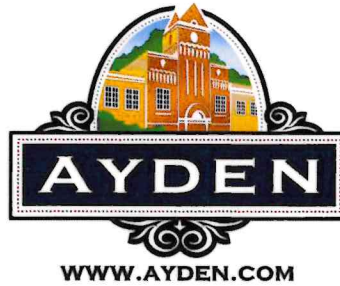
I hereby certify that the foregoing is a true and accurate copy of an ordinance duly adopted by the Town Council of the Town of Ayden, North Carolina, at a meeting held on October 14, 2024 at 6:30 pm at the Town Hall in the Town of Ayden.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the official corporate seal of the Town of Ayden to be affixed, this 14th day of October 2024.


Jeremy Crawford, Town Clerk

North Carolina

Attachment A



Public Notice
Town of Ayden
2025 Meeting Schedule for Town Boards and Commissions

Board of Commissioners

Monthly: 2nd Monday at 6:30 PM.*

Additionally:

Wednesday, April 23, 2025 Budget Workshop

Wednesday, May 21, 2025 Budget Workshop (if needed)

All meetings will be held on the second floor of the Town Hall, 4144 West Ave., Ayden, NC 28513

Planning Board

Monthly: 3rd Monday at 7:00 PM, second floor of the Town Hall, 4144 West Ave., Ayden, NC 28513*

Arts & Recreation Commission

Monthly: 4th Thursday at 6:30 PM, at the Ayden Arts & Recreation Center, 4354 Lee St., Ayden, NC 28513

Library Board

Quarterly: 4th Tuesday at 7:00 PM, at the Quinerly-Olschner Library, 451 Second St., Ayden, NC 28513

NOTES:

* If the Board of Commissioners or Planning Board meeting date falls on a holiday, the meeting will be held on the next business day.

* Time and place of meeting subject to change by individual Board of Commission; if this occurs, the public will be notified.

Attachment B

TOWN OF AYDEN

**Proposed BUDGET CALENDAR
FISCAL YEAR - 2025-2026**

Budget Preparation Step	Date
Adoption of Budget and CIP Calendar	Monday, December 9, 2024
Department Heads Submit CIP Requests	Friday, January 24, 2025
Review of CIP requests with Manager and Finance Director	Wednesday, February 5, 2025 - Friday, February 7, 2025
Department Heads Given Budget Spreadsheets/Instructions	Wednesday, February 12, 2025
Department Heads and Non-Profits Submit Budget Requests	Friday, February 28, 2025
Town Manager and Finance Director review budget request and prepare recommendations	Monday, March 17, 2025 - Friday, April 4, 2025
Submit recommended 2025 - 2026 CIP and budget to Town Board	Monday, April 14, 2025
Budget Workshop with Board	Wednesday, April 23, 2025
Public Hearing	Monday, May 12, 2025
Budget Workshop with Board (if needed)	Wednesday, May 21, 2025
Budget Adoption	Monday, June 9, 2025
Fiscal Year Begins	Tuesday, July 1, 2025

Attachment C

RESOLUTION NO. 24-25-11
RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-31

WHEREAS, a petition filed by Jones & Smith Contractors, LLC requesting annexation of the contiguous areas described herein has been received; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED BY THE Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Ayden District Courtroom at 6:30 PM on January 13th, 2025.

Section 2. The area proposed for annexation is described as follows:

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

Beginning at a point in the western right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #5266, Deed Book 4113 Page 546) and The Town of Ayden (Parcel #29380), also being the POINT AND PLACE OF BEGINNING, thence N37°42'04"W a distance of 996.05 feet to a point, being the common property line of Jones & Smith, LLC., and Feet First, LLC. (Parcel #10632, Deed Book 3833 Page 94), thence N44°40'44"E a distance of 90.68 feet to a point, thence N51°16'41"E a distance of 93.55 feet to a point, thence N59°06'42"E a distance of 257.57 feet to a point, thence N35°40'10"E a distance of 170.28 feet to a point, thence N33°08'50"E a distance of 39.12 feet to a point, also being the common property line of Jones & Smith, LLC., and Rudy Paul Robinson & Teresa H. Robinson (Parcel #10465, Deed Book 648 Page 487), thence S44°50'26"E a distance 377.75 feet to a point, also being the common property line of Jones & Smith, LLC., and Marie S. Robinson (Parcel # 34746, Deed Book 549 Page 622), thence S44°44'03"E a distance of 949.62 feet to a point in the western right-of-way of Juanita Avenue, thence following the western right-of-way of Juanita Avenue S70°48'30"W a distance of 736.13 feet to a point, thence S74°36'29"W a distance of 112.90 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 18.76 acres, more or less, being the entire portion of Parcel# 5266, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.

And

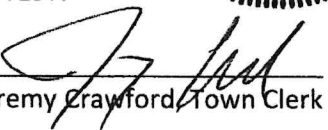
Beginning at a point in the eastern right-of-way of Juanita Avenue, being a common property corner of Jones & Smith, LLC. (Parcel #15476, Deed Book 4113, Page 546) and Town of Ayden (Parcel # 29380), thence commencing along the eastern right-of-way of Juanita Avenue N74°36'28"E a distance of 92.16 feet to a point, thence N70°45'51"E a distance of 750.79 feet to a point, thence N70°54'30"E a distance 396.00 feet to a point, thence N70°09'08"E a distance of 92.14 feet to a point, also being a common property corner of Jones & Smith, LLC., and Karl Wesley McLawhorn Jr. (Parcel #523, Deed Book 4169 Page 519), thence continuing along the common property line of Jones & Smith, LLC. and Karl Wesley McLawhorn Jr. S16°57'42"E a distance of 626.21 feet to a point, also being a common property corner of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B (Map Book 89 Page 93), thence continuing along the common property line of Jones & Smith, LLC. and The Arbors Subdivision Phase 1B S71°18'35"W a distance of 1,096.40 feet to a point, also being a common property corner of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. (Parcel #87736, Deed Book 4226 Page 325), thence continuing along the common property line of Jones & Smith, LLC. and Lever & Russell Real Estate, LLC. N40°50'23"W a distance of 45.80 feet to a point, also being a common property corner of Jones & Smith LLC. and The Town of Ayden (Parcel #29380), thence continuing along the common property line of Jones & Smith, LLC. and The Town of Ayden N37°39'26"W a distance of 610.15 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 17.28 acres, more or less, being the entire portion of Parcel #15476, recorded in Deed Book 4113, Page 546, Pitt County Register of Deeds.

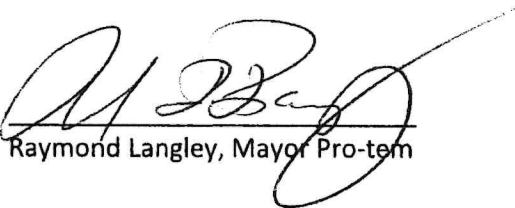
Section 3. Notice of the public hearing shall be published in Daily Reflector, a newspaper having general circulation in the Town of Ayden, at least ten (10) days prior to the date of the public hearing.

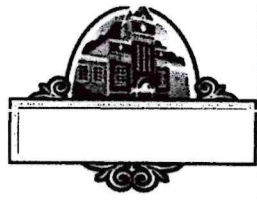
(SEAL)



ATTEST:


Jeremy Crawford, Town Clerk


Raymond Langley, Mayor Pro-tem



**TOWN OF AYDEN PROPERTIES
AND FACILITIES RENTAL AND
USE POLICY**

The Governing Board of the Town of Ayden does hereby set forth the following rules and regulations governing the rental and use of town properties and facilities. All fees and rates shall be as adopted by the Governing Board or as subsequently amended, or as adopted to meet specific or unique rental and use arrangements.

1. The lessee of town properties **must be at least twenty-five (25) years of age** and must be a bona fide member of the organization or agency requesting rental of the facility. Organizations wishing to lease the auditorium must produce a copy of the organization's IRS 501(c)3 Public Charity Approval letter to prove they belong to a legitimate non-profit organization. **The person requesting to enter into a rental use agreement must present a valid North Carolina Driver's License or some other form of photo identification that identifies the individual's age and residency address. All customers must pay all overdue bills in full before renting the facility (past due and current balance).** Non-utility customers, If an any
2. Reservations and lease arrangements should be made at the Town Hall between the hours of 8:30 am and 5:00 pm weekdays for the use of the Arts and Recreation Community Center (including auditorium); Second Street Community Building, Old Town Hall, and other town facilities/properties that are leased.
3. ~~Except for non-profit, charitable, or town sponsored organizations and events, town properties and facilities shall not be leased for profit or gain unless approved by the Town Manager. In administering this policy, the Town Manager shall have the authority to determine whether an organization or event is non-profit, charitable, or town sponsored in nature, for functions and events proposed for the Arts and Recreation Community Center (including auditorium), Veterans Park (including the Baldree Shelter and the small shelter), Second Street Community Building, Old Town Hall, and other town facilities/properties that are leased.~~
4. The Town Manager shall review and approve all proposed events, functions, or activities that involve leasing the Arts and Recreation Community Center (including auditorium), Veterans Park (including the Baldree Shelter and the small shelter), Second Street Community Building, Old Town Hall, and other town facilities/properties that are leased, and shall make a determination regarding leasing arrangements and fees. The Town Manager shall have the authority to authorize and enter into all lease arrangements. The Town Manager is also authorized to enter into lease arrangements with bona fide school groups and youth education services' non-profits; i.e., 501 (c) 3, for the use of Town park facilities ~~and hereby authorized to waive rental and use fee(s) for such groups for use of Town park facilities.~~

- 5 The Second Street Community Building and the Arts and Recreation Community Center Auditorium is available for rent by religious organization should the organization be displaced from its permanent facility due to disaster. The rental of space will be allowed for a temporary basis defined as the sooner of six months or as soon as repairs to its permanent space are complete. Should a religious organization located in the city limits of Ayden need more than six months for temporary displacement due to a disaster, the application for additional time shall be considered on a case- by-case basis. The Town Manager shall review and approve all proposed rentals by religious organizations and shall have the authority to refuse approval of a rental agreement should the application not meet the standards defined in this policy.
- 6 Upon determination of need by the Town Manager, an off-duty member or members of town staff, the Police Department, or its appointed or contracted representative, shall be present during activities conducted on town property. In the case where 100 or more attendees are expected, an off-duty member or members of town staff, the Police Department, or its appointed or contracted representative, shall be present during activities conducted on town property. In the case where it is determined by the Town Manager that off-duty staffing is necessary, the lessee shall be responsible for compensating the off-duty representative of the town at a rate of \$50 per hour per off-duty individual and shall make said payment when paying for the reservation and rental of the property or facility. Should off-duty staffing be needed beyond the lease agreement stated time, the lessee shall be responsible for the additional compensation. Town staff shall deduct the cost from the security deposit; in the case the deposit does not cover the overage, town staff shall bill the organization or individual named as the lessee for the difference and said payment shall be due to the town within fifteen (15) working days.
7. Keys for access to the Second Street Community Building, Old Town Hall, and the Arts and Recreation Community Center must be signed out and returned to the Ayden Police Department by the lessee, who must show receipt of payment prior to keys being handed over. The Town does not provide sound or light technicians as part of the leasing arrangement for the Arts & Recreation Community Center Auditorium, although a key is provided for use of the "tech room" where the sound and light boards are housed.
- 8 **Smoking, possession of firearms and alcohol consumption are strictly prohibited.**
9. The rental of Old Town Hall, Community Building and Doug Mitchell Auditorium includes the inside of the facility only and no activities are permitted outside the buildings.
- 10 All town properties and facilities shall remain open to the Town of Ayden for inspection at all times during the rental period. The Ayden Police Department may make a periodic inspection during the rental period to assure that the use follows the approved rental agreement.
- 11**All functions and activities shall be completed by 10:00 p.m., and shall not occur on Sundays prior to 1:00 pm, unless specifically approved by the Town Manager.**
- 12 All reservations/rentals shall be secured by payment of 100% of a reservation/rental fee (as well as any associated staffing costs or other costs involved) and payment of a security deposit as established in the most current budget ordinance. All reservations/rentals shall be secured a minimum of three (3) days in advance of the proposed activity, except for the Arts and Recreation

Community Center, which shall require a thirty (30) days advance notice. The minimum advanced reservation requirement may be waived upon special approval of the Town Manager in the case of the Arts and Recreation Community Center, Second Street Community Building, Old Town Hall and other town facilities/properties.

13. The lessee is responsible for setting up and taking down any stage sets, decorations and equipment necessary for the proposed activity.
 - a. All existing tables, chairs, and other property of the town shall be replaced as originally arranged.
 - b. No items shall be taped, tacked, or otherwise secured to any walls, ceilings or fixtures without approval of the Town Manager or his designee.
 - c. All kitchen areas and equipment shall be thoroughly cleaned and sanitized; with equipment being properly stored.
 - d. All floors, tables, chairs, and so forth shall be swept and cleaned as needed.
 - e. All trash and garbage shall be secured in plastic bags and placed in the roll-out carts directly behind the building. DO NOT use the private dumpsters located behind Tripp's.
 - f. All windows and doors shall be closed and locked.
 - g. All cleaning materials and equipment shall be stored as originally arranged.
- 14 **The lessee shall call or contact the Ayden Police Department after the close of the activity or function. The Police Department shall be given all keys and shall conduct a preliminary inspection of the facility while in the presence of the lessee. The town's Facilities Maintenance Worker(s) shall perform a final inspection on the next working day following the function, prior to any subsequent functions on the property. Failure to return keys to the police department, will result in the loss of your deposit. (See attached checklist)**
- 15 Upon finding of no damages or cleaning costs necessary to restore or repair the property to its original condition, the Town shall return the security deposit to the lessee within ten (10) working days.
- 16 If any repairs or cleaning to the property are identified as needing to be done by the town's Facilities Maintenance Worker(s) as a result of the rented use, the Town Manager's office shall send by certified mail in writing to the lessee, within five (5) business days, a list of the costs necessary to make the identified repairs.
- 17 The lessee shall be responsible for any damage to town property or equipment, and the Town shall withhold an amount of the security deposit necessary to pay for costs of repairing such damages, which may include any necessary cleaning.
- 18 The lessee shall be liable for and shall reimburse the Town for all repairs made necessary because of damage to any property or equipment that may be beyond the amount of funds secured by the security deposit.
- 19 The town shall be responsible for physically repairing any damages or cleaning, either through town staff, or through contracted services.

20. The lessee shall make payment available to the town for any damages within fifteen (15) calendar days of notification of damage by the Town Manager's office for damages above the amount of the security deposit.
- 21 If the security deposit is sufficient to cover necessary repairs, the town shall make the repairs and shall refund to the lessee any balance remaining within fifteen (15) working days after the town's Facilities Maintenance Worker(s) provides notice to the Town Manager that the repairs have been made.
- 22 If the lessee desires to promote the rental use or provide directions to where the rented use is taking place by using signs, the lessee shall first receive permission from the town's planning office to place signs about town. If granted permission, signs are to be only placed about town for a specified period and must be removed within 24 hours after the intended rental use occurs. Failure to remove any signs placed about town related to the rented use will result in forfeiture of the security deposit.
23. Once reservations/rentals are made for a town property, a cancellation notice to the **Town Manager Head of Customer Service** is required according to the following schedule for the reservation/rental fee to be refunded.

Arts and Recreation Community Center Auditorium

Notice presented prior to 90 days of event:	100% Refund
Notice presented prior to 60 days of event:	50% Refund
Notice presented after 60 days:	No Refund

Other Town Properties

Notice presented prior to 30 days of event:	100% Refund
Notice presented prior to 10 days of event:	50% Refund
Notice presented after 10 days:	No Refund
50% refund No refund	

If a proposed use or activity is denied ~~by the Town Manager~~, then any reservation/rental fees or security deposits paid shall be refunded in entirety within ten (10) working days of the denial.

24. If inclement weather forces the inability to use the desired rental facility, the customer shall call and either select a new available rental date at no additional cost or request a refund of the rental fee. The fee shall be refunded in entirety within ten (10) working days of the request.
25. It is the expressed desire of the Town of Ayden that the rental and use of the Arts and Recreation Community Center shall be limited to those activities and events that are recreational, cultural, civic, and arts related in nature, and the Governing Board authorizes the Town Manager to deny rental for any purpose not in character with the desired intended uses.
26. The Town of Ayden, through its Town Manager, reserves the right to deny the rental or use of any town property as deemed necessary to protect the public health, safety, and general welfare of the town

and surrounding community, or for any other reason that the Town Manager deems is not in the best interest of the Town of Ayden.

Disclaimer: Town staff only cleans town facilities and properties on weekdays; therefore, any facility or property rented for Saturday or Sunday may need cleaning from the prior day use. The lessee will be

responsible for cleaning the facility to meet their needs at no reduced fee for the lease of the property or facility.

2024-2025
FACILITY RENTALS

Buildings and stage

	<u>Refundable Deposit</u>		<u>Utility Customers</u>	<u>Non-Utility Customers</u>	<u>Civic or Non- Profit Orgs Only</u>
<u>Second Street Community Building</u>	\$ ____100.00				
		Per Use	\$ ____300.00	\$ ____400.00	
		Annually for once a month use	NA	NA	\$ _750.00
		Annually for once a week use	NA	NA	\$1,250.00
<u>Old Town Hall</u>	\$ ____100.00	Per Use	\$ ____200.00	\$ ____300.00	
		Annually for once a month use	NA	NA	\$ _750.00
		Annually for once a week use	NA	NA	\$1,250.00
<u>West Avenue Stage</u>	\$ ____250.00	Per Use	\$ ____250.00	\$ ____350.00	

Arts and Recreation Center Campus

<u>Refundable Deposit</u>	<u>Utility Customers</u>	<u>Non-Utility Customers</u>
-------------------------------	------------------------------	----------------------------------

Doug Mitchell Auditorium \$ _ 150.00 **Non-Profit** \$ 400.00 \$ 600.00
Per use.

For Profit \$ 800.00 \$ 1200.00
Per use

Classrooms 4 li Ql/X \$ 100.00 \$ 150.00
maximum

Park Shelters

Reservations are required for all park shelters

Veteran's Park Shelter {small} \$ --- 50.00 Half Day \$ 40.00 \$ 65.00
4 Hours

Full Day- \$ 60.00 \$ 85.00
8 Hours

Veteran's Park Baldree Shelter \$ 50.00 Half Day \$ 60.00 \$ 85.00
4 hours

Full Day \$ 90.00 \$ 120.00
8 hours

J.J. Brown Park Shelter1 \$ --- 50.00 Half Day \$ 35.00 \$ 60.00
4 Hours.

Full Day \$ 50.00 \$ 75.00
8 Hours

District Park Shelter {small} _ l _ 50.00 Half Day \$ 60.00 \$ 85.00
4 Days

Full Day \$ 90.00 \$ 120.00
8 Hours

District Park Shelter Large) _ l _ 50.,00 Half Day \$ 80.00 \$ 105.00
4 Days

Full Day \$ 110.00 \$ 135.00
8 Hours

Outdoor Athletic Fields and Gymnasium are NOT available for rent

Off-Duty Staff

\$50/hour per staff member

**** Rental fee, including any off-duty staff fees, guarantees reservation and must be paid at least three (3) days in advance of requested reservation unless specified otherwise in the rental use agreement ****

6

Town of Ayden Property Lease Application

Name of individual organization represented:

Address of individual/organization: _____

Organization's rep: _____ Address: _____

Phone Number(s): _____ Email/Website Address: _____

Which building is going to be used? _____

(Parks & Recreation Director needs notification for rental request for Arts & Rec. Center facilities & Public Buildings Dept. needs notification for rental request for the Second Street Community Building and Old Town Hall)

Lease Date(s): _____ Time: _____

Expected Attendance: _____ ~~Intended~~ Specific Use: _____

Is Admission Being Charged: No ☐ Yes ☐ Is organization: For-Profit: ☐ Non-Profit: ☐

Staff/Security Needed: No ☐ Yes ☐ Number of Officers Needed: _____

(minimum 2 officers for 100 attendees @ \$50/hr. per officer, with additional officer for each additional 100 attendees over 200)

Date/Time Staff/Security Needed: _____

Cost of Facility Rental including Security: _____

Lessee's Signature: _____ Date: _____

****Staff is to provide a copy of the Rental and Use Policy to the applicant at the time the application and fees are paid as well as a copy of the lease application to the Chief of Police for scheduling of off-duty officers.**

_____ Staff initials verifying that policy was provided to applicant.

_____ Applicant's initials verifying receipt of policy.

_____ Staff initials verifying utilities are current if lessee is a utility customer.

_____ Staff initials verifying proper identification secured (*attach copy of NCDL or ID*)

_____ Initials of Chief of Police or Command Staff concurring with rental.

7

TOWN OF AYDEN PROPERTY LEASE AGREEMENT

Lessee does acknowledge by signing this lease that he/she has read the policies of the Town of Ayden regarding leasing of Town owned property and does hereby agree to abide by said policies. lessee acknowledges that breach of any of the said policies will result in the forfeiture of the security deposit.

Lessee does further agree that if the Town of Ayden, after inspection of the leased property, discovers any damages to the leased property which occurred during the time of the lease, the lessee will reimburse the Town of Ayden for all costs incurred by the Town to repair said damage.

Lessee does further agree to defend, indemnify, and hold the Town of Ayden harmless for any bodily injuries or damages to personal property that the Lessee may suffer while on the leased premises or injuries incurred while using the leased premises ~~including injuries caused by using an accessory device (e.g., inflatable toys including but not limited to a swimming pool, slide, or "bounce house.")~~ Bounce Houses and swimming pools are prohibited.

Lessee agrees to defend, indemnify and hold the Town of Ayden harmless for any losses or damages incurred by the Town of Ayden as a result of personal injury to guests of Lessee, invitees of Lessee, employees of Lessee or anyone using the leased premises during the term of the lease including injuries caused by using an accessory device (e.g., inflatable toys including but not limited to a swimming pool, slide, or "bounce house.") This agreement also applies to anyone on the leased premises during the terms of the lease.

Lessee also agrees to defend, indemnify and hold the Town of Ayden harmless for losses or damages incurred by the Town of Ayden from loss or damages to personal property belonging to guests of Lessee, invitees of lessee, employees of Lessee or anyone else while using the leased premises during the lease terms including injuries caused by using an accessory device ~~(e.g., inflatable toys including but not limited to a swimming pool, slide, or "bounce house.")~~

After use of the Community Building/Old Town Hall, please contact the Ayden Police Department at 252- 481- 5844 so that an officer may inspect the condition of the property (checklist attached). Failure to do so may result in either a delay in the processing of any owed refund, or depending on the condition of the property, a forfeiture of the rental deposit in full.

Acknowledged this _____ day of _____ 20__ .

lessee

Town Manager

ATTEST:

Facility

Rented:

From: _____ to _____ (For Annual Rental)
Date Date

Rental Fee Paid: \$ _____

Security Deposit Paid: \$ _____

Off-Duty Staff/Security Fee Paid: \$ _____ Notification to Chief Date: _____

(Provide copy of lease application to Police Chief for scheduling of off-duty officer[s])

Customer Service Representative: _____

Date: _____

8

Ayden Police Department

Community Building/Old Town Hall Rental Checklist

If there are any issues when you arrive, you must notify the police department at (252) 481-5844 and have them sign off on those issues if you are seeking a discount on the rental. This does not guarantee a refund or discount; but is required if you are seeking either. As noted in the application, Town staff only cleans town facilities and properties on weekdays; therefore, any facility or property rented for Saturday or Sunday may need cleaning from the prior day use. The lessee will be responsible for cleaning the facility to meet their needs at no reduced fee for the lease of the property or facility. **Failure to call police department to inspect facility, clean facility, or to return keys to the police department, will result in the loss of your deposit.**

Arrival (Renter)

- ☐
- ☐
- ☐
- ☐

Kitchen

Refrigerator Clean
Countertops Clean
Trash Emptied
Floor Swept

Departure

- ☐
- ☐
- ☐
- ☐

Main Area

- ☐
- ☐
- ☐
- ☐

Tables Cleaned
Floor Swept
Trash Emptied
Walls, Ceilings

- ☐
- ☐
- ☐
- ☐

free of balloons/tape/decor

Walls

- ☐

Free of damage

- ☐

Restrooms

- ☐
- ☐
- ☐

Toilets Flushed
Floor Swept
Trash Emptied

- ☐
- ☐
- ☐

I understand that as the individual/representative of the group renting the Community Building/Old Town Hall, I assume full responsibility for any and all damages occurring during the times stated above and will enforce compliance with all rules contained in the attached Rental and Use Policy, lease Application, and lease Agreement.

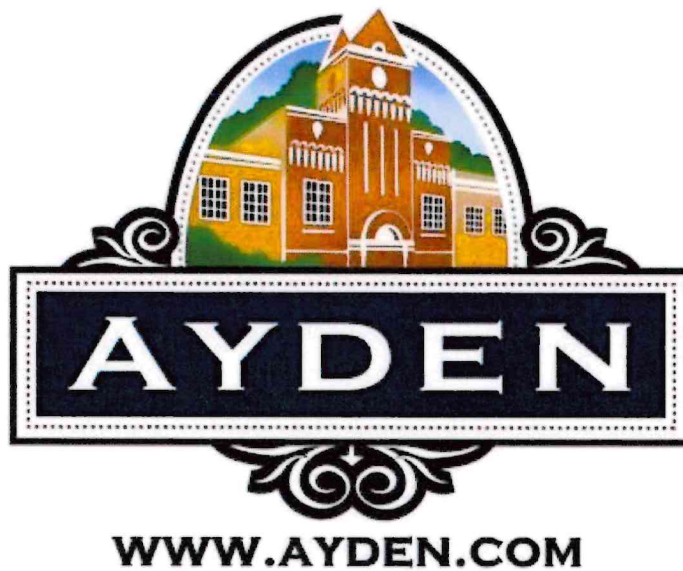
Renter's Signature

Date

Officer's Signature Additional Comments:

Date

Town of Ayden
Customer Service Guidelines



Establishing Service

The Town's Customer Service Department is in the Ayden Town Hall, 4144 West Avenue. The Customer Service is open from 8:30 a.m. to 5:00 p.m. Monday through Friday. Routine and regular service is performed during these hours except for holidays. Any request for utility service, or a request to add another service connection by a customer will be handled as a request for all services applicable to the location.

1. Application for Service: To begin the process, a customer must complete a Utility Service Application which may be obtained by one of the following methods:
 - a. Visit our website and download a form.
 - b. Email billing@ayden.com to request a form.
 - c. Call Customer Service at (252) 481-5817 and request a form be faxed, mailed, or emailed.
 - d. Visit the Customer Service Department at 4144 West Avenue
 - e. **Payment to establish a new service must be made prior to 3pm during office hours if requesting same day service. Same day service is not guaranteed.**
2. Additional Information and Deposits: In addition to the fully completed Utility Service Application the customer must provide:
 - a. Account deposit
 - b. Valid State or Federal Issue Photo ID for **ALL** applicants.
 - c. Social Security Number or **EIN** Federal Tax ID number **in the case of a business.**
In the absence of **SS#** the account will be assessed a higher deposit.
 - d. Lease agreement or Settlement Statement from the home purchase.
 - e. Presence of in-ground irrigation system, if applicable.
 - f. Presence of swimming pool, if applicable.
 - g. **Provide proof of property ownership.**
 - h. **Pay bills by the "Due Date" shown on the monthly bill.**
 - i. **A customer is required to pay a one-time administrative fee to begin utility service.**

Any request for a social security number on the utility application is completely voluntary. It is requested for verification of your identity and to serve to collect any unpaid utility balance if you default on payment once the account is closed. Failure to provide results in a high utility deposit.

Upon completion of the Utility Service Application, review of additional information and payment of deposit and connection fee, the account shall be scheduled for connection. Customers may request connection dates in the future up to 30 days. The Town does not guarantee same day service.

Customers wishing to have utilities connected to a property that has not had utilities on for 180 days or more, will need to apply for an electrical inspection with the Pitt County Inspections Department. A copy of the passed inspection report must be provided to the Town prior to services being connected.

Customer responsibility

- Allow the Town staff to have access to the property to set up and maintain service.
- Pay bills by the “Due Date” shown on the monthly bill.
- Install, maintain, and repair wiring in the home/business that conforms to all applicable law, rules, and regulations.
- The Town provides utility services for the sole use and convenience of the premises under contract. The customer will ensure that utility service is not given to anyone, including a neighbor. Violation of this policy will be cause for disconnecting service in accordance with applicable ordinances.
- Any request for utility service or a request to add another service connection by a customer will be handled as a request for all services applicable to the location. If a customer applies for utility service at a property that did not have active utility service at the time of the meter changeouts, the owner will incur the charge for new meters at the Town’s current cost. If the Town discovers damage to any of our utility services, the customer will be responsible for the cost of replacement or repair as listed in the Fee & Charges Schedule.

Energy Audit Requirement

The Town, at its discretion, may require properties that have a history of high utility usage and poor payment over several owners or tenants, to have an energy audit performed before services are connected.

Prior Debt

The Town will not furnish service to an applicant who is indebted to the Town for service previously furnished unless and until the debt is satisfied in full. No personal checks will be accept for prior debt payment or deposits.

Customer Deposits

1. Residential: All utility accounts must include a guarantee of payment:
 - a. Paying an account deposit as defined in the fee schedule. Deposits are held until the account is closed or disconnected for nonpayment. No interest will be paid.
2. Non-residential: All non-residential utility accounts must include a guarantee of payment which must be demonstrated by paying an account deposit as defined in the fee schedule. Deposits are held until the account is closed or disconnected for nonpayment. No interest will be paid.

Future Deposits

Any customer whose service is involuntarily terminated for non-payment, meter tampering, or other reasons will be required to pay a deposit, or an additional deposit, as specified in the above information, prior to reconnection of service. This includes all customer accounts. The future deposit may be at a greater amount based upon account history.

Refunding Deposits

A deposit will be credited to the customer's account upon disconnection of service. After the deposit is applied, all outstanding balances on a final bill will be the responsibility of the customer and must be paid within **Thirty-one (31)** days or the balance will be turned over for collection. Deposits will not be refunded if the customer has another account with a balance. The remaining credit on the account will be transferred to the account with a balance.

Billing

Each account shall be billed on a monthly schedule. From the date of the bill, the customer has 20 days to pay the account without penalty. On the 21st day, a **3%** penalty will be applied. If payment is not received prior to the 25th day, a non-payment penalty will be applied, and the account becomes eligible for disconnection. (See List of Fees & Charges located on the Town website)

Billing Adjustments

The Town makes every effort to accurately bill all utility accounts. From time to time however, errors may occur. These errors may result in over billing or under billing a customer's account. Immediately upon discovery of such error, the Town shall begin the process of either billing the customer for undercharges or crediting the customer's account for overcharges. In no circumstance shall the Town back bill a customer or credit a customer's account for greater than a 24-month period.

Deceased Customer Accounts

In the event of the Town discovering that an active utility account is listed in a deceased customer's name, the Town will send a certified letter requesting that service be transferred to someone in charge of the Estate within 30 days. Failure to do so within 30 days will result in disconnection of utility services.

Customer Requested Adjustments

The Town recognizes that customers may experience failure of equipment and appliances that can result in higher-than-normal consumption. On a case-by-case basis, the Town shall investigate the nature of the failure and determine if the account is eligible for an adjustment. In most cases, however, accounts are not eligible for an adjustment. A notable exception would be in the case of a burst water pipe which may be eligible for a credit on the calculated cost of sewer service. If the Town determines that an account is eligible for an adjustment, proof of repair in the form of a paid invoice to a contractor or a receipt for repair supplies must be provided before the adjustment can be completed.

Disputed Bill and Hearing

If a customer disputes the accuracy of his or her bill, he or she has the right to a hearing at which he may be present or be represented by another person of his choosing who may present orally or in writing his or her compliance and contentions. The Finance Director has the authority to settle the issue. Appeals must be made to the Town Manager prior to appearing before the Board of Commissioners.

Payments

All accounts must be paid in full by the due date monthly or they may become eligible for disconnection. Customers may make payments by:

1. Mailing a check or money order to Post Office Box 219 Ayden, NC 28513.
2. Using a debit or credit card via the Town of Ayden's website at www.ayden.com
3. Participation in automatic bank draft. An application for bank draft can be found at www.ayden.com
4. Visiting the Customer Service Department at 4144 West Avenue during normal business hours. We accept cash, checks, money orders, debit, and credit cards (**convenience fee applies**).
5. For customer convenience, payments by check or money order may be placed in our drive thru drop box located in the parking lot at the Town Hall. Payments are retrieved daily at 8:30am on regular business days.

A bill is past due if not paid by 5:00pm on the due date.

Extensions on Payment Due Dates

Customers may request an extension for their delinquent utility bill balance before their disconnect date. The maximum length of time allowed is 10 days past the disconnect date. The extension must be requested by the account holder and must be documented on the customer's account. These requests can be made in person at our office at 4144 West Avenue, online at the Town website or by phone. These requests need to be made 48 hours prior to the cutoff date. If the request is made less than 48 hours prior to the cutoff date, the request will **not** be honored. If payment is not received as documented, utility services will be disconnected without further notice and the balance must be paid in full to restore services.

Customers participating in Bank Draft, Budget Billing, or Senior Citizen/Disabled Due Date are **not** eligible for extensions.

An extension is a privilege and may be granted based on customer need and circumstances. Approval of an extension request is not guaranteed. No more than two (2) extensions shall be granted within a 12-month period.

Payment Plan Arrangement

Due to unforeseen circumstances, customers may need to spread the bill over time to avoid disconnection. The Finance Director, on a case-by-case basis, will review the circumstances and determine if a customer is eligible for a payment plan. Only one payment plan is allowed in a 12-

month period. Maximum length for a payment plan is 12 months. Failure to make future utility payments timely will void payment plan arrangement, requiring remaining amount due to be paid in full immediately or be subject to disconnection.

Senior Citizen and Disabled Customer's Due Date

The Town will transition from 4 Billing Cycles to 2 Billing Cycles in early 2025. For those clients with Special Due Dates that do not coincide with the new billing cycles, the Town Finance Department will work with them individually to find the best billing and payment plan. During the anticipated 2-3-month transition, these clients will not incur late fees. At the completion of the transition, the Special Due Dates program will be dissolved, and all client accounts will be under the then-current Customer Service Guidelines.

Email and Text Authorization

Many times, the Town attempts to correspond with customers through email and/or text. By providing the Town an email address and a cell phone number, a customer authorizes the Town to communicate with them in this manner. Such communication can include private account information.

Returned Checks or Drafts

The Town will accept only cash, certified check, money order, or credit/debit card from any customer having two (2) returned checks or drafts. Upon receipt of the first returned check or draft, the customer will be informed either by phone call or door hanger that they have 48 hours from notification to pay the returned item with either money order, debit/credit card, or cash. (The second occurrence of a returned check or draft the customer will **not** receive a phone call or door hanger prior to disconnection of service.) Upon receipt of a second returned check or draft, the customer will be advised that all bills must be paid in cash, credit/debit card, or by money order for the duration of the account.

If a returned check or draft is not paid within the 48-hour period, utility service will be disconnected without further notice. Customers disconnected after a returned check or draft which has not been satisfied within 48 hours shall be notified that they have 10-days to clear the unpaid balance with the Town or the matter is turned over to the Pitt County District Attorney's office for collection. In the event a new customer posts a utility account deposit by personal or corporate check and the check is returned to the Town for any reason, the account will be immediately disconnected without benefit of prior notification. A notation of this provision shall be included on the customer service agreement signed by the customer at the time of account activation.

As allowed by the State of North Carolina, a charge is added to the customer's bill for each returned check. (See List of Fees & Charges located on the Town website)

Assistance for Paying Bills

There are several organizations that may assist customers who are having difficulty paying their bills. We encourage each customer to seek assistance prior to their disconnection of services for nonpayment.

1. Pitt County Social Services 252-902-1110
2. Ayden Area Ministries
3. Salvation Army 252-756-3388

Equal Payment Plan

The Town offers our customers a payment option which allows them to pay a flat amount per month for utility service. To participate in the program, customers must have excellent or good credit with the Town. This amount is the average of the prior twelve (12) months of utility consumption. Due dates for payments remain the same as normal and all penalty and disconnect policies will remain in effect. No penalties will accrue, regardless of the account balance, if the payment is received by the due date. In the event of nonpayment disconnection, or more than two cutoff penalties charged to the account during the twelve (12) month period, the customer will be required to bring their account to a zero balance and will no longer be eligible for the program. During the customer's twelfth month of participation, their monthly payment will be recalculated. At that time, any credit balance or balance due will be paid in full to or from the customer. The customer will be notified by letter of the new monthly payment amount. If the customer chooses to be removed from Budget Billing, any past due balance is owed immediately.

Any customer, who has had any delinquencies or bad checks, in the previous twelve months, will not be eligible to participate in the Equal Payment Plan.

Customers enrolled in the Equal Payment Plan will be automatically renewed each year. If an enrolled customer no longer desires to participate in the program, they must notify customer service in writing.

No payment extensions are allowed for Equal Pay customers. No exceptions

Bank Draft Plan

The Town offers customers the option of having their checking accounts drafted on the day before their due date. This relieves the customer of having a lost or late payment and saves a trip to Town Hall or the cost of an envelope or stamp. The draft date will be the day before or the day of the due date each month. A customer's due date is based on which billing cycle the customer is in. The Town has five billing cycles. Customers wishing to participate in the Bank Draft Plan should contact Customer Service to determine which billing cycle they are in. The customer will need to provide the Town a voided check. Only customers with good credit (no return checks) will be eligible for this program.

Any draft returned by the bank due to insufficient funds or a closed account will be treated as a returned check, charged the maximum allowed returned check fee and released from the bank draft program.

No payment extensions are allowed for Bank Draft customers. No exceptions

Medical Alert Program

The purpose of this program is to identify customers with chronic or critical health concerns by means of a medical seal affixed to the electric meter on the home. In the event of unplanned interruptions of electric service, such as are common following storms, homes designated with a medical seal are given higher priority for restoration of service. Due to circumstances beyond the control of the Town and its employees (storm damage, loss of generation, etc.), electric power cannot be guaranteed 100 percent of the time. Each customer listed with the Medical Alert Program should have a back-up plan for movement of the life support patient if the Town is unable to restore power in a length of time that is acceptable.

In the event of non-payment, homes designated with a medical seal are given personal notification in the form of a phone call, face to face meeting or certified letter of the pending disconnection of electric service. Customers with a medical seal will be disconnected for nonpayment following diligent and proper notice.

Participation in the Medical Alert Program is restricted to customers with documented chronic or critical health concerns. The Town must receive an annual certification of medical necessity form completed by a physician or hospital. If after notification from Town to the customer that the annual certification has not been received, you will be removed from the Medical Alert Program.

Disconnecting Service

Voluntary Disconnection: A customer may request voluntary disconnection of service. Request must be made in writing or by email and should include ID, service location, the date of service to be disconnected the forwarding mailing address for the final bill. Upon receipt of the required information, the account shall be scheduled for disconnection. Customers may request disconnection dates in the future. Same day disconnections are **not** guaranteed.

It is the customer's responsibility to request service be disconnected. Request made by persons other than the customer account holder, including landlords, will not be honored. The customer will be responsible for all services and fees charged to the account up to the date of the requested disconnection.

Involuntary Disconnection of Service: The Town may discontinue utility service for any of the following reasons:

- a) Failure of the customer to pay bills for utility service.
- b) Failure of the customer to pay deposits for utility service.
- c) Failure of the customer to pay a returned check or draft.
- d) Upon discovery of meter tampering including bypassing the meter or altering its function.
- e) Failure of the customer to permit Town employee's access to their meters and/or load management switches at all reasonable hours. Locked gates, loose dogs, parking cars over meters, etc. are violations of Town policy.
- f) Use of power for unlawful reasons.
- g) Discovery of a condition which is determined to be hazardous or unsafe.

- h) Provision of false information on a Utility Service Application.
- i) Failure to provide all required documents for opening an account.

After an account has been closed either by customer request or policy of the Town, all funds, including deposits, refunds, and overcharge credits will be first applied to amounts owed the Town on the closed account. Remaining funds will then be applied to any amounts owed on any other accounts the customer may have with the Town. When those accounts have been fully satisfied, a check for any remaining funds will be issued to the customer.

Disconnection During Extreme Weather

The Town will not exercise its right to disconnect service for non-payment of any bill when the safety and well-being of a customer may be at stake. For that reason, disconnection for non-payment may not be conducted on an extremely cold winter day when temperature is 32 degrees or below nor on extremely hot summer days when temperature is 100 degrees or more. If a customer's bill remains unpaid on the next business day, the disconnect for non-payment may then occur. This delay in disconnection for non-payment will not preclude the Town from disconnection at a future date and does not change the customer's liability for payment of all bills and fees.

Transferring Service

If transferring service from one location to another that the Town services, all past due bills must be paid in full. The remaining amount owed, and any fees will be transferred to the new account. A new deposit may also be assessed. **New application needs to be fill out.**

Reconnection

When it becomes necessary for the Town to discontinue services for any of the reasons listed in Involuntary Disconnection of Service, service will be restored after payment of:

1. All past due bills due to the Town including additional fees and charges required by this policy.
2. Any deposit as required.
3. Any material and labor cost incurred by the Town according to the current fee schedule.
4. **Reconnecting services payment must be received by 3pm during business hours for services to be reconnected. Same day reconnect is not guaranteed.**

Payment for reconnection must be made by cash, money order, debit, or credit card. No checks will be accepted. NO EXCEPTIONS.

After-hour reconnection is **not** available to our customers. Same day reconnections may not be available.

Meter Reading

Utility meters are read by the Town according to an established schedule. Reading dates vary slightly from month to month due to weekends, holidays, weather conditions, and other factors. Monthly

billing periods are assumed to be 30 days but may range from 27 to 33 days. The Town's well-trained meter readers use modern meter reading equipment and techniques. If meter reading corrections are necessary, the Town will make the adjustments, and a new bill may be issued upon request. A credit due to a customer from a meter reading error will be posted to the customer's account.

Meter Switch Tampering

All meters and other equipment furnished by the Town will be the property of the Town. It is unlawful for anyone other than a Town's agent to cut on or off utility services (including electricity, water, or load management.) Tampering with electric meters is prohibited by North Carolina Statutes 14-159-1 and 14-151-1. Tampering with a meter or bypassing a meter is the same as stealing. Many customers who would be financially burdened with paying for the stolen services require the aggressive enforcement of this policy. The Town will call for prosecution of cases of meter tampering, electric water theft and fraud to the fullest extent of the law. Any damage to these devices will be paid for by the customer. Should any Town personnel find an electric meter with the seal cut or removed, whether during utility disconnection or normal meter reading cycles, a charge of up to \$500 will be added to the customer's account, which will be subject to any utility payment policies of the Town. Should a customer discover and report their seal cut, no charge will be levied.

Any residential, commercial, or rental property served by the Town with three or more incidences of a cut seal, whether voluntarily reported or through Town discovery, will face permanent discontinuance of service with the Town.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Designate a single NCLM Voting Delegate

Item Explanation

Happy New Year! As a reminder, the League’s legislative goals development process is almost complete. All that remains is for member cities and towns to review the proposed goals and cast their votes—we need your help and participation in this last, and most important, step in the process.

Thank you for the work you have already completed; we have received over 350 ideas from 197 individuals representing 154 municipalities. After the dedicated work by the Legislative Policy Committee to compile and refine the submitted goals, the NCLM Board of Directors has reviewed, approved and now submits [16 proposed legislative goals for your consideration](#).

If you haven't already, our job now is to review and vote on the proposed goals so that cities and towns have a focused state and federal advocacy agenda for the 2025-2026 legislative biennium, which begins in later this month at the N.C. General Assembly.

Each municipality will cast a single vote by selecting 10 of the [16 proposed advocacy goals](#). To vote, your municipality must:

STEP 1.

Designate a single Voting Delegate who will cast the municipality’s vote by January 16, 2025. If your municipality has not yet designated its Voting Delegate, please do so using [this form](#). Official voting instructions and the ballot will be sent directly to the Voting Delegate.

STEP 2.

Review, discuss and determine which of the [proposed legislative goals](#) your municipality supports. Each municipality may select 10 of the 16 proposed goals.

STEP 3.

Submit the online ballot by January 17, 2025. The Voting Delegate will receive voting instructions and the online ballot directly.

Thank you for your continued participation in this legislative goals development process, which is so critical to our advocacy efforts.

Establishing these Municipal Legislative Goals with wide participation by all cities and towns allows our organization to speak with confidence and sincerity as we pursue each with state and federal policymakers. It truly allows us to live up to our motto, "Working as one, advancing all."

Sincerely,
Erin Wynia
Director of Government Affairs

Staff Comments

Previously, the Town Manager has been assigned as the Voting Delegate.

Action Requested

Approve Town Manager Scott Howard's assignment as the NCLM Voting Delegate, and task him to complete the town's vote as it relates to the 2025-2026 Biennium Legislative Goals voting process.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Approval of 2nd Qtr. FY25 Budget Adjustments

Item Explanation

2nd Quarter Fiscal Year 2025 Budget Adjustments. Per FY25 Town Ordinance, budget adjustments require Board approval.

Staff Comments

Approval of 2nd Quarter Fiscal Year 2025 Budget Adjustment required by the FY25 Town Ordinance.

Action Requested

Approve, as reported.



Town of Ayden

Budget Adjustment Report

Adjustment Detail

For Date Range: 10/01/2024 - 12/31/2024

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025						
Fund: 10 - General Fund						
Expense						
10-4110-3100	TRAVEL-TRAINING			8,000.00	-3,000.00	5,000.00
BA0000834	Christmas	GLPKT21123	11/22/2024		-3,000.00	
10-4110-3580	COMMUNITY APPEARANCE			1,000.00	-1,000.00	0.00
BA0000834	Christmas	GLPKT21123	11/22/2024		-1,000.00	
10-4110-4990	MISCELLANEOUS			1,500.00	5,500.00	7,000.00
BA0000834	Christmas	GLPKT21123	11/22/2024		3,000.00	
BA0000834	Christmas	GLPKT21123	11/22/2024		1,000.00	
BA0000834	Christmas	GLPKT21123	11/22/2024		1,500.00	
10-4110-6105	CHAMBER OF COMMERCE			20,000.00	-1,500.00	18,500.00
BA0000834	Christmas	GLPKT21123	11/22/2024		-1,500.00	
10-4120-1210	FULL TIME SALARIES			233,000.00	-324.85	232,675.15
BA0000836	Adjustments	GLPKT21401	11/30/2024		-324.85	
10-4120-1260	PART-TIME SALARIES			0.00	324.85	324.85
BA0000836	Adjustments	GLPKT21401	11/30/2024		324.85	
10-4210-4990	MISCELLANEOUS			8,000.00	1,198.72	9,198.72
BA0000837	Allocate funding to cover civic clerk	GLPKT21402	11/30/2024		1,198.72	
10-4210-6001	CONTRACTS - COPIERS			49,000.00	-1,198.72	47,801.28
BA0000837	Allocate funding to cover civic clerk	GLPKT21402	11/30/2024		-1,198.72	
10-4250-2120	UNIFORMS			1,500.00	120.31	1,620.31
BA0000836	Adjustments	GLPKT21401	11/30/2024		120.31	
10-4250-2600	SHOP TOOLS AND SUPPLIES			3,000.00	1,000.00	4,000.00
BA0000830	BA Garage	GLPKT20811	10/10/2024		1,000.00	
10-4250-3100	TRAVEL-TRAINING			2,700.00	-1,120.31	1,579.69
BA0000830	BA Garage	GLPKT20811	10/10/2024		-1,000.00	
BA0000836	Adjustments	GLPKT21401	11/30/2024		-120.31	
10-4310-1330	LEO 401K CONTRIBUTION			0.00	26,539.49	26,539.49
BA0000836	Adjustments	GLPKT21401	11/30/2024		26,539.49	
10-4310-1821	401K - SUPPLEMENTAL RETIRMENT			68,100.00	-26,539.49	41,560.51
BA0000836	Adjustments	GLPKT21401	11/30/2024		-26,539.49	
10-4340-3520	EQUIPMENT REP & MAINT			20,000.00	-1,903.60	18,096.40
BA0000836	Adjustments	GLPKT21401	11/30/2024		-1,903.60	
10-4340-4500	INSURANCE			13,500.00	1,903.60	15,403.60
BA0000836	Adjustments	GLPKT21401	11/30/2024		1,903.60	
10-4710-2510	MOTOR FUELS & LUBRICANTS			1,500.00	-1,000.00	500.00
BA0000835	BASanitation	GLPKT21329	12/19/2024		-1,000.00	
10-4710-3100	TRAVEL-TRAINING			500.00	-500.00	0.00
BA0000835	BASanitation	GLPKT21329	12/19/2024		-500.00	
10-4710-4410	LANDFILL FEES / TOWN REFUSE			20,000.00	-2,000.00	18,000.00
BA0000835	BASanitation	GLPKT21329	12/19/2024		-2,000.00	
10-4710-4990	MISCELLANEOUS			2,000.00	-1,000.00	1,000.00
BA0000835	BASanitation	GLPKT21329	12/19/2024		-1,000.00	
10-4710-6000	CONTRACTS			6,000.00	4,500.00	10,500.00
BA0000835	BASanitation	GLPKT21329	12/19/2024		4,500.00	

Budget Adjustment Report

For Date Range: 10/01/2024 - 12/31/2024

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
10-6110-1260	Salaries Part Time			18,000.00	-297.50	17,702.50
BA0000836	Adjustments	GLPKT21401	11/30/2024		-297.50	
10-6110-4501	WORKERS COMP			150.00	297.50	447.50
BA0000836	Adjustments	GLPKT21401	11/30/2024		297.50	
10-6120-3301	UTILITIES-ELECTRIC			27,000.00	8,786.83	35,786.83
BA0000836	Adjustments	GLPKT21401	11/30/2024		8,786.83	
10-6120-3520	EQUIPMENT REP & MAINT			36,000.00	-8,786.83	27,213.17
BA0000836	Adjustments	GLPKT21401	11/30/2024		-8,786.83	
Expense Total:				540,450.00	0.00	540,450.00
Fund 10 Total:				540,450.00	0.00	540,450.00
Fund: 62 - Water and Sewer Fund						
Expense						
62-7130-1210	FULL TIME SALARIES			411,000.00	-1,696.21	409,303.79
BA0000836	Adjustments	GLPKT21401	11/30/2024		-1,696.21	
62-7130-1260	PART TIME SALARIES			0.00	1,696.21	1,696.21
BA0000836	Adjustments	GLPKT21401	11/30/2024		1,696.21	
Expense Total:				411,000.00	0.00	411,000.00
Fund 62 Total:				411,000.00	0.00	411,000.00
Budget Code 2024-2025 Total:				951,450.00	0.00	951,450.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	10	540,450.00	0.00	540,450.00
	62	411,000.00	0.00	411,000.00
Budget Code 2024-2025 Total:		951,450.00	0.00	951,450.00



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Voluntary Annexation Petition - Creekwood Subdivision

Item Explanation

For your consideration, the Town has received a petition requesting a voluntary annexation submitted by Colonial Acre Farms. The request includes a total of 41.09 acres consisting of a portion of Parcel #3066, located within the Creekwood Subdivision (formerly Arrowhead Place), along NC Highway 102.

Staff Comments

This request for voluntary annexation of a non-contiguous property must be reviewed in accordance with N.C.G.S. 160A-58.1. As such, the following steps are required:

- The Board of Commissioners adopts a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition - November 12, 2024
- **The Town Clerk provides the Board of Commissioners with the Certificate of Sufficiency - January 13, 2025**
- **The Board of Commissioners adopts a Resolution Setting a Public Hearing - January 13, 2025**
- The Board of Commissioners considers Annexation Ordinance - February 19, 2025

Action Requested

Adopt Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition

PETITION REQUESTING ANNEXATION



Date: November 1, 2024

Parcel #(s): 3066

To the Board of Commissioners of the Town of Ayden:

1. We, the undersigned owners of real property, respectfully request that the area described in Paragraph 3 below be annexed to the Town of Ayden.
2. The area to be annexed is (X) contiguous () non-contiguous to the Town of Ayden and the boundaries of such territory are as follows:

DESCRIPTION OF BOUNDARIES
METES AND BOUNDS
(Attach additional pages if necessary)

See attached

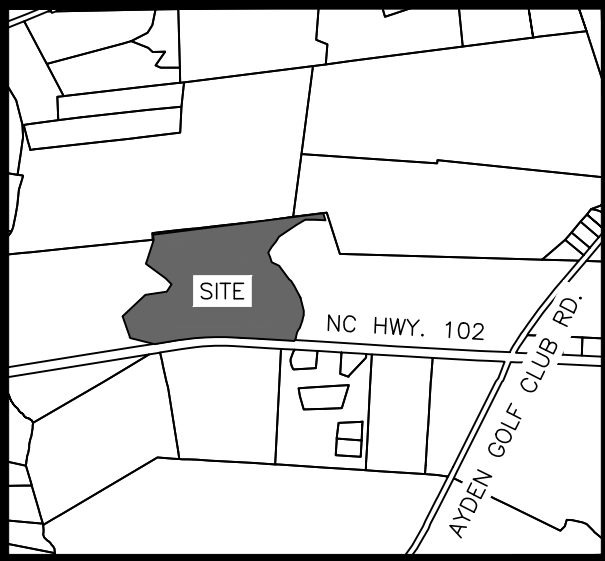
3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property.

Name(s) of Property Owner	Property Owner Address	Do you declare Vested Rights? (yes or no)	Signature
Colonial Acre Farms LLC	1588 NC 102E Ayden, NC 28513		 Kenneth Smith

* Petition will not be accepted without Metes & Bounds Description and Maps which include seven (7) paper copies and three (3) Mylar copies of map sized 18" x 24" and one (1) paper map sized 11" x 17".

Legal Description-Annexation Into Town of Ayden-Portion of Parcel No. 3066

Beginning at a point in the northern right-of-way of NC Highway 102, being 0.70 miles west of the intersection of NC Highway 102 and Ayden Golf Club Road, more or less, and also being the POINT AND PLACE OF BEGINNING, thence leaving the northern right-of-way of NC Highway 102 N75°57'05"W a distance of 262.41 feet to a point, thence N19°26'12"W a distance of 237.24 feet to a point, thence N46°54'05"E a distance of 326.27 feet to a point, thence N81°07'58"E a distance of 222.65 feet to a point, thence N33°52'16"E a distance of 92.49 feet to a point, thence N43°28'36"W a distance of 89.58 feet to a point, thence N54°18'54"W a distance of 253.05 feet to a point, thence N17°50'57"E a distance of 260.44 feet to a point, thence N7°09'57"W a distance of 56.96 feet to a point, thence following the common property line of Colonial Acre Farms, LLC. (Deed Book 2916, Page 779) and Feet First, LLC. (Deed Book 3310, Page 175) N82°50'03"E a distance of 1,787.13 feet to a point, thence following the common property line of Colonial Acre Farms, LLC. and A.T. Venters Properties, LLC. (Deed Book 2132, Page 195) S17°42'44"E a distance of 75.64 feet to a point, thence leaving aforesaid common property line N87°39'18"W a distance of 105.44 feet to a point, thence N89°10'58"W a distance of 102.47 feet to a point, thence S59°34'47"W a distance of 106.70 feet to a point, thence S56°21'53"W a distance of 220.16 feet to a point, thence S32°25'15"W a distance of 63.29 feet to a point, thence S38°25'17"W a distance of 66.89 feet to a point, thence S29°59'02"W a distance of 71.05 feet to a point, thence S22°39'50"E a distance of 50.62 feet to a point, thence S14°50'48"E a distance of 56.71 feet to a point, thence S66°20'52"E a distance of 85.76 feet to a point, thence S36°10'10"E a distance of 174.77 feet to a point, thence S50°34'12"E a distance of 28.95 feet to a point, thence S32°27'43"E a distance of 63.62 feet to a point, thence S27°53'36"E a distance of 137.17 feet to a point, thence S13°55'51"E a distance of 138.31 feet to a point, thence S1°31'07"W a distance of 48.17 feet to a point, thence S19°10'18"W a distance of 22.33 feet to a point, thence S9°32'19"W a distance of 34.68 feet to a point, thence S20°30'08"W a distance of 78.75 feet to a point, thence S35°57'31"W a distance of 29.00 feet to a point, thence S23°16'33"W a distance of 30.66 feet to a point, thence S14°03'09"W a distance of 61.01 feet to a point, thence S25°14'48"W a distance of 30.51 feet to a point in the northern right-of-way of NC Highway 102, thence following the northern right-of-way of NC Highway 102 N86°30'36"W a distance of 384.32 feet to a point, thence N87°09'06"W a distance of 135.89 feet to a point, thence N87°14'13"W a distance of 60.09 feet to a point, thence N87°20'45"W a distance 135.36 feet to a point, thence N89°18'48"W a distance of 104.29 feet to a point, thence S88°34'22"W a distance of 103.97 feet to a point, thence S85°53'14"W a distance of 107.13 feet to point, thence S83°19'23"W a distance of 104.73 feet to a point, thence S81°54'11"W a distance of 84.48 feet to a point, thence S80°56'20"W a distance of 240.37 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 41.09 acres (1,790,106.67 square feet), and being a portion of parcel 3066 owned by Colonial Acre Farms, LLC. and recorded in Deed Book 2916 Page 779 in the Pitt County Registry.



VICINITY MAP
(SCALE: 1"=2000')

LEGEND

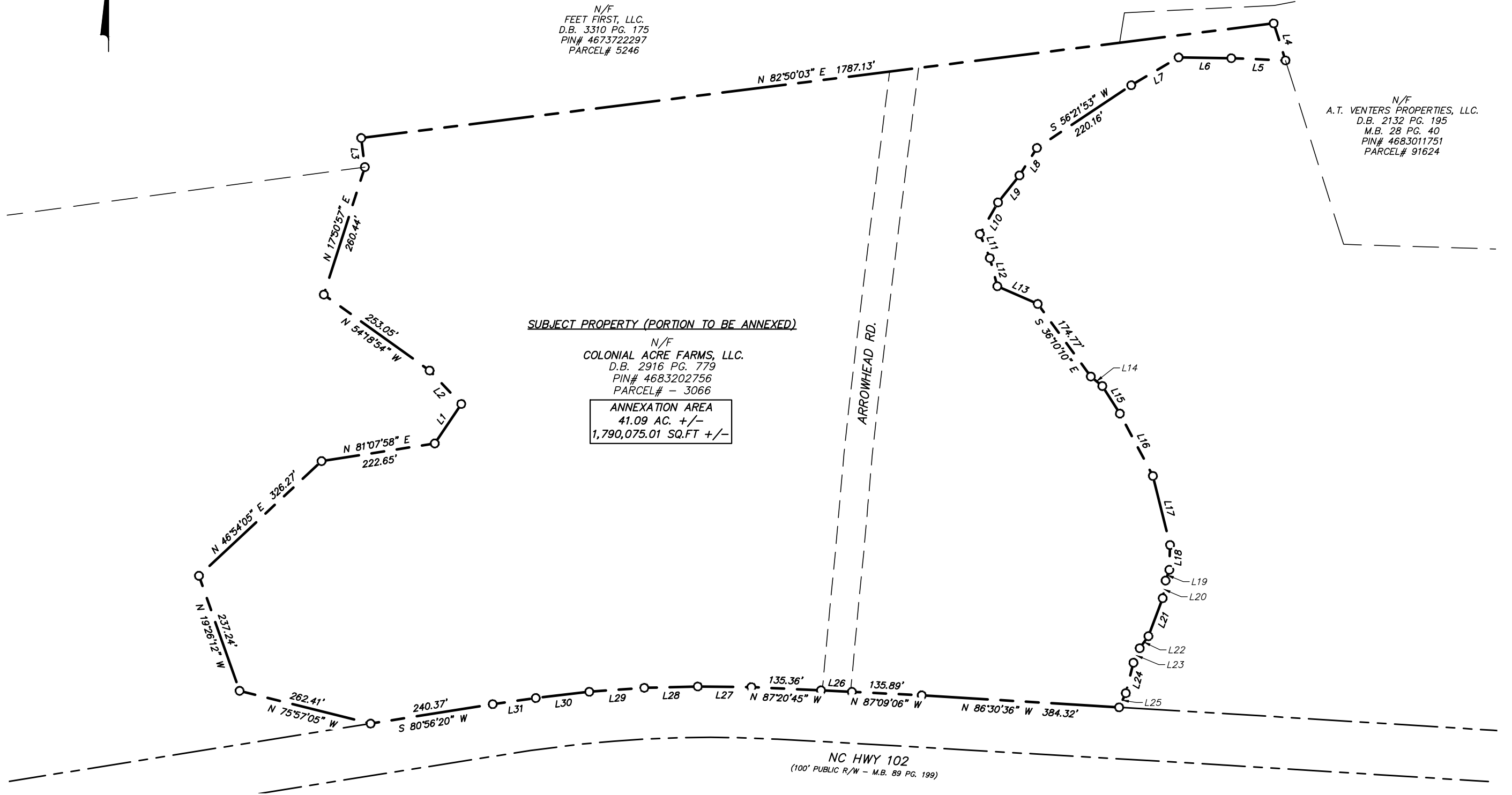
- ANNEXATION BOUNDARY
- ADJOINER LINE
- RIGHT-OF-WAY LINE
- ANNEXATION BOUNDARY POINT

ABBREVIATIONS

PIN	PARCEL IDENTIFICATION NUMBER
REID	REAL ESTATE IDENTIFICATION
N/F	NOW OR FORMERLY
D.B.	DEED BOOK
P.B.	PLAT BOOK
M.B.	MAP BOOK
P.G.	PAGE
NAD	NORTH AMERICAN DATUM
RWD	RIGHT-OF-WAY DISC
R/W	RIGHT-OF-WAY
M.B.	MAP BOOK

NOTES:

- AREA DETERMINED BY COORDINATES.
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS UNLESS OTHERWISE NOTED.
- NO POINT SET AT ANY CORNER.
- THIS MAP WAS PREPARED FOR ANNEXATION PURPOSES ONLY AND IS NOT A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON, OR TO BE USED FOR SALES OR CONVEYANCE.
- CITY LIMITS WAS TAKEN FROM PITT COUNTY GEOGRAPHIC INFORMATION SYSTEM.
- BOUNDARY INFORMATION FOR REFERENCE PURPOSES ONLY, NO FIELD SURVEY WAS PERFORMED FOR THIS MAP.



PARCEL LINE TABLE

LINE #	LENGTH	BEARING
L1	92.49'	N 33°52'16" E
L2	89.58'	N 43°28'36" W
L3	56.96'	N 7°09'57" W
L4	75.64'	S 17°42'44" E
L5	105.44'	N 87°39'18" W
L6	102.47'	N 89°10'58" W
L7	106.70'	S 59°34'47" W
L8	63.29'	S 32°25'15" W
L9	66.89'	S 38°25'17" W
L10	71.05'	S 29°59'02" W
L11	50.62'	S 22°39'50" E
L12	56.71'	S 14°50'48" E
L13	85.76'	S 66°20'52" E
L14	28.95'	S 50°34'12" E
L15	63.62'	S 32°27'43" E
L16	137.17'	S 27°53'36" E

PARCEL LINE TABLE

LINE #	LENGTH	BEARING
L17	138.31'	S 13°55'51" E
L18	48.17'	S 1°31'07" W
L19	22.33'	S 19°10'18" W
L20	34.68'	S 9°32'19" W
L21	78.75'	S 20°30'08" W
L22	29.00'	S 35°57'31" W
L23	30.66'	S 23°16'33" W
L24	61.01'	S 14°03'09" W
L25	30.51'	S 25°14'48" W
L26	60.09'	N 87°14'13" W
L27	104.29'	N 89°18'48" W
L28	103.97'	S 88°34'22" W
L29	107.13'	S 85°53'14" W
L30	104.73'	S 83°19'23" W
L31	84.48'	S 81°54'11" W

REVISIONS

TOWN OF AYDEN ANNEXATION MAP FOR
PROPERTY OF CREEKWOOD SUBDIVISION., BEING PARCEL
NUMBER 3066 AND PURSUANT TO TOWN ORDINANCE
NO. _____

AYDEN, AYDEN TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER: COLONIAL ACRE FARMS, LLC.

ADDRESS: 1588 NC 102 E.
AYDEN, NC 28513

Rivers
& ASSOCIATES, INC.
Since 1918
riversandassociates.com

NC License: F-0334

Engineers
Planners
Surveyors
Landscape Architects
107 East Second Street
Greenville, NC 27858
(252) 752-4135

SURVEYED
N/A
DRAWN
JWA
CHECKED
JWA
APPROVED
PM
DATE
10/31/2024
SCALE
1" = 200'

REFERENCES:

D.B. 2916 PG. 779

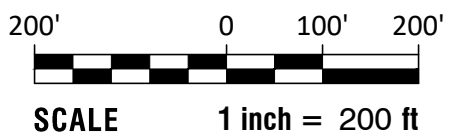


ACCEPTED FOR THE TOWN OF AYDEN

MAYOR

DATE

RECORDED IN MAP BOOK _____ PAGE _____



CERTIFICATION

NORTH CAROLINA PITT COUNTY

I, JAMES W. ATKINSON III, CERTIFY THAT THIS MAP WAS
DRAWN UNDER MY SUPERVISION FROM DEED DESCRIPTIONS
RECORDED IN DEED BOOK REFERENCES AS NOTED; THAT
THE RATIO OF PRECISION IS 1:10,000; THAT BOUNDARIES
NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED
FROM INFORMATION FOUND AND REFERENCED HEREON; THAT
THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30
AS AMENDED, I FURTHER CERTIFY PURSUANT TO G.S. 47-30
(f)(1)(d) AS TO THE FOLLOWING; THAT THIS SURVEY IS OF
ANOTHER CATEGORY; BEING A SURVEY FOR ANNEXATION INTO
CITY LIMITS OF THE TOWN OF AYDEN; WITNESS MY ORIGINAL
SIGNATURE, LICENSE NUMBER, AND SEAL THIS 31ST DAY OF
OCTOBER, 2024.

SIGNED _____
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-5359

RESOLUTION NO. 24-25-08

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-58.1**

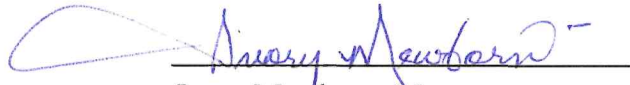
WHEREAS, a petition filed by Colonial Acre Farms, LLC requesting annexation of an area described in said petition was received on November 1st, 2024, by the Ayden Board of Commissioners; and

WHEREAS, G.S. 160A-58.1 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

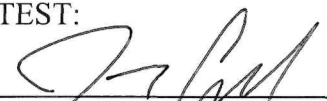
WHEREAS, the Ayden Board of Commissioners of the Town of Ayden deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the Ayden Board of Commissioners of the Town of Ayden that;

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify to the Town of Ayden the result of her investigation.


Ivory Mewborn, Mayor

ATTEST:


Jeremy Crawford, Clerk



Property Summary

Data last updated on: 12/1/2024 Ownership current as of: 11/26/2024 Tax Year: 2024

REID 3066	PIN # 4683-20-2756	Print Property Info
Location Address 0 AYDEN GOLF CLUB RD	Property Description SR 1723	
Property Owner COLONIAL ACRE FARMS LLC	Owner's Mailing Address 1588 NC 102 E AYDEN NC 28513	

Parcel	Buildings	Misc Improvements	Land	Deeds	Notes	Sales	Photos
--------	-----------	-------------------	------	-------	-------	-------	--------

Administrative Data

Plat Book & Page	
Old Map#	
Market Area	0000533
Township	05-AYDEN
Planning Jurisdiction	AD-Ayden,CO-Pitt
City	
Fire District	42-AYDEN-F-SRV-DIST,66-EMS
Spec District	INDUSTRIAL DEVELOPME
Land Class	RESIDENTIAL
History REID 1	
History REID 2	
Acreage	196.03
Permit Date	
Permit #	

Transfer Information

Deed Date	11/28/2011
Deed Book	002916
Deed Page	00779
Revenue Stamps	1000.00
Package Sale Date	
Package Sale Price	
Land Sale Date	11/28/2011
Land Sale Price	\$500,000

Improvement Summary

Total Buildings	0
Total Units	0
Total Living Area	0
Total Gross Leasable Area	0

Property Value

Total Appraised Land Value
Total Appraised Building Value
Total Appraised Misc Improvements Value
Other Exemptions
Exemption Desc
Use Value Deferred
Historic Value Deferred
Total Deferred Value
Total Taxable Value



LIMITED LIABILITY COMPANY ANNUAL REPORT

NAME OF LIMITED LIABILITY COMPANY: Colonial Acre Farms, LLC

SOSID: 1210312

Date Filed: 12/11/2024

Elaine F. Marshall

North Carolina Secretary of State

CA2024 346 00401

SECRETARY OF STATE ID NUMBER: 1210312 STATE OF FORMATION: NCREPORT FOR THE CALENDAR YEAR: 2024SECTION A: **REGISTERED AGENT'S INFORMATION**

Filing Office Use Only

☒ Changes1. NAME OF REGISTERED AGENT: Kenneth H. Smith

2. SIGNATURE OF THE NEW REGISTERED AGENT: _____

SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT

3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY 4. REGISTERED AGENT OFFICE MAILING ADDRESS

1588 NC 102 E1588 NC 102 EAyden, NC 28513-7551 PittAyden, NC 28513-7551 PittSECTION B: **PRINCIPAL OFFICE INFORMATION**1. DESCRIPTION OF NATURE OF BUSINESS: Farming2. PRINCIPAL OFFICE PHONE NUMBER: (252) 714-0011

3. PRINCIPAL OFFICE EMAIL: _____

Privacy Redaction

4. PRINCIPAL OFFICE STREET ADDRESS

5. PRINCIPAL OFFICE MAILING ADDRESS

1588 NC 102 E1588 NC 102 EAyden, NC 28513-7551 PittAyden, NC 28513-7551 Pitt

6. Select one of the following if applicable. (Optional see instructions)

☐

The company is a veteran-owned small business

☐

The company is a service-disabled veteran-owned small business

SECTION C: **COMPANY OFFICIALS** (Enter additional company officials in Section E.)NAME: Kenneth H SmithNAME: Darlene S. Worthington

NAME: _____

TITLE: ManagerTITLE: Member

TITLE: _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

1526 NC 102 E4111 Emma Cannon RoadAyden, NC 28513 PittAyden, NC 28513 PittSECTION D: **CERTIFICATION OF ANNUAL REPORT.** Section D must be completed in its entirety by a person/business entity.

SIGNED BY OFFICIAL: _____

DATE: 12/04/2024

SIGNATURE: _____

DATE: _____

Form must be signed by a Company Official listed under Section C of This form.

Kenneth H SmithManager

Print or Type Name of Company Official

Print or Type Title of Company Official

SUBMIT THIS ANNUAL REPORT WITH THE REQUIRED FILING FEE OF \$200

MAIL TO: Secretary of State, Business Registration Division, Post Office Box 29525, Raleigh, NC 27626-0525

CERTIFICATE OF SUFFICIENCY

To the Governing Board of the Town of Ayden, North Carolina:

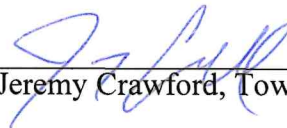
I, Jeremy Crawford, Town Clerk, do hereby certify that I have investigated the attached petition regarding Parcel #3066, and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Ayden, this 17th day of December, 2024.

(SEAL)





Jeremy Crawford, Town Clerk

RESOLUTION NO. 24-25-10
RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-58.1

WHEREAS, a petition filed by Colonial Acre Farms, LLC requesting annexation of the non-contiguous area described herein has been received; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED BY THE Ayden Board of Commissioners of the Town of Ayden, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Ayden District Courtroom at 6:30 PM on February 10th, 2025.

Section 2. The area proposed for annexation is described as follows:

Beginning at a point in the northern right-of-way of NC Highway 102, being 0.70 miles west of the intersection of NC Highway 102 and Ayden Golf Club Road, more or less, and also being the POINT AND PLACE OF BEGINNING, thence leaving the norther right-of-way of NC Highway 102 N75°57'05"W a distance of 262.41 feet to a point, thence N19°26'12"W a distance of 237.24 feet to a point, thence N46°54'05"E a distance of 326.27 feet to a point, thence N81°07'58"E a distance of 222.65 feet to a point, thence N33°52'16"E a distance of 92.49 feet to a point, thence N43°28'36"W a distance of 89.58 feet to a point, thence N54°18'54"W a distance of 253.05 feet to a point, thence N17°50'57"E a distance of 260.44 feet to a point, thence N7°09'57"W a distance of 56.96 feet to a point, thence following the common property line of Colonial Acre Farms, LLC. (Deed Book 2916, Page 779) and Feet First, LLC. (Deed Book 3310, Page 175) N82°50'03"E a distance of 1,787.13 feet to a point, thence following the common property line of Colonial Acre Farms, LLC. and A.T. Venters Properties, LLC. (Deed Book 2132, Page 195) S17°42'44"E a distance of 75.64 feet to a point, thence leaving aforesaid common property line N87°39'18"W a distance of 105.44 feet to a point, thence N89°10'58"W a distance of 102.47 feet to a point, thence S59°34'47"W a distance of 106.70 feet to a point, thence S56°21'53"W a distance of 220.16 feet to a point, thence S32°25'15"W a distance of 63.29 feet to a point, thence S38°25'17"W a distance of 66.89 feet to a point, thence S29°59'02"W a distance of 71.05 feet to a point, thence S22°39'50"E a distance of 50.62 feet to a point, thence S14°50'48"E a distance of 56.71 feet to a point, thence S66°20'52"E a distance of 85.76 feet to a point, thence S36°10'10"E a distance of 174.77 feet to a point, thence S50°34'12"E a distance of 28.95 feet to point, thence S32°27'43"E a distance of 63.62 feet to a

point, thence S27°53'36"E a distance of 137.17 feet to a point, thence S13°55'51"E a distance of 138.31 feet to a point, thence S1°31'07"W a distance of 48.17 feet to a point, thence S19°10'18"W a distance of 22.33 feet to a point, thence S9°32'19"W a distance of 34.68 feet to a point, thence S20°30'08"W a distance of 78.75 feet to a point, thence S35°57'31"W a distance of 29.00 feet to a point, thence S23°16'33"W a distance of 30.66 feet to a point, thence S14°03'09"W a distance of 61.01 feet to a point, thence S25°14'48"W a distance of 30.51 feet to a point in the northern right-of-way of NC Highway 102, thence following the northern right-of-way of NC Highway 102 N86°30'36"W a distance of 384.32 feet to a point, thence N87°09'06"W a distance of 135.89 feet to a point, thence N87°14'13"W a distance of 60.09 feet to a point, thence N87°20'45"W a distance 135.36 feet to a point, thence N89°18'48"W a distance of 104.29 feet to a point, thence S88°34'22"W a distance of 103.97 feet to a point, thence S85°53'14"W a distance of 107.13 feet to point, thence S83°19'23"W a distance of 104.73 feet to a point, thence S81°54'11"W a distance of 84.48 feet to a point, thence S80°56'20"W a distance of 240.37 feet to a point, also being the POINT AND PLACE OF BEGINNING, containing 41.09 acres (1,790,106.67 square feet), and being a portion of parcel 3066 owned by Colonial Acre Farms, LLC. and recorded in Deed Book 2916 Page 779 in the Pitt County Registry.

Section 3. Notice of the public hearing shall be published in Daily Reflector, a newspaper having general circulation in the Town of Ayden, at least ten (10) days prior to the date of the public hearing.

(SEAL)

Ivory Mewborn, Mayor

ATTEST:

Jeremy Crawford, Town Clerk



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Cannon Street Area Waterline Replacement - CO #3

Item Explanation

The Division of Water Infrastructure (DWI) has previously awarded the Town a \$906,000 American Rescue Plan Act (ARPA) grant for replacement of aged waterlines located along Cannon Street, Fenner College Street, and West College Street. Construction was awarded with a Contingency of \$283,980.00. DWI agreed to entertain change orders to expand project scope only where work would be confined to the project area. Where construction activities have been primarily completed, final adjustments in quantities only further decrease construction cost while increasing contingency. Based on projected project cost, a draft Change Order was submitted to incorporate complete resurfacing of the streets within the awarded grant funds. It is noted that the streets have been previously prioritized for resurfacing through Town Street Assessment. DWI reviewed the draft Change Order and has provided tentative approval, conditional upon full execution of the Change Order.

In support of Change Order approval, the following exhibits are provided for Board review and consideration:

- Resolution Approving Change Order No. 3 and Amending Capital Project Budget Ordinance.
- Change Order No. 3
- Email from Division of Water Infrastructure approving draft of Change Order No. 3
- Project Map

Staff Comments

Representative from McDavid Associates, Inc. will be present to review Agenda item.

Action Requested

Approve Resolution Approving Change Order No. 3 and Amending Capital Project Budget Ordinance.

From: [Morrison, Jim O](#)
To: [Rich Moore](#)
Subject: FW: [External] For Review: SRP-D-ARP-0228 - Change Order Submission
Date: Friday, December 27, 2024 11:08:21 AM
Attachments: [image001.png](#)

Richard

Change Order #3 has been reviewed and is good for execution. Please submit a copy of the signed CO when completed.

Jim

James Morrison, PE

[Division of Water Infrastructure](#)

North Carolina Department of Environmental Quality

Office: 919.707.9157

Jim.Morrison@deq.nc.gov



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From: laserfiche.ncdenr.gov@mccicloud.io <laserfiche.ncdenr.gov@mccicloud.io>
Sent: Friday, December 27, 2024 9:21 AM
To: Morrison, Jim O <Jim.Morrison@deq.nc.gov>
Subject: [External] For Review: SRP-D-ARP-0228 - Change Order Submission

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Agreement ID#: 2000061549

Instance ID# : 234403

Owner: Town of Ayden

Project Name: Cannon Street Waterline Replacement

Project #: SRP-D-ARP-0228

Folder Name: Change Orders

Document Type: Change Order Submission

Submittal Date: 12/26/2024 8:02 AM

Link to submittal form: <https://edocs.deq.nc.gov/laserfiche/index.aspx?db=WaterInfrastructure#id=256858;view=browse>

Submitter Comments: Upload is for a draft Change Order No. 3 for DWI review and

SECTION 01029 CONTRACT CHANGE ORDER	ORDER NO. 3
	DATE: December 26, 2024
	STATE NC
CONTRACT FOR Cannon Street Waterline Replacement Contract No. 12 – Water System Improvements DWI Project: SRP-D-ARP-0228	COUNTY Pitt
OWNER Town of Ayden	

TO Herring-Rivenbark, Inc.

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications N/A)	DECREASE in Contract Price	INCREASE in Contract Price
1. Adjusted quantities based on construction activities completed. 2. Milling and Resurfacing of Town Streets located in Project Area	\$ (39,812.50) \$ (0.00)	\$0.00 \$255,600.00
TOTALS	<u>\$ (39,812.50)</u>	<u>\$ 255,600.00</u>
NET CHANGE IN CONTRACT PRICE		<u>\$ 215,787.50</u>

JUSTIFICATION:

Construction activities required cutting of asphalt roads (Cannon Street, Fenner College Street, and West College Street) for waterline installation and abandonment of original waterlines. Existing asphalt roads have no stone base such that existing streets will fail (several potholes have already had to be filled). As an option to provide long-term sustainability of public streets, it is proposed to mill existing asphalt and provide uniform resurfacing over entire width of streets. Milling/resurfacing will provide a level traveling surface and protect the streets from failures. The primary purpose of this change order is to provide street resurfacing to the project scoping.

Current Contract Amount per prior Change Orders: Three Hundred Sixty-Seven Thousand Four Hundred Thirty-Four and 00/100 Dollars (\$367,434.00).

The amount of the Contract will be (~~Decreased~~) (Increased) By The Sum Of: Two Hundred Fifteen Thousand Seven Hundred Eighty-Seven and 50/100 Dollars (\$215,787.50).

The Contract Total Including this and previous Change Orders Will Be: Five Hundred Eighty-Three Thousand Two Hundred Twenty-One and 50/100 Dollars (\$583,221.50).

The Contract Construction Completion Date prior to this Change Order is: January 24, 2025

The Contract Period Provided for Completion Will Be (Increased)(~~Decreased~~)(Unchanged): 60 Days

The Revised Contract Construction Complete Date after this Change Order is: March 25, 2025

This document will become a supplement to the contract and all provisions will apply hereto.

REQUESTED BY OWNER: Town of Ayden

By: _____ Date: _____

Name: Scott Howard Title: Town Manager

RECOMMENDED BY ENGINEER: McDavid Associates, Inc.

By: _____ Date: _____

Name: Richard B. Moore, P.E. Title: Project Engineer

ACCEPTED BY CONTRACTOR: Herring-Rivenbark, Inc.

By: _____ Date: _____

Name: Craig Neuhoff Title: Vice President

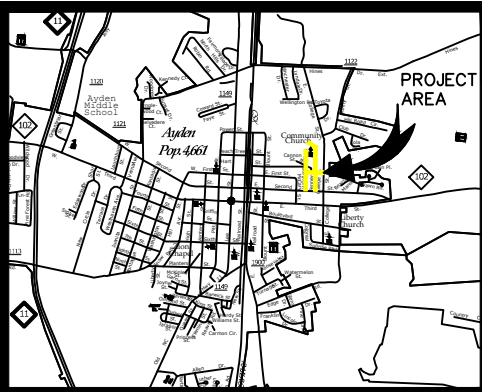
END OF SECTION

Attachment - Change Order No. 3 - Part A, Unit Price Changes
CANNON STREET WATERLINE REPLACEMENT
CONTRACT NO. 12 - WATER SYSTEM IMPROVEMENTS
TOWN OF AYDEN

Item	Description	Unit	Contract As Per CO#2			Adds/Deducts		Contract As Per CO#3 Part A	
			Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
	Base Bid Items								
1	6" POLYVINYL CHLORIDE PIPE FOR WATER LINES	LF	2,200	\$54.00	\$118,800.00		\$0.00	\$54.00	\$118,800.00
2	6" GATE VALVE AND BOX	EA	18	\$2,000.00	\$36,000.00		\$0.00	\$2,000.00	\$36,000.00
3	6" INSERT TYPE GATE VALVE AND BOX	EA	2	\$18,395.00	\$36,790.00		\$0.00	\$18,395.00	\$36,790.00
4	6" 45° Bend, DUCTILE IRON FITTING FOR WATER LINES	EA	2	\$745.00	\$1,490.00		\$0.00	\$745.00	\$1,490.00
5	6" 90° Bend, DUCTILE IRON FITTING FOR WATER LINES	EA	2	\$850.00	\$1,700.00		\$0.00	\$850.00	\$1,700.00
6	6"x6" Tee, DUCTILE IRON FITTING FOR WATER LINES	EA	9	\$1,310.00	\$11,790.00		\$0.00	\$1,310.00	\$11,790.00
7	6" Plug, DUCTILE IRON FITTING FOR WATER LINES	EA	1	\$425.00	\$425.00		\$0.00	\$425.00	\$425.00
8	6" Plug, DUCTILE IRON FITTING FOR WATER LINES	EA	2	\$450.00	\$900.00		\$0.00	\$450.00	\$900.00
9	12" DRYBORE with 12" STEEL CASING	LF	0	\$355.00	\$0.00		\$0.00	\$355.00	\$0.00
10	FIRE HYDRANT	EA	3	\$6,120.00	\$18,360.00		\$0.00	\$6,120.00	\$18,360.00
11	REMOVE existing hydrant, valve, and box	EA	3	\$1,350.00	\$4,050.00		\$0.00	\$1,350.00	\$4,050.00
12	3/4" WATER SERVICE AND SERVICE TRANSFER	EA	26	\$1,925.00	\$50,050.00		\$0.00	\$1,925.00	\$50,050.00
13	2" WATER SERVICE	EA	1	\$11,559.00	\$11,559.00		\$0.00	\$11,559.00	\$11,559.00
14	DWI TEMPORARY CONSTRUCTION SIGN	EA	1	\$1,100.00	\$1,100.00		\$0.00	\$1,100.00	\$1,100.00
15	BREAK, REMOVE, AND REPLACE EXISTING ASPHALT	SY	303	\$165.00	\$49,995.00		\$0.00	\$165.00	\$49,995.00
16	BREAK, REMOVE, AND REPLACE EXISTING CONCRETE CURB	LF	88	\$100.00	\$8,800.00		\$0.00	\$100.00	\$8,800.00
17	BREAK, REMOVE, AND REPLACE EXISTING CONCRETE SIDEWALK	SY	5	\$195.00	\$975.00		\$0.00	\$195.00	\$975.00
18a	6" FUSIBLE PVC DIRECTIONAL BORE FOR DRIVEWAYS	LF	30	\$355.00	\$10,650.00		\$0.00	\$355.00	\$10,650.00
19a	6" DIP FOR WATER LINES	LF	40	\$100.00	\$4,000.00		\$0.00	\$100.00	\$4,000.00
20a	Mill and Resurfacing, 1.5" SF9.5A	SY	0	\$0.00	\$0.00	\$53.25	\$0.00	\$53.25	\$0.00
	Total				\$367,434.00		\$0.00		\$367,434.00

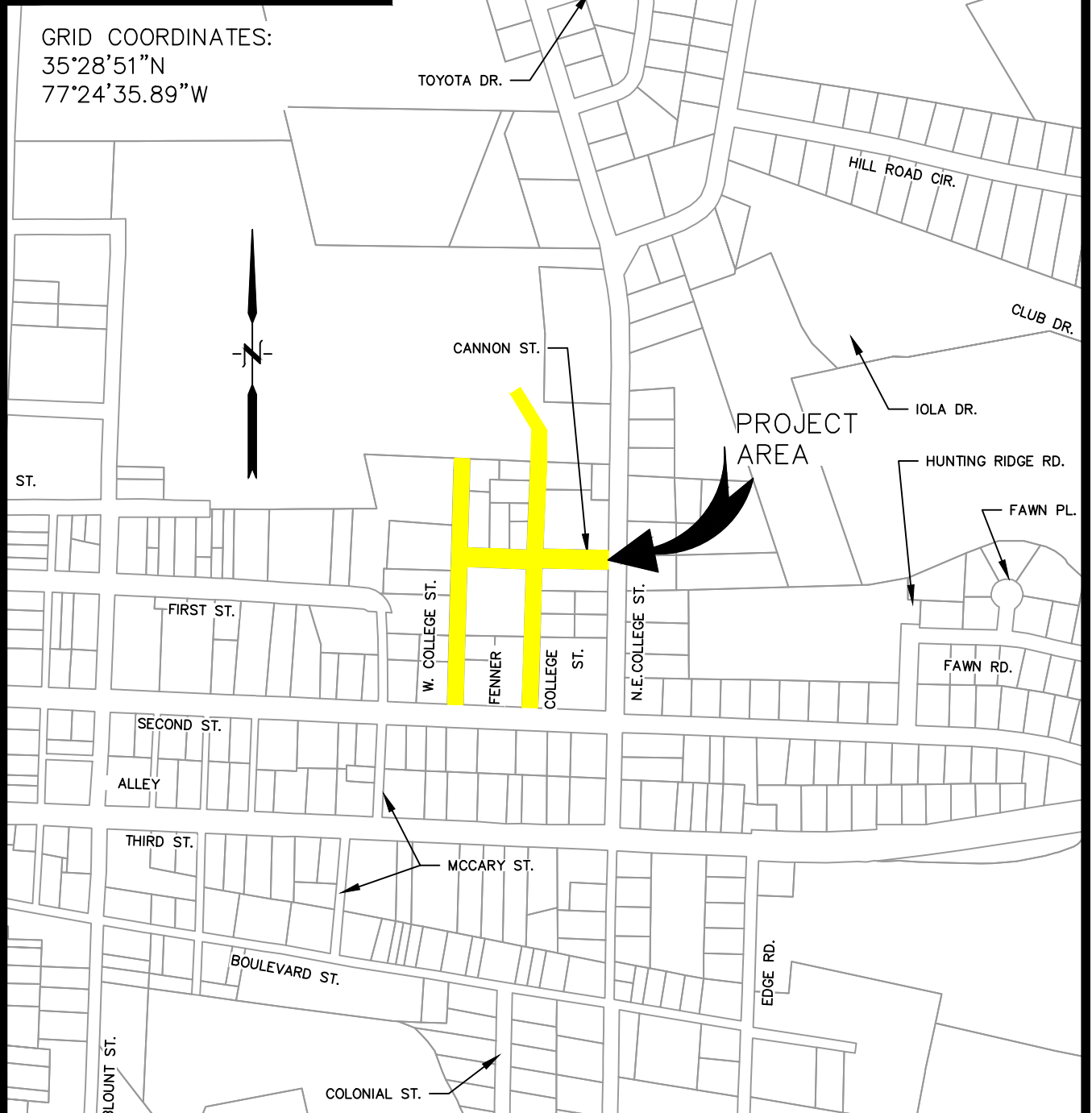
Attachment - Change Order No. 3 - Part B, Quantity Changes
CANNON STREET WATERLINE REPLACEMENT
CONTRACT NO. 12 - WATER SYSTEM IMPROVEMENTS
TOWN OF AYDEN

Item	Description	Unit	Contract As Per CO#3 Part A			Adds/Deducts		Contract As Per CO#3	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount
	Base Bid Items								
1	6" POLYVINYL CHLORIDE PIPE FOR WATER LINES	LF	2,200	\$54.00	\$118,800.00	10	\$540.00	2,210	\$119,340.00
2	6" GATE VALVE AND BOX	EA	18	\$2,000.00	\$36,000.00		\$0.00	18	\$36,000.00
3	6" INSERT TYPE GATE VALVE AND BOX	EA	2	\$18,395.00	\$36,790.00		\$0.00	2	\$36,790.00
4	6" 45° Bend, DUCTILE IRON FITTING FOR WATER LINES	EA	2	\$745.00	\$1,490.00		\$0.00	2	\$1,490.00
5	6" 90° Bend, DUCTILE IRON FITTING FOR WATER LINES	EA	2	\$850.00	\$1,700.00		\$0.00	2	\$1,700.00
6	6"x6" Tee, DUCTILE IRON FITTING FOR WATER LINES	EA	9	\$1,310.00	\$11,790.00	-1	-\$1,310.00	8	\$10,480.00
7	6" Plug, DUCTILE IRON FITTING FOR WATER LINES	EA	1	\$425.00	\$425.00		\$0.00	1	\$425.00
8	6" Plug, DUCTILE IRON FITTING FOR WATER LINES	EA	2	\$450.00	\$900.00		\$0.00	2	\$900.00
9	12" DRYBORE with 12" STEEL CASING	LF	0	\$355.00	\$0.00		\$0.00	0	\$0.00
10	FIRE HYDRANT	EA	3	\$6,120.00	\$18,360.00		\$0.00	3	\$18,360.00
11	REMOVE existing hydrant, valve, and box	EA	3	\$1,350.00	\$4,050.00		\$0.00	3	\$4,050.00
12	3/4" WATER SERVICE AND SERVICE TRANSFER	EA	26	\$1,925.00	\$50,050.00	1	\$1,925.00	27	\$51,975.00
13	2" WATER SERVICE	EA	1	\$11,559.00	\$11,559.00		\$0.00	1	\$11,559.00
14	DWI TEMPORARY CONSTRUCTION SIGN	EA	1	\$1,100.00	\$1,100.00		\$0.00	1	\$1,100.00
15	BREAK, REMOVE, AND REPLACE EXISTING ASPHALT	SY	303	\$165.00	\$49,995.00	-212	-\$34,980.00	91	\$15,015.00
16	BREAK, REMOVE, AND REPLACE EXISTING CONCRETE CURB	LF	88	\$100.00	\$8,800.00	-55	-\$5,500.00	33	\$3,300.00
17	BREAK, REMOVE, AND REPLACE EXISTING CONCRETE SIDEWALK	SY	5	\$195.00	\$975.00	-2.5	-\$487.50	2.5	\$487.50
18a	6" FUSIBLE PVC DIRECTIONAL BORE FOR DRIVEWAYS	LF	30	\$355.00	\$10,650.00		\$0.00	30	\$10,650.00
19a	6" DIP FOR WATER LINES	LF	40	\$100.00	\$4,000.00		\$0.00	40	\$4,000.00
20a	Mill and Resurfacing, 1.5" SF9.5A	SY	0	\$53.25	\$0.00	4,800	\$255,600.00	4,800	\$255,600.00
					\$367,434.00		\$215,787.50		\$583,221.50



VICINITY MAP

GRID COORDINATES:
35°28'51"N
77°24'35.89"W



**PROJECT MAP
TOWN OF AYDEN
CANNON STREET WATER LINE REPLACEMENT
2022 DWI ARPA APPLICATION**



McDAVID ASSOCIATES, INC.

Engineers • Planners • Land Surveyors
3714 North Main Street, Farmville, NC 27828
Telephone: (252) 753-2139

Scale : 1" = 500'

DWG Name.: Application Map-Wat.dwg

File Path : W:\D8xx_gen\D84x_eng\D847_LD\2022-0311-9601

**RESOLUTION
APPROVING CHANGE ORDER NO. 3 AND
AMENDING CAPITAL PROJECT BUDGET
CANNON STREET WATERLINE REPLACEMENT
CONTRACT NO. 12 – WATER SYSTEM IMPROVEMENTS
TOWN OF AYDEN**

- WHEREAS,** the Town of Ayden has accepted a \$906,000 American Rescue Plan Act grant from the Division of Water Infrastructure, and
- WHEREAS,** Plans for construction have been completed and bids for construction were received on June 18, 2024, and
- WHEREAS,** Herring - Rivenbark, Inc. has completed primary waterline replacement activities, and
- WHEREAS,** Herring – Rivenbark, Inc. has provided cost proposal information to perform milling and resurfacing of impacted paved streets located within the project area, and
- WHEREAS,** a draft Change Order No. 3 expanding project scope to finalize waterline replacement quantities and add street milling/resurfacing has been prepared and authorized for execution by the Division of Water Infrastructure,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:

That Change Order No. 3 be approved.

That the attached budget is hereby amended.

Adopted this the 13th day of January, 2025 at Ayden, North Carolina.

Ivory Mewborn, Mayor
Town of Ayden

(SEAL)

ATTEST:

Jeremy Crawford, Town Clerk

			BUDGET	CHANGES	AMEND BUDGET
REVENUES					
	REVENUES - DWI Eligible				
XX-XXX-XXXXXX	DWI ARPA State Reserve Grant		\$906,000.00	\$0.00	\$906,000.00
XX-XXX-XXXXXX	Owner Contribution		\$0.00	\$0.00	\$0.00
XX-XXX-XXXXXX	Sales Tax Refund - Restricted		\$0.00	\$0.00	\$0.00
	SUBTOTAL - DWI Eligible Revenues		\$906,000.00	\$0.00	\$906,000.00
	TOTAL REVENUES		\$906,000.00	\$0.00	\$906,000.00
EXPENSES					
	EXPENSES - DWI CONSTRUCTION				
	Construction Costs				
XX-XXX-XXXXXX	Contract No. 1 - Water System Improvements		\$339,920.00	\$243,301.50	\$583,221.50
	Subtotal - Construction		\$339,920.00	\$243,301.50	\$583,221.50
	Non-Construction - Non Engineering				
XX-XXX-XXXXXX	Construction Administration (220 Days)		\$79,000.00	\$0.00	\$79,000.00
XX-XXX-XXXXXX	Construction Observation (220 Days)		\$77,400.00	\$0.00	\$77,400.00
	Subtotal - Non-Construction - Non Engineering		\$156,400.00	\$0.00	\$156,400.00
	Non-Construction - Engineering				
XX-XXX-XXXXXX	Basic Engineering Fees (Prior to Construction)		\$64,200.00	\$1,412.42	\$65,612.42
XX-XXX-XXXXXX	Additional Services by Engineer		\$23,000.00	\$0.00	\$23,000.00
XX-XXX-XXXXXX	Reimbursable Expenses to the Engineer		\$2,500.00	\$0.00	\$2,500.00
XX-XXX-XXXXXX	Permit Application Fees Paid by Owner - Reimbursable		\$1,000.00	\$0.00	\$1,000.00
	Subtotal - Non-Construction - Engineering		\$90,700.00	\$1,412.42	\$92,112.42
	Contingency				
XX-XXX-XXXXXX	Contingency		\$283,980.00	-\$239,713.92	\$44,266.08
	Subtotal - Contingency		\$283,980.00	-\$239,713.92	\$44,266.08
	SUBTOTAL - DWI CONSTRUCTION		\$871,000.00	\$5,000.00	\$876,000.00
	EXPENSES - DWI ADMINISTRATION				
XX-XXX-XXXXXX	Engineering Report		\$25,000.00	\$0.00	\$25,000.00
XX-XXX-XXXXXX	Environmental Document Preparation		\$5,000.00	-\$5,000.00	\$0.00
XX-XXX-XXXXXX	Legal Costs - Local Attorney		\$2,500.00	\$0.00	\$2,500.00
XX-XXX-XXXXXX	Other - Paid by Owner - Reimbursables (i.e. Advertisement)		\$2,500.00	\$0.00	\$2,500.00
	SUBTOTAL - DWI ADMINISTRATION		\$35,000.00	-\$5,000.00	\$30,000.00
	TOTAL EXPENSES		\$906,000.00	\$0.00	\$906,000.00



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Final Project Budget Ordinance - 2023 Water System Improvements

Item Explanation

The waterline extension along Pleasant Plain Road to support improvements to water distribution facilities in the Town's southern service area where primary industrial customers and long-term commercial growth is projected has been placed into service. Final costs ended up less than obligated funding. Pitt County provided all project funds to the Town and was responsible for all financial assistance program requisitions. To formally close the project, Board action is needed to amend/finalize the capital project budget ordinance.

In support of amending the capital project budget, the following exhibit is provided for Town Board consideration:

Attachment:

- Resolution to amend capital project budget ordinance.

Staff Comments

Representative from McDavid Associates, Inc. will be present to review recommendation of award.

Action Requested

Approve Resolution Amending Capital Project Budget Ordinance.

**RESOLUTION
AMENDING CAPITAL PROJECT BUDGET
2023 WATER SYSTEM IMPROVEMENTS
CONTRACT NO. 23 – WATERLINE EXTENSION
TOWN OF AYDEN**

WHEREAS, the Town of Ayden has contracted with Herring-Rivenbark, Inc. to extend 12” diameter waterline along Pleasant Plain Road, Jacksontown Road, and Pepsi Way to provide an interconnection of its water distribution system within its southwest service area, and

WHEREAS, Pitt County was awarded a \$1,500,000 grant from the Golden LEAF Foundation and \$300,000 grant from the NC Department of Commerce to support project costs, and

WHEREAS, Pitt County agreed to provide a local contribution of \$100,000 to support project costs and has approved obligation of Golden LEAF, NC Department of Commerce, and County funds to the Town of Ayden, and

WHEREAS, construction activities are complete and final cost accounting has been provided by Pitt County, and

WHEREAS, a final project budget ordinance amendment is needed to document project completion,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:

That the attached budget is hereby amended.

Adopted this the _____ day of _____, 2025 at Ayden, North Carolina.

Ivory Mewborn, Mayor
Town of Ayden

(SEAL)

ATTEST:

Jeremy Crawford
Town Clerk

CAPITAL PROJECT BUDGET ORDINANCE			
2023 WATER SYSTEM IMPROVEMENTS			
TOWN OF AYDEN			
	AMENDED BUDGET 1/8/24	CHANGES	AMENDED BUDGET
REVENUES			
Pitt County - Golden LEAF Grant	\$1,385,200.00	-\$123,822.39	\$1,261,377.61
Pitt County - NC Commerce Grant	\$300,000.00	\$0.00	\$300,000.00
Pitt County	\$100,000.00	\$0.00	\$100,000.00
Sales Tax Refund - Restricted	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,785,200.00	-\$123,822.39	\$1,661,377.61
EXPENSES			
Construction Costs			
Contract No. 23 - Water Line Extension	\$1,380,628.38	\$0.00	\$1,380,628.38
Subtotal - Construction	\$1,380,628.38	\$0.00	\$1,380,628.38
Non-Construction - Non Engineering			
Legal	\$7,500.00	-\$7,500.00	\$0.00
Other - Paid by Owner - Reimbursables	\$7,500.00	-\$6,186.72	\$1,313.28
Construction Administration (120 Days)	\$103,165.00	-\$34,512.50	\$68,652.50
Construction Observation (120 Days)	\$95,000.00	-\$35,376.25	\$59,623.75
Subtotal - Non-Construction - Non Engineering	\$213,165.00	-\$83,575.47	\$129,589.53
Non-Construction - Engineering			
Basic Engineering Fees (Prior to Construction)	\$131,100.00	\$59.70	\$131,159.70
Additional Services by Engineer	\$20,000.00	\$0.00	\$20,000.00
Reimbursable Expenses to the Engineer	\$168.00	-\$168.00	\$0.00
Permit Application Fees Paid by Owner - Reimbursable	\$0.00	\$0.00	\$0.00
Subtotal - Non-Construction - Engineering	\$151,268.00	-\$108.30	\$151,159.70
Contingency			
Contingency	\$40,138.62	-\$40,138.62	\$0.00
Subtotal - Contingency	\$40,138.62	-\$40,138.62	\$0.00
TOTAL EXPENSES	\$1,785,200.00	-\$123,822.39	\$1,661,377.61



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Appointment to the ENC Alliance Board

Item Explanation

The ENC Alliance has a rotating assignment of local government appointments, and the Town of Ayden is slotted to fill a Representative Board Member position. As the Economic Development Director, Mallory Denham is best positioned to fill that role.

Staff Comments

Mallory Denham is aware of the ENC Alliance assignment rotation, and is prepared to serve on the ENC Alliance Board.

Action Requested

Appoint Mallory Denham to serve on the ENC Alliance Board.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Discussion/Action on Revising Properties and Facilities Rental and Use Policy

Item Explanation

Pursuant to Ayden Commissioners' Input at Last Board Meeting, Revised Policy to be Voted Upon.

Staff Comments

This Proposed Revision Reflects Ayden's Board Recommendations of Original Draft Proposed at the 12/9/2024 Regular Meeting

Action Requested

Make Motion to Approve Town of Ayden's Revised Properties and Facilities Rental and Use Policy as Presented



**TOWN OF AYDEN
PROPERTIES AND
FACILITIES RENTAL AND
USE POLICY**

The Governing Board of the Town of Ayden does hereby set forth the following rules and regulations governing the rental and use of town properties and facilities. All fees and rates shall be as adopted by the Governing Board or as subsequently amended, or as adopted to meet specific or unique rental and use arrangements.

1. The lessee of town properties **must be at least twenty-five (25) years of age** and must be a bona fide member of the organization or agency requesting rental of the facility. Organizations wishing to lease the auditorium must produce a copy of the organization's IRS 501(c)3 Public Charity Approval letter to prove they belong to a legitimate non-profit organization. **The person requesting to enter into a rental use agreement must present a valid North Carolina Driver's License or some other form of photo identification that identifies the individual's age and residency address. All customers must pay all overdue bills in full before renting the facility (past due and current balance).**
2. Reservations and lease arrangements should be made at the Town Hall between the hours of 8:30 am and 5:00 pm weekdays for the use of the Arts and Recreation Community Center (including auditorium); Second Street Community Building, Old Town Hall, and other town facilities/properties that are leased.
- ~~3. Except for non-profit, charitable, or town sponsored organizations and events, town properties and facilities shall not be leased for profit or gain unless approved by the Town Manager. In administering this policy, the Town Manager shall have the authority to determine whether an organization or event is non-profit, charitable, or town sponsored in nature, for functions and events proposed for the Arts and Recreation Community Center (including auditorium), Veterans Park (including the Baldree Shelter and the small shelter), Second Street Community Building, Old Town Hall, and other town facilities/properties that are leased.~~
4. The Town Manager shall review and approve all proposed events, functions, or activities that involve leasing the Arts and Recreation Community Center (including auditorium), Veterans Park (including the Baldree Shelter and the small shelter), Second Street Community Building, Old Town Hall, and other town facilities/properties that are leased, and shall make a determination regarding leasing arrangements and fees. The Town Manager shall have the authority to authorize and enter into all lease arrangements. The Town Manager is also authorized to enter into lease arrangements with bona fide school groups and youth education services' non-profits; i.e., 501 (c) 3, for the use of Town park facilities ~~and hereby authorized to waive rental and use fee(s) for such groups for use of Town park facilities.~~

Revised 1/13/25

- 5 The Second Street Community Building and the Arts and Recreation Community Center Auditorium is available for rent by religious organization should the organization be displaced from its permanent facility due to disaster. The rental of space will be allowed for a temporary basis defined as the sooner of six months or as soon as repairs to its permanent space are complete. Should a religious organization located in the city limits of Ayden need more than six months for temporary displacement due to a disaster, the application for additional time shall be considered on a case- by-case basis. The Town Manager shall review and approve all proposed rentals by religious organizations and shall have the authority to refuse approval of a rental agreement should the application not meet the standards defined in this policy.
- 6 Upon determination of need by the Town Manager, an off-duty member or members of town staff, the Police Department, or its appointed or contracted representative, shall be present during activities conducted on town property. In the case where 100 or more attendees are expected, an off-duty member or members of town staff, the Police Department, or its appointed or contracted representative, shall be present during activities conducted on town property. In the case where it is determined by the Town Manager that off-duty staffing is necessary, the lessee shall be responsible for compensating the off-duty representative of the town at a rate of \$50 per hour per off-duty individual and shall make said payment when paying for the reservation and rental of the property or facility. Should off-duty staffing be needed beyond the lease agreement stated time, the lessee shall be responsible for the additional compensation. Town staff shall deduct the cost from the security deposit; in the case the deposit does not cover the overage, town staff shall bill the organization or individual named as the lessee for the difference and said payment shall be due to the town within fifteen (15) working days.
7. Keys for access to the Second Street Community Building, Old Town Hall, and the Arts and Recreation Community Center must be signed out and returned to the Ayden Police Department by the lessee, who must show receipt of payment prior to keys being handed over. The Town does not provide sound or light technicians as part of the leasing arrangement for the Arts & Recreation Community Center Auditorium, although a key is provided for use of the "tech room" where the sound and light boards are housed.
- 8 Smoking, possession of firearms and alcohol consumption are strictly prohibited.**
9. The rental of Old Town Hall, Community Building and Doug Mitchell Auditorium includes the inside of the facility only and no activities are permitted outside the buildings.
- 10 All town properties and facilities shall always remain open to the Town of Ayden for inspection during the rental period. The Ayden Police Department may make a periodic inspection during the rental period to assure that the use follows the approved rental agreement.
- 11. All functions and activities shall be completed by 10:00 p.m., and shall not occur on Sundays prior to 1:00 pm, unless specifically approved by the Town Manager.**
12. All reservations/rentals shall be secured by payment of 100% of a reservation/rental fee (as well as any associated staffing costs or other costs involved) and payment of a security deposit as established in the most current budget ordinance. All reservations/rentals shall be secured a minimum of three (3) days in advance of the proposed activity, except for the Arts and Recreation

Community Center, which shall require a thirty (30) days advance notice. The minimum advanced reservation requirement may be waived upon special approval of the Town Manager in the case of the Arts and Recreation Community Center, Second Street Community Building, Old Town Hall and other town facilities/properties.

13. The lessee is responsible for setting up and taking down any stage sets, decorations and equipment necessary for the proposed activity.
 - a. All existing tables, chairs, and other property of the town shall be replaced as originally arranged.
 - b. No items shall be taped, tacked, or otherwise secured to any walls, ceilings or fixtures without approval of the Town Manager or his designee.
 - c. All kitchen areas and equipment shall be thoroughly cleaned and sanitized; with equipment being properly stored.
 - d. All floors, tables, chairs, and so forth shall be swept and cleaned as needed.
 - e. All trash and garbage shall be secured in plastic bags and placed in the roll-out carts directly behind the building. DO NOT use the private dumpsters located behind Tripp's.
 - f. All windows and doors shall be closed and locked.
 - g. All cleaning materials and equipment shall be stored as originally arranged.
- 14 **The lessee shall call or contact the Ayden Police Department after the close of the activity or function. The Police Department shall be given all keys and shall conduct a preliminary inspection of the facility while in the presence of the lessee. The town's Facilities Maintenance Worker(s) shall perform a final inspection on the next working day following the function, prior to any subsequent functions on the property. Failure to return keys to the police department, will result in the loss of your deposit. (See attached checklist)**
- 15 Upon finding of no damages or cleaning costs necessary to restore or repair the property to its original condition, the Town shall return the security deposit to the lessee within ten (10) working days.
- 16 If any repairs or cleaning to the property are identified as needing to be done by the town's Facilities Maintenance Worker(s) as a result of the rented use, the Town Manager's office shall send by certified mail in writing to the lessee, within five (5) business days, a list of the costs necessary to make the identified repairs.
- 17 The lessee shall be responsible for any damage to town property or equipment, and the Town shall withhold an amount of the security deposit necessary to pay for costs of repairing such damages, which may include any necessary cleaning.
- 18 The lessee shall be liable for and shall reimburse the Town for all repairs made necessary because of damage to any property or equipment that may be beyond the amount of funds secured by the security deposit.
- 19 The town shall be responsible for physically repairing any damages or cleaning, either through town staff, or through contracted services.

20. The lessee shall make payment available to the town for any damages within fifteen (15) calendar days of notification of damage by the Town Manager's office for damages above the amount of the security deposit.

21 If the security deposit is sufficient to cover necessary repairs, the town shall make the repairs and shall refund to the lessee any balance remaining within fifteen (15) working days after the town's Facilities Maintenance Worker(s) provides notice to the Town Manager that the repairs have been made.

22 If the lessee desires to promote the rental use or provide directions to where the rented use is taking place by using signs, the lessee shall first receive permission from the town's planning office to place signs about town. If granted permission, signs are to be only placed about town for a specified period and must be removed within 24 hours after the intended rental use occurs. Failure to remove any signs placed about town related to the rented use will result in forfeiture of the security deposit.

23. Once reservations/rentals are made for a town property, a cancellation notice to the ~~Town Manager~~ Head of Customer Service is required according to the following schedule for the reservation/rental fee to be refunded.

Arts and Recreation Community Center Auditorium

Notice presented prior to 90 days of event:	100% Refund
Notice presented prior to 60 days of event:	50% Refund
Notice presented after 60 days:	No Refund

Other Town Properties

Notice presented prior to 30 days of event:	100% Refund
Notice presented prior to 10 days of event:	50% Refund
Notice presented after 10 days:	No Refund

50% refund No refund

If a proposed use or activity is denied ~~by the Town Manager~~, then any reservation/rental fees or security deposits paid shall be refunded in entirety within ten (10) working days of the denial.

24. If inclement weather forces the inability to use the desired rental facility, the customer shall call and either select a new available rental date at no additional cost or request a refund of the rental fee. The fee shall be refunded in entirety within ten (10) working days of the request.

25. It is the expressed desire of the Town of Ayden that the rental and use of the Arts and Recreation Community Center shall be limited to those activities and events that are recreational, cultural, civic, and arts related in nature, and the Governing Board authorizes the Town Manager to deny rental for any purpose not in character with the desired intended uses.

26. The Town of Ayden, through its Town Manager, reserves the right to deny the rental or use of any town property as deemed necessary to protect the public health, safety, and general welfare of the town and surrounding community, or for any other reason that the Town Manager deems is not in the best interest of the Town of Ayden.

27. Active churches and non-profits located in the town limits of Ayden that desire avoiding the rental fee must show active articles of incorporation (for the non-church non-profits) each time they wish to rent without incurring a fee. Churches must show their by-laws of who can contract in the churches name each time they wish to rent without incurring a fee.. Lack of by-laws or other documentation, will result in the head pastor having to make the reservations, in-person. Names of the founding members. Non-profit, non-church organizations will have to be rented by someone named in the articles of incorporation, or they must bring in official by-laws that show they can contract for the non-profit, or they or on the secretary or higher management designation. As with all other, rental identification is required.
28. Churches and non-profits must post a deposit, as do all rentals.

Disclaimer: Town staff only cleans town facilities and properties on weekdays; therefore, any facility or property rented for Saturday or Sunday may need cleaning from the prior day use. The lessee will be

responsible for cleaning the facility to meet their needs at no reduced fee for the lease of the property or facility.

2024-2025
FACILITY RENTALS

Buildings and stage

	<u>Refundable Deposit</u>		<u>Utility Customers</u>	<u>Non-Utility Customers</u>	<u>Civic or Non- Profit Orgs Only</u>
<u>Second Street Community Building</u>	\$ ____ 100.00				
		<u>Per Use</u>	\$ ____ 300.00	\$ ____ 400.00	
		<u>Annually for once a month use</u>	NA	NA	\$ ____ 750.00
		<u>Annually for once a week use</u>	NA	NA	\$1,250.00
<u>Old Town Hall</u>	\$ ____ 100.00	<u>Per Use</u>	\$ ____ 200.00	\$ ____ 300.00	
		<u>Annually for once a month use</u>	NA	NA	\$ ____ 750.00
		<u>Annually for once a week use</u>	NA	NA	\$1,250.00
<u>West Avenue Stage</u>	\$ ____ 250.00	<u>Per Use</u>	\$ ____ 250.00	\$ ____ 350.00	

Arts and Recreation Center Campus

<u>Refundable Deposit</u>	<u>Utility Customers</u>	<u>Non-Utility Customers</u>
-------------------------------	------------------------------	----------------------------------

Doug Mitchell Auditorium \$ _ 150.00 Non-Profit\$ 400.00\$ 600.00
Per use.

For Profit \$. 8 0 0 . 0 0 \$ 1200.00
Per use

Classrooms 4 li Ql/X \$ 100.00\$ 150.00
maximum

Park Shelters

Reservations are required for all park shelters

Veteran's Park Shelter {small} \$ --- 50.00 Half Day \$ 40.00\$ 65.QQ
4 Hours
Full Day- \$ 60.00 \$85.00
8 Hours

Veteran's Park Baldree Shelter \$ 50.00 Half Day \$ 60.00\$ 85.00
4 hours
Full Day \$ 90.00\$ 120.00
8 hours

J.J. Brown Park Shelte1 \$ --- 50.0Q Half Day \$ 35.00\$ 60.00
4 Hours.
Full Day \$ 50.00\$ 75.00
8 Hours

District Park Shelter {small} _ l _ _ 50.00 Half Day \$ 60.00\$ 85.00
4 Days
Full Day \$ 90.00\$ 120.00
8 Hours

District Park Shelter Large) _ l _ 50.,QQ Half Day \$ 80.00\$ 105.00
4 Days
Full Day \$ 110.00\$ 135.00
8 Hours

Outdoor Athletic Fields and Gymnaslum are NOT available for rent

Off-Duty Staff

\$50/hour per staff member

** Rental fee, including any off-duty staff fees, guarantees reservation and must be paid at least three (3) days in advance of requested reservation unless specified otherwise in the rental use agreement **

Town of Ayden Property Lease Application

Name of individual organization represented:

Address of individual/organization: _____

Organization's rep: _____ Address: _____

Phone Number(s): _____ Email/Website Address: _____

Which building is going to be used? _____

(Parks & Recreation Director needs notification for rental request for Arts & Rec. Center facilities & Public Buildings Dept. needs notification for rental request for the Second Street Community Building and Old Town Hall)

Lease Date(s): _____ Time: _____

Expected Attendance: _____ ~~Intended~~ Specific Use: _____

Is Admission Being Charged: No ☐ Yes ☐

Is organization: For-Profit: ☐ Non-Profit: ☐

Staff/Security Needed: No ☐ Yes ☐

Number of Officers Needed: _____

(minimum 2 officers for 100 attendees @ \$50/hr. per officer, with additional officer for each additional 100 attendees over 200)

Date/Time Staff/Security Needed: _____

Cost of Facility Rental including Security: _____

Lessee's Signature: _____ Date: _____

****Staff is to provide a copy of the Rental and Use Policy to the applicant at the time the application and fees are paid as well as a copy of the lease application to the Chief of Police for scheduling of off-duty officers. ****

_____ Staff initials verifying that policy was provided to applicant.

_____ Applicant's initials verifying receipt of policy.

_____ Staff initials verifying utilities are current if lessee is a utility customer.

_____ Staff initials verifying proper identification secured (*attach copy of NCDL or ID*)

_____ Initials of Chief of Police or Command Staff concurring with rental.

TOWN OF AYDEN PROPERTY LEASE AGREEMENT

Lessee does acknowledge by signing this lease that he/she has read the policies of the Town of Ayden regarding leasing of Town owned property and does hereby agree to abide by said policies. lessee acknowledges that breach of any of the said policies will result in the forfeiture of the security deposit.

Lessee does further agree that if the Town of Ayden, after inspection of the leased property, discovers any damages to the leased property which occurred during the time of the lease, the lessee will reimburse the Town of Ayden for all costs incurred by the Town to repair said damage.

Lessee does further agree to defend, indemnify, and hold the Town of Ayden harmless for any bodily injuries or damages to personal property that the Lessee may suffer while on the leased premises or injuries incurred while using the leased premises ~~including injuries caused by using an accessory device (e.g., inflatable toys including but not limited to a swimming pool, slide, or "bounce house.")~~ Bounce Houses and swimming pools are prohibited.

Lessee agrees to defend, indemnify and hold the Town of Ayden harmless for any losses or damages incurred by the Town of Ayden as a result of personal injury to guests of Lessee, invitees of Lessee, employees of Lessee or anyone using the leased premises during the term of the lease including injuries caused by using an accessory device (e.g., inflatable toys including but not limited to a swimming pool, slide, or "bounce house.") This agreement also applies to anyone on the leased premises during the terms of the lease.

Lessee also agrees to defend, indemnify and hold the Town of Ayden harmless for losses or damages incurred by the Town of Ayden from loss or damages to personal property belonging to guests of Lessee, invitees of lessee, employees of Lessee or anyone else while using the leased premises during the lease terms including injuries caused by using an accessory device ~~(e.g., inflatable toys including but not limited to a swimming pool, slide, or "bounce house.")~~

After use of the Community Building/Old Town Hall, please contact the Ayden Police Department at 252-481-5844 so that an officer may inspect the condition of the property (checklist attached). Failure to do so may result in either a delay in the processing of any owed refund, or depending on the condition of the property, a forfeiture of the rental deposit in full.

Acknowledged this _____ day of _____ 20__ .

lessee

Town Manager

ATTEST:

Facility

Rented:

From: _____ to _____ (For Annual Rental)
Date Date

Rental Fee Paid: \$ _____

Security Deposit Paid: \$ _____

Off-Duty Staff/Security Fee Paid: \$ _____ Notification to Chief Date: _____

(Provide copy of lease application to Police Chief for scheduling of off-duty officer[s])

Customer Service Representative: _____

Date: _____

Ayden Police Department

Community Building/Old Town Hall Rental Checklist

If there are any issues when you arrive, you must notify the police department at (252) 481-5844 and have them sign off on those issues if you are seeking a discount on the rental. This does not guarantee a refund or discount; but is required if you are seeking either. As noted in the application, Town staff only cleans town facilities and properties on weekdays; therefore, any facility or property rented for Saturday or Sunday may need cleaning from the prior day use. The lessee will be responsible for cleaning the facility to meet their needs at no reduced fee for the lease of the property or facility. **Failure to call police department to inspect facility, clean facility, or to return keys to the police department, will result in the loss of your deposit.**

Arrival (Renter)

☐☐☐☐

Kitchen

Refrigerator Clean

Countertops Clean

Trash Emptied

Floor Swept

Main Area

☐☐☐☐

Tables Cleaned

Floor Swept

Trash Emptied

Walls, Ceilings

free of balloons/tape/decor

Departure

☐☐☐☐☐☐☐☐

Walls

☐

Free of damage

☐

Restrooms

D

Toilets Flushed

D

D

Floor Swept

D

D

Trash Emptied

D

I understand that as the individual/representative of the group renting the Community Building/Old Town Hall, I assume full responsibility for any and all damages occurring during the times stated above and will enforce compliance with all rules contained in the attached Rental and Use Policy, lease Application, and lease Agreement.

Renter's Signature

Date

Officer's Signature Additional Comments:

Date



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: January 13, 2025
Meeting Time: 6:30 PM

Agenda Item

Staff Departmental Reports

Item Explanation

Staff Comments

Action Requested

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER
FROM: OPERATIONS CENTER
CC: BOARD OF COMMISSIONERS
DATE: 1/1/2025
SUBJECT: PUBLIC WORKS AND UTILITIES MONTHLY REPORT

Electric Department

- Installed new underground service at 424 Pepperbush Ct.
- Changed out single phase pole at 173 Old Snow Hill Rd.
- Installed new underground service at 5444 Weyerhaeuser Rd.
- Changed out single phase pole at 5523 Garris Loop Rd.
- Changed out single phase pole at 1034 Powers Lane
- Installed temp services at 1145 and 1148 Queensland Ln
- Installed new service at 4228 Lee St
- Disconnected service at 5139 Norma Dr.
- Repaired decorative light in Allen Park 2 Subdivision
- Repaired underground burn out for lights on Pepsi Way
- Installed new street lights for Eastridge Phase II and III
- Replaced primary insulators at 4310 MLK Dr.
- Repaired decorative light at 3956 George Dr.
- Repaired light at 1431 Mac Allen Rd.
- Changed out 3 phase pole at 4187 Emma Cannon Rd.
- Dropped service on Toyota Dr. for electrician to repair meter base
- Repaired AMI Econet on Ayden Golf Club
- Installed decorative street lights in Montevallo Phase II
- Installed new 3 phase transformer bank at 3843 Lee St.
- Adjusted flood lights in Legacy Park due to complaints
- Changed out single phase pole at 351 Thrower St.
- Changed out single phase pole at 352 Thrower St.
- Repaired multiple street lights
- Changed multiple area lights to LED lights
- Trimmed Trees

Water/Sewer

Dec 2

- Checked wells
- Sampled NRWASA, MRT's
- Replaced water meter at 4202 Terrace Dr
- Replaced water meter at 4138 Terrace Dr
- Installed check valve on meter at 617 Toyota Dr

Dec 3

- Replaced water meter at 4126 New Circle Dr
- Replaced handle and turned water on at 4186 Lee St
- Pulled water meter at 219 Hanrahan Rd
- Pulled water meter at 4230 Park Ave
- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10

Dec 4

- Changed water meter lid on water meter box at 4501 S Edge Rd
- Checked water meter at 3617 Highland Dr
- Cleared sewer lateral at 4117 Park Ave
- Dug up and located water line for new Rapid Tax building at 4228 Lee St
- Dug up and located water main on Terrace Dr

Dec 5

- Tapped water main on Terrace, bored service line under road and installed water meter. Cored manhole and installed cleanout for new house on Terrace Rd

Dec 6

- Raked and graded area where cleanout and water meter were installed on Terrace Dr
- Pulled pumps at lift stations 9 and 10

Dec 9

- MRT's, NRWASA samples
- Jetted sewer lateral at 244 and 239 7th St
- Checked wells

Dec 10

- Water and sewer tap for 4228 Lee St
- Cleared sewer lateral at 4327 Montague Ave

Dec 11

- Pulled water meter at 4256 West Ave
- Pulled water meter at 4343 Lee St
- Replaced water meter at 687 Hill Road Cir
- Organize and clean 711 and 750 trucks
- Nitrate/Nitrite water samples at all 3 wells

Dec 12

- Pulled water meter at 335 Garriss St
- Located and added to the map sewer cleanout at 4157 Jolly Rd
- Checked water pressure at 4004 Sunny Lane Dr
- Pulled water at 4368 West Ave
- Organized 3 bay building
- Replaced winch at lift station 10
- Cleaned up at around area where cleanout and water tap for 4228 Lee St

Dec 13

- Flushed hydrants on Second St and NE College St.
- Assisted contractors taking bacti samples for new subdivision on NE College St.
- Pulled pumps at lift stations 9 and 10

Dec 16

- MRT's, NRWASA samples
- Checked wells
- Assist Dukes Root contractors locating sewer manholes

Dec 17

- Spread rock down alley way and picked up limbs where sewer tap was made for 4228 Lee St
- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10
- Spread rock at well 4
- 4 bacti samples

Dec 18

- Pull pump 1 at lift station 16
- Spread rock at lift station 17
- Dug up and located water main on Lee St for new building
- Took pump 1 apart at lift station 17 to have case welded
- 3 bacti samples

Dec 19

- Water tap on Lee st

Dec 20

- Took bacti sample at 4033 NE College St
- Took bacti sample on left side leg of new subdivision on NE College St
- Located old 3/4 service water line on new building on Lee St
- Pulled Pumps at lift station 9 and 10
- Worked on well 1 SCADA modem

Dec 23

- MRT's, NRWASA Samples
- Checked wells
- Checked lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10

Dec 27

- Pulled and unwired pump 1 and at lift station 2
- Put pump 1 back together and attempted to re-install in wet well at lift station 17
- Pulled pumps at lift station 9 and 10

Dec 30

- Pulled pumps at lift station 10
- Checked wells
- NRWASA, MRT samples

Streets/Sanitation

- Added rocks to cemeteries dragged paths
- Replaced some street signs
- Fixed some potholes
- Picked up paper and flowers blown off graves

- Cleaned catch basins
- Trimmed bushes at the tracks
- Trimmed bushes at the band stand
- Put handicap stickers on backdoor pick-up that needed them

MEMORANDUM

TO: Scott Howard, Town Manager

FROM: David Dempsey, Chief of Police

CC: Board of Commissioners

DATE: January 01,2025

SUBJECT: POLICE DEPARTMENT MONTHLY REPORTS –

Date	Incident Type	Location	Suspect	Ward
12/01/2024	Possession of Marijuana	170 Third St	Lisa Bushee	4
12/03/2024	Assault on a Female	4028 Iola Dr	Ivan Melendez	2
12/04/2024	Domestic	207 Ninth St	Ernest Mullins	4
12/07/2024	Assault	3870 N Hills Dr	Michael Gonzi	3
12/10/2024	Assault Inflicting Serious Injury	655 Hill Rd Circle	Scott Williams	2
12/11/2024	Dog Bite	4146 Oakdale Dr	Robert Murphy	4
12/13/2024	Discharge Weapon Town Limits	Veterans Park Area	Unk	4
12/13/2024	DWI	Hines Dr	Jennifer Abrams	2
12/14/2024	Child Neglect	4536 Brown Rd	Nkia Whitehurst	5
12/14/2024	Structure Fire	4411 Williams St	N/A	1
12/17/2024	Obtain Property by False Pretense	4333 East Ave	Rafael Arroyo	1
12/17/2024	Assault with Deadly Weapon	3861 Fairmont Village	James Buck	3
12/18/2024	Larceny	Lele's	Stephen Turner	1
12/21/2024	Contributing to Delinquency of Minor	639 Club Dr	Justin Hardee	2

Date	Incident Type	Location	Suspect	Ward
12/23/2024	Damage to Property	640 Club Dr	Melinda Diven	2
12/23/2024	DWI	NC 11/Jolly Rd	Darrin Thurman	4
12/27/2024	Communicating Threats	430 First ST	Angela Thomas	3
12/28/2024	Communicating Threats	746 Fawn Rd	Zy'kierah Andrews	2
12/29/2024	Damage to Property	430 First St	Angela Thomas	2
12/30/2024	Communicating Threats	685 F Fawn Rd	Joseph Piche	2
12/30/2024	Possess Stolen Firearm	Mckinley St	De'Shon Suggs	1

Ayden Fire/Rescue

Report Of Conditions

Total Calls for 2024: 442

Total Calls for 2023: 414

Month: Dec 2024

Total Calls	54
Town Calls	28
Rural Calls	20
Mutual Aid	6
Town Value of Property Exposed	\$4,275,000
Town Structural Damage	\$55,000
Town Contents Damage	\$10,000
Rural Value of Property Exposed	\$2,175,000
Rural Structural Damage	\$5,000
Rural Contents Damage	\$0
Total Training Hours	85 hrs

Ayden Fire Department

Ayden, NC

This report was generated on 1/1/2025 5:08:13 PM



Incident Type Count per Station for Date Range

Start Date: 12/01/2024 | End Date: 12/31/2024

INCIDENT TYPE	# INCIDENTS
Station: ST1 - STATION 1	
111 - Building fire	6
138 - Off-road vehicle or heavy equipment fire	1
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	5
311 - Medical assist, assist EMS crew	8
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	3
412 - Gas leak (natural gas or LPG)	2
440 - Electrical wiring/equipment problem, other	1
500 - Service Call, other	6
511 - Lock-out	1
531 - Smoke or odor removal	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	3
710 - Malicious, mischievous false call, other	1
735 - Alarm system sounded due to malfunction	3
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	6
746 - Carbon monoxide detector activation, no CO	1

Incidents for ST1 - Station 1:

56

Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 857

Page # 1 of 1

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER

FROM: NOLA ROBERTS, TOWN PLANNER

CC: BOARD OF COMMISSIONERS

DATE: JANUARY 13, 2024

SUBJECT: PLANNING DEPARTMENT MONTHLY REPORT

- **Zoning Compliance Certificates from December 1st– December 31st**

North Highland Properties – install awning – 4228 Lee St.
Grimes Build Construction – new single-family residence – 569 Workhorse Ln.
Ann Highsmith – change in church management – 4323 New St.
D.R. Horton, Inc. – new single-family residence – 1120 Queensland Ln.
Linwood Maye – expand and screen patio – 873 Mulligan Dr.
Freedom Baptist Church – install canopy – 234 Snow Hill St.
ENCFCC – wall sign – 4812 Anderson Truss Rd.
The Rosemyr Corp. – martial arts studio – 1354-C NC-102 West
D.R. Horton, Inc. – new single-family residence – 1133 Queensland Ln.
ACREW, LLC – privacy fence – 4306 Brentwood Rd.
D.R. Horton, Inc. – new single-family residence – 3814 Denver Ln.
D.R. Horton, Inc. – new single-family residence – 3808 Denver Ln.
D.R. Horton, Inc. – new single-family residence – 1136 Queensland Ln.

- **The following Code Enforcement activities took place from December 1st– December 31st**

Address	Violation	Action Taken
----------------	------------------	---------------------

Continuing work on 6 properties that need demolition.

Working on transfer of bank building at 4251 Lee St. to town.

**LIBRARY CIRCULATION REPORT
December 2024**

Ayden Library Page | 1

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER

FROM: RACHELLE MONDOVICH, LIBRARY DIRECTOR

CC: BOARD OF COMMISSIONERS

DATE: JAN 2, 2025

SUBJECT: AYDEN LIBRARY MONTHLY REPORT

- Successful program with Arts & Rec: Santa breakfast.
- Held outreach at senior center.
- Met with Ayden school librarians.
- Attended safety meeting.
- Attended Commissioners meeting.
- Did Santa pictures at the library for children, pets, and families.
- Had passive programs with coloring sheets for children and photo station.
- Working on the paperwork for the State.

LIBRARY CIRCULATION REPORT

December 2024

Ayden Library Page | 2

ADULT FICTION.....193 (185)
ADULT NON-FICTION.....06 (07)

ADULT TOTAL.....199 (190)

JUVENILE FICTION.....47 (63)
JUVENILE NON-FICTION.....06 (03)

JUVENILE TOTAL.....53 (66)

BOOK TOTAL.....252 (256)

EBOOKS

ADULT FICTION.....158 (160)
ADULT NON-FICTION.....71 (93)

ADULT TOTAL.....229 (253)

JUVENILE FICTION.....17 (20)
JUVENILE NON-FICTION.....03 (00)

JUVENILE TOTAL.....20 (20)

EBOOK TOTAL.....249 (276)

GRAND TOTAL.....532 (552)

LIBRARY PATRONS.....437 (477)

INTENET USERS.....59* (104) *public computers were down for ~2 weeks.

WI-FI USERS.....22 (30)

NEW LIBRARY PATRONS.....14 (09)

REFERENCE QUESTIONS.....27 (31)

COMPUTER HELP.....45 (25)

Last year's numbers are in parenthesis.

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER

FROM: Thomas Duncan

CC: BOARD OF COMMISSIONERS

DATE: 1-13-2025

SUBJECT: “Arts and Recreation” MONTHLY REPORT: January

Meetings & Special Event

12/2/24 - Attended the Christmas dinner for board members

12/4/24- Attended the Christmas lunch for Town Employees.

12/7/24- Ayden Arts and Recreation and Ayden Library hosted “Breakfast with Santa” with approximately 60 attending this event.

12/17/24- Senior field trip to the Yoder’s. (Christmas Party)

Sports and Programs

Youth Basketball has 200 participants

6 teams in the 5-6 yrs. old co-ed division

3 teams in the 7-9 yrs. old girl’s division

6 teams in the 7-9 yrs. old boy’s division

3 teams in the 10-12 yrs. old girl’s division

6 teams in the 10-12 yrs. old boy’s division

3 teams in the 13-15 yrs. old co-ed division

Adult volleyball has 176 participants

5 teams in the Recreation League

10 teams in the Intermediate League

5 teams in the Competitive League

AYDEN ECONOMIC DEVELOPMENT DEPARTMENT

TO: TOWN COUNCIL

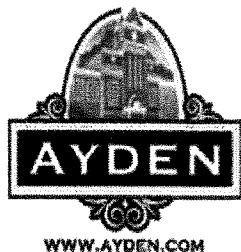
FROM: THOMAS MALLORY DENHAM, ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: ECONOMIC DEVELOPMENT REPORT FOR ROTARY

DATE: 01/03/2025

CC: SCOTT HOWARD TOWN MANAGER

- Car Cruse going to 2nd Tuesday and last Thursday of month.
- Eagle Rock about 60% complete. What a great partner for Ayden.
- Town of Ayden will rejoin Greenville ENC Alliance.
- Recertification on going for Main Street America!
- Explored East Energy Renewables Plant.
- Rail Park will soon turn dirt.
- Pitt Co. African American Cultural Trail Committee included the 4A Cemetery.
- Big things happening at the NC East alliance.
- Excitement is alive in Ayden.
- Parks & Rec. received \$5000 grant for Auditorium Repairs, Thanks to Pitt Co. Arts Council.
- Ayden Museum received \$5000 grant for repairs, thanks to the Pitt Co. Arts Council.
- Remember to Thank Eagle Rock Concrete for the Christmas Lights!
- Work continues on improvement of our Electric system for the Rail Park.



Town of Ayden Finance Manager- Summary of Activity from 12/2/24

In Person Meetings:

Commissioners' Meeting 12/9/24
Department Head meeting 12/10/24
Town of Ayden Safety Committee Meeting 12/10/24
Inventory Meeting Internal 12/16/24
Southern Bank- Paymerang 12/6/24
Customer Service Utility Meeting 12/ 27/24
CDBG Conference w/ Stefanie 12/18/24
Southern Bank Holiday Social 12/11/24
Budget Surplus w/Internal Garage 12/11/24
Town of Ayden ADP Refresh w/ HR 12/17/24
AIM Program Meeting w/ LGC Sharon Edmunson 12/18/24
Ayden Board Holiday Social 12/2/24

Webinars/Online/Conference Call Meetings:

Technology Business Review with Computer Warriors 12/2/24
Server WMWare Upgrade Review with Computer Warriors 12/20/24
Electricities Webinar: Discussing Cost Pressures with Customers 12/18/24
UNC- School of Government EFC 12/17/24
AMI/Electricities/Nexgrid 11/5/24
AMI Update 12/19/24
Electricities Retail Customer Survey Discussion 1/2/25

Misc:

RFP-2024-12-13.01 Review
Auditor Requests-
Sam.Gov/Grants.Gov/DOJ.Gov: Town of Ayden Police Technology Equipment Enhancements
Payroll: 12/3/24, 12/17/24
Departmental Report for CIVIC
Cemetery – Multiple interactions with Public, Funeral Home Directors/Monument Companies/Staff Confirmations
360 Credit Card Management
Handled Multiple Customer Complaints and Situations
CDBG/DWI Grant work as requested/needed - Bank/Requisitions/Payments/Deposit/Pick up Check
Southern Bank- Positive Pay, ACH, Payroll, Corrections, Check Scan Issues, Deposit and PP Threshold Increase
Inventory & CC Processing - Tyler
Contract Review : History, meetings, past invoices, Brightspeed, Metronet, Optimum,

Training: Public Finance Educational Seminar Sponsored by Capital Management Trust 12/12/24, New Bern, NC



Town of Ayden

My Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 10 - General Fund							
Revenue							
10-3100-1200	VEHICLE TAXES	226,000.00	226,000.00	24,044.25	122,197.35	-103,802.65	45.93 %
10-3100-1250	MUNI VEHICLE FEE	18,412.00	18,412.00	1,625.00	8,530.00	-9,882.00	53.67 %
10-3100-1700	TAX PENALTIES	6,000.00	6,000.00	444.79	4,086.75	-1,913.25	31.89 %
10-3100-1800	TAX INTEREST	4,000.00	4,000.00	219.45	2,160.83	-1,839.17	45.98 %
10-3100-1900	PRIOR YEARS PROPERTY TAXES	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
10-3100-2016	2016 REAL PROPERTY TAXES	0.00	0.00	0.00	34.95	34.95	0.00 %
10-3100-2017	2017 REAL PROPERTY TAXES	0.00	0.00	0.00	78.44	78.44	0.00 %
10-3100-2018	2018 REAL PROPERTY TAXES	0.00	0.00	0.00	45.39	45.39	0.00 %
10-3100-2019	2019 REAL PROPERTY TAXES	0.00	0.00	0.00	182.89	182.89	0.00 %
10-3100-2020	2020 REAL PROPERTY TAXES	0.00	0.00	0.00	46.24	46.24	0.00 %
10-3100-2021	2021 REAL PROPERTY TAXES	0.00	0.00	3.33	210.62	210.62	0.00 %
10-3100-2022	2022 REAL PROPERTY TAXES	0.00	0.00	81.17	938.03	938.03	0.00 %
10-3100-2023	2023 REAL PROPERTY TAXES	10,000.00	10,000.00	228.45	7,243.09	-2,756.91	27.57 %
10-3100-2024	2024 REAL PROPERTY TAX	2,282,032.00	2,282,032.00	54,589.15	1,524,611.02	-757,420.98	33.19 %
10-3231-3900	1% SALES TAX ARTICLE 39	530,827.00	530,827.00	58,288.44	258,390.71	-272,436.29	51.32 %
10-3232-4000	1/2% SALES TAX ARTICLE 40	332,150.00	332,150.00	31,410.97	159,257.95	-172,892.05	52.05 %
10-3233-4200	1/2% SALES TAX ARTICLE 42	281,050.00	281,050.00	29,055.67	129,041.26	-152,008.74	54.09 %
10-3234-4400	HOLD HARMLESS SALES TAX	337,260.00	337,260.00	30,289.83	163,302.73	-173,957.27	51.58 %
10-3300-3100	UTILITIES SALES DISTRIBUTIONS	359,615.00	359,615.00	0.00	86,703.30	-272,911.70	75.89 %
10-3300-3110	BEER AND WINE TAX	24,000.00	24,000.00	0.00	0.00	-24,000.00	100.00 %
10-3300-3120	CELL TOWER RENTAL FEES	98,000.00	98,000.00	0.00	0.00	-98,000.00	100.00 %
10-3300-3130	CABLE TV FRANCHISE TAX	42,500.00	42,500.00	0.00	13,716.78	-28,783.22	67.73 %
10-3300-3140	SOLID WASTE DISPOSAL TAX	4,284.00	4,284.00	1,014.82	1,965.33	-2,318.67	54.12 %
10-3300-3311	PIPED NATURAL GAS	2,388.00	2,388.00	0.00	2,702.79	314.79	113.18 %
10-3300-4000	SRO POLICE OFFICER PMT	180,000.00	180,000.00	0.00	56,379.32	-123,620.68	68.68 %
10-3300-5000	RURAL FIRE / EMS LEASE PMT	30,319.00	30,319.00	0.00	0.00	-30,319.00	100.00 %
10-3327-2130	CITATIONS	50.00	50.00	0.00	0.00	-50.00	100.00 %
10-3400-1000	POWELL BILL	412,000.00	412,000.00	0.00	99,410.68	-312,589.32	75.87 %
10-3400-2000	LOCAL & STATE GRANTS	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
10-3474-2000	CEMETERY SALES	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
10-3500-1000	COURT FACILITIES FEES	3,000.00	3,000.00	0.00	685.03	-2,314.97	77.17 %
10-3500-2000	PLANNING FEES/PERMITS	7,000.00	7,000.00	1,000.00	3,300.00	-3,700.00	52.86 %
10-3500-3000	CODE ENFORCEMENT FEES	25,000.00	25,000.00	-180.00	16,352.00	-8,648.00	34.59 %
10-3600-1000	GARBAGE COLLECTION FEES	448,000.00	448,000.00	42,309.00	206,608.00	-241,392.00	53.88 %
10-3600-2100	OPENING & CLOSINGS	18,000.00	18,000.00	1,372.50	8,192.00	-9,808.00	54.49 %
10-3600-3000	RECREATION ACTIVITY FEES	75,000.00	75,000.00	4,682.50	23,439.23	-51,560.77	68.75 %
10-3600-3100	DONATION PROCEEDS	0.00	0.00	0.00	180.00	180.00	0.00 %
10-3600-3200	LIBRARY DONATIONS/BOOK SALES	1,250.00	1,250.00	0.00	959.00	-291.00	23.28 %
10-3600-4000	COMM FACILITIES RENTAL FEES	16,000.00	16,000.00	750.00	3,072.81	-12,927.19	80.79 %
10-3700-1000	INVESTMENT EARNINGS	40,000.00	40,000.00	5,740.06	29,166.28	-10,833.72	27.08 %
10-3800-1000	MISCELLANEOUS REVENUES	50,000.00	50,000.00	215.46	5,676.88	-44,323.12	88.65 %
10-3800-1200	FINGERPRINTING - PD	10,000.00	10,000.00	680.00	6,960.00	-3,040.00	30.40 %
10-3800-2100	SALE OF FIXED ASSETS - GF	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
10-3800-4000	SHOP WITH A COP DONATIONS	8,000.00	8,000.00	9,550.00	9,750.00	1,750.00	121.88 %
10-3800-9999	OVER/SHORT	150.00	150.00	0.00	-19.03	-169.03	112.69 %
10-3837-3120	ABC	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
10-3900-1000	INTRAGOV'T UTIL FRAN TAX PMT	600,000.00	600,000.00	0.00	0.00	-600,000.00	100.00 %
10-3900-2000	INTRAGOV'T PILO TAXES - ELEC UTIL	100,347.00	100,347.00	0.00	0.00	-100,347.00	100.00 %
10-3900-9000	FUND BALANCE APPROPRIATED	33,553.00	42,622.49	0.00	0.00	-42,622.49	100.00 %
Revenue Total:		6,693,687.00	6,702,756.49	297,414.84	2,955,558.65	-3,747,197.84	55.91%

My Budget Report

For Fiscal: 2024-2025 Period Ending: 11/30/2024

Expense		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10-4110-1210	FULL TIME SALARIES	46,200.00	46,200.00	4,399.68	19,399.68	26,800.32	58.01 %
10-4110-1810	SOCIAL SECURITY	3,600.00	3,600.00	336.56	1,484.08	2,115.92	58.78 %
10-4110-1920	PROFESSIONAL SERVICES	62,000.00	62,000.00	3,444.58	13,376.06	48,623.94	78.43 %
10-4110-2600	SUPPLIES	750.00	750.00	0.00	12.77	737.23	98.30 %
10-4110-3100	TRAVEL-TRAINING	8,000.00	5,000.00	0.00	4,326.30	673.70	13.47 %
10-4110-3580	COMMUNITY APPEARANCE	1,000.00	0.00	0.00	0.00	0.00	0.00 %
10-4110-4110	RENT OF LAND (PARK LOT)	1,200.00	1,200.00	0.00	900.00	300.00	25.00 %
10-4110-4500	PUB OFF LIB/BONDING	5,600.00	5,600.00	0.00	5,600.00	0.00	0.00 %
10-4110-4501	WORKERS COMP	100.00	100.00	0.00	30.24	69.76	69.76 %
10-4110-4910	DUES & SUBSCRIPTIONS	10,000.00	10,000.00	418.07	9,952.27	47.73	0.48 %
10-4110-4990	MISCELLANEOUS	1,500.00	7,000.00	1,168.45	6,579.25	420.75	6.01 %
10-4110-6100	LOCAL SUPPORT FOR ORG.	750.00	750.00	0.00	0.00	750.00	100.00 %
10-4110-6102	SPECIAL EVENTS	3,000.00	3,000.00	1,563.05	3,000.00	0.00	0.00 %
10-4110-6103	BBQ FESTIVAL	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00 %
10-4110-6104	COLLARD FESTIVAL	10,000.00	10,000.00	0.00	10,224.70	-224.70	-2.25 %
10-4110-6105	CHAMBER OF COMMERCE	20,000.00	18,500.00	0.00	340.00	18,160.00	98.16 %
10-4110-8400	REIMBURSEMENT OF SERVICES	-121,242.00	-121,242.00	0.00	0.00	-121,242.00	100.00 %
10-4120-1210	FULL TIME SALARIES	233,000.00	232,675.15	17,094.10	87,576.02	145,099.13	62.36 %
10-4120-1260	PART-TIME SALARIES	0.00	324.85	324.85	324.85	0.00	0.00 %
10-4120-1810	SOCIAL SECURITY	18,000.00	18,000.00	1,271.26	6,412.20	11,587.80	64.38 %
10-4120-1820	RETIREMENT CONTRIBUTION	31,800.00	31,800.00	2,103.90	11,588.93	20,211.07	63.56 %
10-4120-1830	EMPLOYEE GROUP INS	15,768.00	15,768.00	658.74	3,724.78	12,043.22	76.38 %
10-4120-1850	RETIREE INSURANCE	21,600.00	21,600.00	0.00	0.00	21,600.00	100.00 %
10-4120-2600	SUPPLIES	1,500.00	1,500.00	0.00	906.21	593.79	39.59 %
10-4120-3100	TRAVEL-TRAINING	8,000.00	8,000.00	452.12	1,260.49	6,739.51	84.24 %
10-4120-3210	TELEPHONE	1,200.00	1,200.00	220.00	1,040.00	160.00	13.33 %
10-4120-3250	POSTAGE	50.00	50.00	9.75	26.07	23.93	47.86 %
10-4120-3910	ADVERTISING	5,000.00	5,000.00	0.00	1,437.81	3,562.19	71.24 %
10-4120-4501	WORKERS COMP	1,500.00	1,500.00	0.00	457.29	1,042.71	69.51 %
10-4120-4910	DUES & SUBSCRIPTIONS	2,300.00	2,300.00	0.00	1,202.57	1,097.43	47.71 %
10-4120-4990	MISCELLANEOUS	3,000.00	3,000.00	0.00	-9,124.18	12,124.18	404.14 %
10-4120-6000	CONTRACTS	0.00	0.00	8,605.79	8,605.79	-8,605.79	0.00 %
10-4120-8400	REIMBURSEMENT OF SERVICES	-226,194.00	-226,194.00	0.00	0.00	-226,194.00	100.00 %
10-4130-1210	FULL TIME SALARIES	190,000.00	190,000.00	14,785.71	76,122.07	113,877.93	59.94 %
10-4130-1810	SOCIAL SECURITY	14,750.00	14,750.00	1,131.12	5,821.05	8,928.95	60.54 %
10-4130-1820	RETIREMENT CONTRIBUTION	26,000.00	26,000.00	1,863.58	10,157.22	15,842.78	60.93 %
10-4130-1830	EMPLOYEE GROUP INS.	15,768.00	15,768.00	1,306.08	6,632.54	9,135.46	57.94 %
10-4130-2600	SUPPLIES	6,000.00	6,000.00	210.79	1,512.92	4,487.08	74.78 %
10-4130-3100	TRAVEL-TRAINING	7,000.00	7,000.00	57.62	3,500.63	3,499.37	49.99 %
10-4130-3210	TELEPHONE	720.00	720.00	60.00	300.00	420.00	58.33 %
10-4130-4501	WORKERS COMP	1,200.00	1,200.00	0.00	596.66	603.34	50.28 %
10-4130-4910	DUES AND SUBSCRIPTIONS	500.00	500.00	0.00	0.00	500.00	100.00 %
10-4130-4990	MISCELLANEOUS	1,250.00	1,250.00	132.54	312.55	937.45	75.00 %
10-4130-5000	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
10-4130-6000	CONTRACTS	124,900.00	124,900.00	1,365.05	43,126.20	81,773.80	65.47 %
10-4130-8400	REIMBURSEMENT OF SERVICES	-256,138.00	-256,138.00	0.00	0.00	-256,138.00	100.00 %
10-4140-1210	FULL TIME SALARIES	59,900.00	59,900.00	4,728.84	25,214.62	34,685.38	57.91 %
10-4140-1810	SOCIAL SECURITY	4,700.00	4,700.00	262.72	1,426.54	3,273.46	69.65 %
10-4140-1820	RETIREMENT CONTRIBUTION	8,300.00	8,300.00	643.12	3,412.41	4,887.59	58.89 %
10-4140-1830	EMPLOYEE GROUP INS.	7,884.00	7,884.00	655.82	3,333.17	4,550.83	57.72 %
10-4140-2600	SUPPLIES	150.00	150.00	0.00	128.53	21.47	14.31 %
10-4140-2601	EMPLOYEE SCREENING	3,050.00	3,050.00	106.27	1,257.64	1,792.36	58.77 %
10-4140-3100	TRAVEL-TRAINING	2,700.00	2,700.00	0.00	885.00	1,815.00	67.22 %
10-4140-4501	INSURANCE - WORKERS COMP	900.00	900.00	0.00	298.33	601.67	66.85 %
10-4140-4910	DUES AND SUBSCRIPTIONS	300.00	300.00	0.00	75.00	225.00	75.00 %
10-4140-4990	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	100.00 %
10-4140-6000	CONTRACTS	1,300.00	1,300.00	0.00	628.80	671.20	51.63 %

My Budget Report

For Fiscal: 2024-2025 Period Ending: 11/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10-4140-8400	REIMBURSEMENT OF SERVICES	-59,667.00	-59,667.00	0.00	0.00	-59,667.00	100.00 %
10-4210-3210	TELEPHONE	52,500.00	52,500.00	5,620.37	21,692.89	30,807.11	58.68 %
10-4210-3211	INTERNET	25,000.00	25,000.00	1,427.10	7,135.50	17,864.50	71.46 %
10-4210-3212	WEBSITE	4,200.00	4,200.00	0.00	4,200.00	0.00	0.00 %
10-4210-4990	MISCELLANEOUS	8,000.00	9,198.72	0.00	592.93	8,605.79	93.55 %
10-4210-6000	CONTRACTS	167,000.00	167,000.00	8,704.19	99,400.19	67,599.81	40.48 %
10-4210-6001	CONTRACTS - COPIERS	49,000.00	47,801.28	0.00	0.00	47,801.28	100.00 %
10-4210-8400	REIMBURSEMENT OF SERVICES	-201,762.00	-201,762.00	0.00	0.00	-201,762.00	100.00 %
10-4250-1210	FULL TIME SALARIES	96,500.00	96,500.00	10,875.89	42,664.75	53,835.25	55.79 %
10-4250-1220	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
10-4250-1270	MERIT INCREASE	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
10-4250-1810	SOCIAL SECURITY	7,500.00	7,500.00	832.00	3,260.58	4,239.42	56.53 %
10-4250-1820	RETIREMENT CONTRIBUTION	13,200.00	13,200.00	1,331.86	5,629.55	7,570.45	57.35 %
10-4250-1830	EMPLOYEE GROUP INS.	15,768.00	15,768.00	1,306.52	6,640.74	9,127.26	57.88 %
10-4250-2120	UNIFORMS	1,500.00	1,620.31	0.00	1,620.31	0.00	0.00 %
10-4250-2505	FUEL	125,000.00	125,000.00	0.00	32,317.25	92,682.75	74.15 %
10-4250-2511	DIESEL	80,000.00	80,000.00	0.00	21,985.30	58,014.70	72.52 %
10-4250-2600	SHOP TOOLS AND SUPPLIES	3,000.00	4,000.00	733.03	3,930.41	69.59	1.74 %
10-4250-3100	TRAVEL-TRAINING	2,700.00	1,579.69	0.00	129.24	1,450.45	91.82 %
10-4250-3210	TELEPHONE	720.00	720.00	60.00	300.00	420.00	58.33 %
10-4250-3520	SHOP EQUIPMENT AND REPAIR	4,000.00	4,000.00	50.00	1,057.41	2,942.59	73.56 %
10-4250-3530	VEHICLES REPAIRS & MAINT	90,000.00	90,000.00	9,265.55	37,741.02	52,258.98	58.07 %
10-4250-4500	GENERAL LIB	29,500.00	29,500.00	0.00	29,500.00	0.00	0.00 %
10-4250-4501	WORKERS COMP	2,600.00	2,600.00	0.00	1,264.90	1,335.10	51.35 %
10-4250-5000	CAPITAL OUTLAY	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00 %
10-4250-6000	CONTRACTS	13,000.00	13,000.00	1,342.68	7,086.03	5,913.97	45.49 %
10-4250-8400	REIMBURSEMENT OF SERVICES	-263,992.00	-263,992.00	0.00	0.00	-263,992.00	100.00 %
10-4260-1210	FULL TIME SALARIES	99,595.00	99,595.00	10,466.18	41,763.30	57,831.70	58.07 %
10-4260-1220	OVERTIME	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
10-4260-1810	SOCIAL SECURITY	7,800.00	7,800.00	800.66	3,193.80	4,606.20	59.05 %
10-4260-1820	RETIREMENT CONTRIBUTION	13,600.00	13,600.00	1,276.14	5,507.35	8,092.65	59.50 %
10-4260-1830	EMPLOYEE GROUP INS.	15,768.00	15,768.00	1,302.94	6,622.84	9,145.16	58.00 %
10-4260-2120	UNIFORMS- SHOES	700.00	700.00	53.72	477.44	222.56	31.79 %
10-4260-2600	SUPPLIES	18,000.00	18,000.00	2,301.36	4,400.05	13,599.95	75.56 %
10-4260-3210	TELEPHONE	720.00	720.00	60.00	300.00	420.00	58.33 %
10-4260-3300	UTILITIES - PROPANE	17,000.00	17,000.00	93.40	1,437.56	15,562.44	91.54 %
10-4260-3301	UTILITIES - ELECTRIC	26,000.00	26,000.00	2,722.32	20,010.78	5,989.22	23.04 %
10-4260-3510	BLDGS REPAIRS & MAINT	110,000.00	110,000.00	10,633.89	29,314.64	80,685.36	73.35 %
10-4260-3520	REPAIRS & MAINT - EQUIP	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
10-4260-4500	GENERAL LIB/FIRE	175,000.00	175,000.00	747.06	144,106.63	30,893.37	17.65 %
10-4260-4501	WORKERS COMP	3,000.00	3,000.00	0.00	1,895.31	1,104.69	36.82 %
10-4260-6000	CONTRACTS	125,000.00	125,000.00	8,420.00	46,880.00	78,120.00	62.50 %
10-4260-8400	REIMBURSEMENT OF SERVICES	-256,681.00	-256,681.00	0.00	0.00	-256,681.00	100.00 %
10-4310-1210	FULL TIME SALARIES	1,481,000.00	1,481,000.00	148,134.37	629,514.28	851,485.72	57.49 %
10-4310-1220	OVERTIME	35,000.00	35,000.00	1,954.10	18,828.94	16,171.06	46.20 %
10-4310-1260	PART-TIME SALARIES	45,000.00	43,000.00	3,319.40	10,709.40	32,290.60	75.09 %
10-4310-1270	LESSOA EXPENSE	58,700.00	58,700.00	5,210.36	24,752.40	33,947.60	57.83 %
10-4310-1330	LEO 401K CONTRIBUTION	0.00	26,539.49	4,981.33	26,539.49	0.00	0.00 %
10-4310-1810	SOCIAL SECURITY	176,000.00	176,000.00	12,100.57	52,135.71	123,864.29	70.38 %
10-4310-1820	RETIREMENT CONTRIBUTION	226,250.00	226,250.00	20,175.41	93,425.03	132,824.97	58.71 %
10-4310-1821	401K - SUPPLEMENTAL RETIRMENT	68,100.00	41,560.51	0.00	0.00	41,560.51	100.00 %
10-4310-1830	EMPLOYEE GROUP INS.	204,950.00	204,950.00	16,220.59	76,308.73	128,641.27	62.77 %
10-4310-2120	UNIFORMS	17,100.00	17,100.00	268.65	9,135.39	7,964.61	46.58 %
10-4310-2600	SUPPLIES	19,000.00	19,000.00	599.21	9,337.49	9,662.51	50.86 %
10-4310-2601	SUPPLIES - COPS PROGRAM	7,000.00	7,000.00	1,753.15	2,512.13	4,487.87	64.11 %
10-4310-3100	TRAVEL-TRAINING	4,300.00	6,300.00	0.00	2,734.46	3,565.54	56.60 %
10-4310-3210	TELEPHONE PORT/PAGERS	720.00	720.00	60.00	300.00	420.00	58.33 %
10-4310-3250	POSTAGE	75.00	75.00	38.24	38.24	36.76	49.01 %

My Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10-4310-3300	ELEC COST 20% T HALL	4,000.00	4,000.00	375.45	2,891.09	1,108.91	27.72 %
10-4310-3520	EQUIPMENT REPAIRS & MAINT	35,000.00	35,000.00	188.60	-3,271.64	38,271.64	109.35 %
10-4310-3980	ANIMAL CONTROL	24,500.00	24,500.00	1,877.92	11,267.52	13,232.48	54.01 %
10-4310-4210	DCI TERMIAL RENTAL	3,100.00	3,100.00	0.00	300.00	2,800.00	90.32 %
10-4310-4501	WORKERS COMP	35,000.00	35,000.00	0.00	31,040.28	3,959.72	11.31 %
10-4310-4910	DUES & SUBSCRIPTIONS	800.00	800.00	180.00	180.00	620.00	77.50 %
10-4310-4990	MISCELLANEOUS	8,000.00	8,000.00	50.00	1,884.24	6,115.76	76.45 %
10-4310-4991	DRUG INTERDICTION	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00 %
10-4310-4992	SHOP W/A COP SUPPLIES	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
10-4310-6000	CONTRACTS	80,000.00	80,000.00	13,900.00	24,436.00	55,564.00	69.46 %
10-4310-6920	L/S GRANT APPROPRIATIONS	16,000.00	16,000.00	0.00	80.00	15,920.00	99.50 %
10-4340-1210	FULL TIME SALARIES	29,000.00	29,000.00	1,399.05	7,494.88	21,505.12	74.16 %
10-4340-1810	SOCIAL SECURITY	2,400.00	2,400.00	107.09	573.68	1,826.32	76.10 %
10-4340-1890	VOLUNTEER - CALL PAY	31,000.00	31,000.00	0.00	0.00	31,000.00	100.00 %
10-4340-2200	FOOD	2,000.00	2,000.00	0.00	191.58	1,808.42	90.42 %
10-4340-2510	MOTOR FUELS & LUBRICANTS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
10-4340-2600	SUPPLIES	3,750.00	3,750.00	0.00	1,398.59	2,351.41	62.70 %
10-4340-2610	EQUIPMENT	17,100.00	17,100.00	0.00	6,208.65	10,891.35	63.69 %
10-4340-3100	TRAVEL	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
10-4340-3110	TRAINING	1,500.00	1,500.00	0.00	780.36	719.64	47.98 %
10-4340-3250	POSTAGE	372.00	372.00	0.00	0.00	372.00	100.00 %
10-4340-3300	UTILITIES - PROPANE	5,450.00	5,450.00	324.71	2,218.99	3,231.01	59.28 %
10-4340-3520	EQUIPMENT REP & MAINT	20,000.00	18,096.40	538.42	1,296.55	16,799.85	92.84 %
10-4340-4500	INSURANCE	13,500.00	15,403.60	0.00	15,403.60	0.00	0.00 %
10-4340-4501	WORKERS COMP	7,500.00	7,500.00	0.00	3,130.85	4,369.15	58.26 %
10-4340-4990	MISCELLANEOUS	3,000.00	3,000.00	40.00	509.40	2,490.60	83.02 %
10-4340-5000	CAPITAL OUTLAY	14,049.00	14,049.00	0.00	6,460.80	7,588.20	54.01 %
10-4340-6000	CONTRACTS FIRE	3,000.00	3,000.00	0.00	2,907.98	92.02	3.07 %
10-4340-6920	GRANT APPROPRIATIONS	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
10-4340-7500	CAPITAL LEASES	61,000.00	61,000.00	0.00	0.00	61,000.00	100.00 %
10-4340-7510	DEBT - INTEREST - VEHICLES	9,350.00	9,350.00	0.00	0.00	9,350.00	100.00 %
10-4510-1210	FULL TIME SALARIES	427,000.00	427,000.00	39,566.25	159,020.27	267,979.73	62.76 %
10-4510-1220	OVERTIME	30,000.00	30,000.00	3,318.36	16,075.17	13,924.83	46.42 %
10-4510-1810	SOCIAL SECURITY	35,000.00	35,000.00	3,264.35	13,294.74	21,705.26	62.02 %
10-4510-1820	RETIREMENT CONTRIBUTION	60,500.00	60,500.00	5,175.74	23,053.13	37,446.87	61.90 %
10-4510-1830	EMPLOYEE GROUP INS.	70,956.00	70,956.00	6,185.00	28,054.19	42,901.81	60.46 %
10-4510-2120	UNIFORMS	5,000.00	5,000.00	90.00	1,245.00	3,755.00	75.10 %
10-4510-2311	SAFETY	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
10-4510-2600	SUPPLIES	35,000.00	35,000.00	648.36	12,136.80	22,863.20	65.32 %
10-4510-3100	TRAVEL-TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
10-4510-3210	TELEPHONE	720.00	720.00	0.00	0.00	720.00	100.00 %
10-4510-3520	EQUIPMENT REP & MAINT	37,000.00	42,139.49	850.78	33,086.44	9,053.05	21.48 %
10-4510-3540	MAINT & REPAIR SYSTEM	30,000.00	30,000.00	0.00	7,600.00	22,400.00	74.67 %
10-4510-3590	CEMETERIES - MAINTENANCE	58,000.00	58,000.00	0.00	1,600.00	56,400.00	97.24 %
10-4510-4500	GEN LIB./AUTO/EQUIP	16,000.00	16,000.00	0.00	10,594.12	5,405.88	33.79 %
10-4510-4501	WORKERS COMP	21,000.00	21,000.00	0.00	10,474.17	10,525.83	50.12 %
10-4510-4990	MISCELLANEOUS	5,000.00	5,000.00	0.00	29.00	4,971.00	99.42 %
10-4511-3590	MAINT & REPAIR OTHER	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
10-4511-5000	CAPITAL OUTLAY	257,000.00	257,000.00	0.00	0.00	257,000.00	100.00 %
10-4511-5911	CURB & GUTTER	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
10-4511-5912	TRAFFIC CONTROL	2,500.00	2,500.00	0.00	2,298.00	202.00	8.08 %
10-4511-5913	SIDEWALKS	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00 %
10-4511-5914	DRAINAGE & STORM SEWER	0.00	30,000.00	0.00	29,680.00	320.00	1.07 %
10-4511-5915	PAVING	97,900.00	67,900.00	950.00	7,300.50	60,599.50	89.25 %
10-4511-6000	CONTRACTS	3,600.00	3,600.00	0.00	1,020.00	2,580.00	71.67 %
10-4710-1210	FULL TIME SALARIES	114,000.00	114,000.00	15,261.51	53,016.04	60,983.96	53.49 %
10-4710-1220	OVERTIME	10,000.00	10,000.00	777.89	5,840.59	4,159.41	41.59 %
10-4710-1810	SOCIAL SECURITY	9,600.00	9,600.00	1,227.03	4,496.61	5,103.39	53.16 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10-4710-1820	RETIREMENT CONTRIBUTION	16,100.00	16,100.00	1,935.91	7,674.53	8,425.47	52.33 %
10-4710-1830	EMPLOYEE GROUP INS.	23,652.00	23,652.00	1,519.68	8,350.30	15,301.70	64.70 %
10-4710-2120	UNIFORMS	2,500.00	2,500.00	224.92	1,323.67	1,176.33	47.05 %
10-4710-2311	SAFETY	500.00	500.00	0.00	150.00	350.00	70.00 %
10-4710-2510	MOTOR FUELS & LUBRICANTS	1,500.00	500.00	0.00	0.00	500.00	100.00 %
10-4710-2600	SUPPLIES	33,000.00	33,000.00	186.54	30,574.80	2,425.20	7.35 %
10-4710-3100	TRAVEL-TRAINING	500.00	0.00	0.00	0.00	0.00	0.00 %
10-4710-3520	EQUIPMENT REP & MAINT	20,000.00	20,000.00	0.00	19,773.52	226.48	1.13 %
10-4710-4410	LANDFILL FEES / TOWN REFUSE	20,000.00	18,000.00	658.46	2,792.00	15,208.00	84.49 %
10-4710-4501	WORKERS COMP	6,000.00	6,000.00	0.00	2,616.90	3,383.10	56.39 %
10-4710-4990	MISCELLANEOUS	2,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
10-4710-6000	CONTRACTS	6,000.00	10,500.00	360.02	1,351.02	9,148.98	87.13 %
10-4910-1210	FULL TIME SALARIES	183,900.00	183,900.00	11,294.56	49,263.89	134,636.11	73.21 %
10-4910-1810	SOCIAL SECURITY	14,100.00	14,100.00	863.37	3,764.33	10,335.67	73.30 %
10-4910-1820	RETIREMENT CONTRIBUTION	25,100.00	25,100.00	1,407.21	6,540.42	18,559.58	73.94 %
10-4910-1830	EMPLOYEE GROUP INS.	23,652.00	23,652.00	1,136.96	5,779.39	17,872.61	75.56 %
10-4910-2120	UNIFORMS	750.00	750.00	0.00	248.04	501.96	66.93 %
10-4910-2600	SUPPLIES	3,000.00	3,000.00	243.33	827.92	2,172.08	72.40 %
10-4910-3100	TRAVEL-TRAINING	3,500.00	3,500.00	447.73	1,384.06	2,115.94	60.46 %
10-4910-3210	TELEPHONE	720.00	720.00	60.00	300.00	420.00	58.33 %
10-4910-4501	WORKERS COMP	1,400.00	1,400.00	0.00	895.01	504.99	36.07 %
10-4910-4910	DUES AND SUBSCRIPTIONS	400.00	400.00	0.00	0.00	400.00	100.00 %
10-4910-4930	CODE ENFORCEMENT	60,000.00	63,930.00	1,410.00	13,098.14	50,831.86	79.51 %
10-4910-4990	MISCELLANEOUS	1,400.00	1,400.00	573.04	1,080.88	319.12	22.79 %
10-4910-6000	CONTRACTS	33,500.00	33,500.00	1,232.50	3,370.14	30,129.86	89.94 %
10-4920-1210	FULL TIME SALARIES	96,000.00	96,000.00	8,712.12	40,704.50	55,295.50	57.60 %
10-4920-1810	SOCIAL SECURITY	7,300.00	7,300.00	663.71	3,100.06	4,199.94	57.53 %
10-4920-1820	RETIREMENT CONTRIBUTION	12,900.00	12,900.00	1,111.22	5,437.38	7,462.62	57.85 %
10-4920-1830	EMPLOYEE GROUP INS.	7,884.00	7,884.00	662.20	3,365.07	4,518.93	57.32 %
10-4920-2600	SUPPLIES	1,000.00	1,000.00	0.00	123.80	876.20	87.62 %
10-4920-3100	TRAVEL-TRAINING	5,000.00	5,000.00	137.09	1,457.12	3,542.88	70.86 %
10-4920-3210	TELEPHONE	720.00	720.00	60.00	300.00	420.00	58.33 %
10-4920-3910	LEGAL ADVERTISING	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
10-4920-4501	WORKERS COMP	1,300.00	1,300.00	0.00	298.33	1,001.67	77.05 %
10-4920-4910	DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	339.34	444.34	1,555.66	77.78 %
10-4920-4990	MISCELLANEOUS	1,000.00	1,000.00	48.77	181.91	818.09	81.81 %
10-4920-6000	CONTRACTS	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
10-4920-6100	LOCAL SUPPORT	13,000.00	13,000.00	169.73	7,406.57	5,593.43	43.03 %
10-4920-6920	GRANT EXPENSES	15,000.00	15,000.00	0.00	2,500.00	12,500.00	83.33 %
10-4920-8400	REIMBURSEMENT OF SERVICES	-127,449.00	-127,449.00	0.00	0.00	-127,449.00	100.00 %
10-6110-1210	FULL TIME SALARIES	67,000.00	67,000.00	7,249.07	29,580.47	37,419.53	55.85 %
10-6110-1260	Salaries Part Time	18,000.00	17,702.50	2,099.02	8,178.99	9,523.51	53.80 %
10-6110-1810	SOCIAL SECURITY	6,500.00	6,500.00	709.04	2,858.20	3,641.80	56.03 %
10-6110-1820	RETIREMENT CONTRIBUTION	9,200.00	9,200.00	868.06	3,887.13	5,312.87	57.75 %
10-6110-1830	EMPLOYEE GROUP INS.	7,884.00	7,884.00	658.24	3,345.27	4,538.73	57.57 %
10-6110-2600	SUPPLIES	2,500.00	2,500.00	47.88	867.87	1,632.13	65.29 %
10-6110-2700	SUPPLIES - PROGRAMS	900.00	900.00	0.00	298.22	601.78	66.86 %
10-6110-3105	TRAVEL-TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
10-6110-3210	TELEPHONE	720.00	720.00	60.00	300.00	420.00	58.33 %
10-6110-3300	PROPANE	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
10-6110-3301	UTILITIES-ELECTRIC	2,500.00	2,500.00	126.06	1,446.79	1,053.21	42.13 %
10-6110-3520	EQUIPMENT REPAIRS	700.00	700.00	0.00	0.00	700.00	100.00 %
10-6110-4501	WORKERS COMP	150.00	447.50	0.00	447.50	0.00	0.00 %
10-6110-4990	MISCELLANEOUS	1,600.00	1,600.00	590.42	590.42	1,009.58	63.10 %
10-6110-5000	CAPITAL OUTLAY	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
10-6110-5600	BOOKS	11,000.00	11,000.00	227.06	2,218.49	8,781.51	79.83 %
10-6110-6000	CONTRACTS	13,400.00	13,400.00	1,500.00	5,145.00	8,255.00	61.60 %
10-6110-6920	GRANT APPROPRIATIONS	5,000.00	5,000.00	0.00	-5,000.00	10,000.00	200.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10-6120-1210	FULL TIME SALARIES	195,500.00	195,500.00	21,864.08	86,578.87	108,921.13	55.71 %
10-6120-1260	PART-TIME SALARIES	65,000.00	65,000.00	4,956.92	35,471.44	29,528.56	45.43 %
10-6120-1810	SOCIAL SECURITY	22,000.00	22,000.00	2,050.80	9,331.41	12,668.59	57.58 %
10-6120-1820	RETIREMENT CONTRIBUTION	28,000.00	28,000.00	2,752.62	11,501.69	16,498.31	58.92 %
10-6120-1830	EMPLOYEE GROUP INS.	23,652.00	23,652.00	1,968.14	10,002.91	13,649.09	57.71 %
10-6120-1990	INSTRUCTOR AND OFFICIAL FEES	65,000.00	65,000.00	3,731.00	18,159.00	46,841.00	72.06 %
10-6120-2120	UNIFORMS	11,000.00	11,000.00	81.57	3,052.35	7,947.65	72.25 %
10-6120-2310	MISC SUPPLIES-PROGRAM SUP	26,000.00	26,000.00	62.99	9,008.03	16,991.97	65.35 %
10-6120-2312	PROGRAM AWARDS	6,500.00	6,500.00	1,247.06	1,853.36	4,646.64	71.49 %
10-6120-2600	SUPPLIES	30,000.00	30,000.00	4,454.94	9,820.22	20,179.78	67.27 %
10-6120-2650	CONCESSION STAND FOOD	15,500.00	15,500.00	1,588.85	4,461.98	11,038.02	71.21 %
10-6120-3100	TRAVEL-TRAINING	6,000.00	6,000.00	2,444.07	5,371.27	628.73	10.48 %
10-6120-3301	UTILITIES-ELECTRIC	27,000.00	35,786.83	4,061.45	35,786.83	0.00	0.00 %
10-6120-3520	EQUIPMENT REP & MAINT	36,000.00	27,213.17	450.58	2,558.53	24,654.64	90.60 %
10-6120-4501	WORKERS COMP	9,000.00	9,000.00	0.00	4,122.00	4,878.00	54.20 %
10-6120-4910	DUES & SUBSCRIPTIONS	650.00	650.00	0.00	455.00	195.00	30.00 %
10-6120-4990	MISCELLANEOUS	1,000.00	1,000.00	573.04	573.04	426.96	42.70 %
10-6120-6000	CONTRACTS	20,554.00	20,554.00	556.61	5,643.42	14,910.58	72.54 %
10-6120-6920	GRANT APPROPRIATIONS	5,000.00	5,000.00	0.00	-5,000.00	10,000.00	200.00 %
10-6120-6930	THEATER WORK	500.00	500.00	0.00	0.00	500.00	100.00 %
Expense Total:		6,692,966.00	6,702,035.49	573,356.89	3,047,428.36	3,654,607.13	54.53%

Fund: 10 - General Fund Surplus (Deficit): **721.00** **721.00** **-275,942.05** **-91,869.71** **-92,590.71** **12,841.98%**

Fund: 61 - Electric Fund

Revenue

61-3600-5210	PENALTIES / RECONNECT FEES	175,000.00	175,000.00	16,831.87	95,658.58	-79,341.42	45.34 %
61-3600-5220	NEW ACCT CONNECTION FEES	23,000.00	23,000.00	2,240.00	16,295.00	-6,705.00	29.15 %
61-3600-5300	FACILITIES FEES	120,000.00	120,000.00	10,029.00	50,145.00	-69,855.00	58.21 %
61-3600-5800	SERVICE CHARGES	4,000.00	4,000.00	150.00	1,400.00	-2,600.00	65.00 %
61-3600-8200	NEW SERVICE INSTALLATIONS	150,000.00	150,000.00	1,900.00	268,575.50	118,575.50	179.05 %
61-3700-1000	INVESTMENT EARNINGS	150,000.00	150,000.00	25,653.88	124,513.26	-25,486.74	16.99 %
61-3720-5100	UTILITY CHARGES	13,300,000.00	13,300,000.00	973,404.64	5,911,302.98	-7,388,697.02	55.55 %
61-3800-1000	MISC RECEIPTS ELECTRIC	5,000.00	5,000.00	23.75	2,021.49	-2,978.51	59.57 %
61-3800-1200	Online Credit CardService Fees	108,000.00	108,000.00	0.00	0.00	-108,000.00	100.00 %
61-3800-2000	CATV POLE RENT	12,000.00	12,000.00	0.00	12,460.92	460.92	103.84 %
61-3900-2001	RIDER 1 PCA	781,749.00	781,749.00	31,873.19	151,673.56	-630,075.44	80.60 %
61-3900-9000	FUND BALANCE APPROPRIATED	183,215.00	607,304.98	0.00	0.00	-607,304.98	100.00 %
Revenue Total:		15,011,964.00	15,436,053.98	1,062,106.33	6,634,046.29	-8,802,007.69	57.02%

Expense

61-7210-1210	FULL TIME SALARIES	129,500.00	129,500.00	14,210.34	57,709.80	71,790.20	55.44 %
61-7210-1260	PART-TIME SALARIES	21,500.00	21,500.00	2,895.46	13,392.24	8,107.76	37.71 %
61-7210-1810	SOCIAL SECURITY	12,850.00	12,850.00	1,297.95	5,385.38	7,464.62	58.09 %
61-7210-1820	RETIREMENT CONTRIBUTION	17,900.00	17,900.00	1,730.14	7,610.90	10,289.10	57.48 %
61-7210-1830	EMPLOYEE GROUP INS.	23,508.00	23,508.00	1,939.02	9,857.35	13,650.65	58.07 %
61-7210-2600	SUPPLIES	7,000.00	7,000.00	315.64	3,006.25	3,993.75	57.05 %
61-7210-3100	TRAVEL-TRAINING	2,250.00	2,250.00	0.00	50.25	2,199.75	97.77 %
61-7210-3250	POSTAGE	27,500.00	27,500.00	7,071.76	16,034.63	11,465.37	41.69 %
61-7210-4501	WORKERS COMP	1,500.00	1,722.00	282.86	1,476.19	245.81	14.27 %
61-7210-4990	MISCELLANEOUS	250.00	250.00	0.00	75.00	175.00	70.00 %
61-7210-6000	CONTRACTS	60,000.00	60,000.00	1,530.09	19,602.10	40,397.90	67.33 %
61-7210-6300	CREDIT CARD ACCEPTANCE	108,000.00	108,000.00	-1,270.24	-14,127.19	122,127.19	113.08 %
61-7210-8400	REIMBURSEMENT OF SERVICES	1,109,943.00	1,109,943.00	0.00	0.00	1,109,943.00	100.00 %
61-7220-1210	FULL TIME SALARIES	980,028.00	980,028.00	94,259.84	410,002.72	570,025.28	58.16 %
61-7220-1220	OVERTIME	55,000.00	55,000.00	1,975.64	16,492.48	38,507.52	70.01 %
61-7220-1810	SOCIAL SECURITY	84,000.00	84,000.00	7,312.74	32,371.70	51,628.30	61.46 %
61-7220-1820	RETIREMENT CONTRIBUTION	131,100.00	131,100.00	12,038.75	56,710.69	74,389.31	56.74 %
61-7220-1830	EMPLOYEE GROUP INS.	109,704.00	109,704.00	10,204.13	47,754.54	61,949.46	56.47 %
61-7220-1900	PROFESSIONAL SERVICES	62,000.00	62,000.00	0.00	22,470.49	39,529.51	63.76 %

My Budget Report

For Fiscal: 2024-2025 Period Ending: 11/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
61-7220-2120	UNIFORMS	24,000.00	24,000.00	0.00	16,511.43	7,488.57	31.20 %
61-7220-2311	SAFETY	35,000.00	35,000.00	573.97	13,970.52	21,029.48	60.08 %
61-7220-2510	MOTOR FUELS & LUBRICANTS	50,000.00	50,000.00	0.00	662.94	49,337.06	98.67 %
61-7220-2600	SUPPLIES	200,000.00	201,836.12	19,347.76	39,919.77	161,916.35	80.22 %
61-7220-2602	SUBDIVISION SUPPLIES	225,000.00	225,000.00	76,854.01	170,519.12	54,480.88	24.21 %
61-7220-3100	TRAVEL-TRAINING	22,000.00	22,000.00	38.23	5,150.08	16,849.92	76.59 %
61-7220-3300	UTILITIES	12,000.00	12,000.00	359.16	2,112.22	9,887.78	82.40 %
61-7220-3310	POWER PURCHASED-ELEC	8,540,000.00	8,540,000.00	661,704.55	3,940,089.82	4,599,910.18	53.86 %
61-7220-3520	EQUIPMENT REP & MAINT	48,000.00	48,000.00	4,429.15	17,728.80	30,271.20	63.07 %
61-7220-3530	GENERATOR O&M	65,000.00	65,000.00	3,669.54	24,731.78	40,268.22	61.95 %
61-7220-3540	MAINT & REPAIR SYSTEM	250,000.00	262,708.15	25,842.38	83,418.52	179,289.63	68.25 %
61-7220-3590	TREE TRIMMING R/W MAIN	60,000.00	60,000.00	16,024.93	33,002.87	26,997.13	45.00 %
61-7220-3910	ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
61-7220-4500	INSURANCE	63,600.00	59,052.00	0.00	31,872.82	27,179.18	46.03 %
61-7220-4501	WORKERS COMP	31,255.00	35,581.00	0.00	23,253.72	12,327.28	34.65 %
61-7220-4910	DUES & SUBSCRIPTIONS	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
61-7220-4990	MISCELLANEOUS	13,000.00	13,000.00	496.31	3,338.43	9,661.57	74.32 %
61-7220-5000	CAPITAL OUTLAY	640,000.00	1,049,545.71	830.40	12,311.30	1,037,234.41	98.83 %
61-7220-6000	CONTRACTS	37,600.00	37,600.00	48.37	241.71	37,358.29	99.36 %
61-7220-7400	CAPITAL SYSTEM IMPROVEMENTS	15,000.00	15,000.00	0.00	5,188.40	9,811.60	65.41 %
61-9100-7100	DEBT PRINCIPAL	219,552.00	219,552.00	0.00	204,481.91	15,070.09	6.86 %
61-9100-7200	DEBT INTEREST	22,829.00	22,829.00	0.00	12,188.86	10,640.14	46.61 %
61-9700-0000	PCA RIDER 1 EXPENSE	781,749.00	781,749.00	0.00	0.00	781,749.00	100.00 %
61-9700-9809	INTRAGOV'T UTIL FRAN TAX PMT	600,000.00	600,000.00	0.00	0.00	600,000.00	100.00 %
61-9700-9810	INTRAGOV'T PILO TAXES - ELEC UTIL	100,347.00	100,347.00	0.00	0.00	100,347.00	100.00 %
Expense Total:		15,011,965.00	15,436,054.98	966,012.88	5,346,570.54	10,089,484.44	65.36%
Fund: 61 - Electric Fund Surplus (Deficit):		-1.00	-1.00	96,093.45	1,287,475.75	1,287,476.75	47,675.00%
Fund: 62 - Water and Sewer Fund							
Revenue							
62-3700-1000	INVESTMENT EARNINGS	30,000.00	30,000.00	4,179.57	20,285.88	-9,714.12	32.38 %
62-3711-5200	WATER CONNECTION FEES	25,000.00	25,000.00	1,860.00	21,855.00	-3,145.00	12.58 %
62-3711-5300	SEWER CONNECTION FEES	25,000.00	25,000.00	500.00	18,200.00	-6,800.00	27.20 %
62-3711-5500	W/S SYSTEMWIDE DEVELOPMENT	38,000.00	38,000.00	0.00	23,000.00	-15,000.00	39.47 %
62-3713-5000	WATER CHARGES	1,685,000.00	1,685,000.00	146,951.77	748,035.80	-936,964.20	55.61 %
62-3714-5100	SEWER CHARGES	2,400,000.00	2,400,000.00	227,796.63	1,173,580.54	-1,226,419.46	51.10 %
62-3800-1000	MISC RECEIPTS-WATER	250.00	250.00	0.00	0.00	-250.00	100.00 %
Revenue Total:		4,203,250.00	4,203,250.00	381,287.97	2,004,957.22	-2,198,292.78	52.30%
Expense							
62-7130-1210	FULL TIME SALARIES	411,000.00	409,303.79	36,175.63	152,803.21	256,500.58	62.67 %
62-7130-1220	OVERTIME	36,000.00	36,000.00	1,647.96	9,445.44	26,554.56	73.76 %
62-7130-1260	PART TIME SALARIES	0.00	1,696.21	344.16	1,696.21	0.00	0.00 %
62-7130-1810	SOCIAL SECURITY	31,500.00	31,500.00	2,905.71	12,478.99	19,021.01	60.38 %
62-7130-1820	RETIREMENT CONTRIBUTION	55,000.00	55,000.00	4,628.53	21,449.41	33,550.59	61.00 %
62-7130-1830	EMPLOYEE GROUP INS.	55,104.00	55,104.00	3,738.24	20,976.89	34,127.11	61.93 %
62-7130-1900	PROFESSIONAL SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
62-7130-2120	UNIFORMS	5,500.00	5,500.00	557.52	2,661.92	2,838.08	51.60 %
62-7130-2311	SAFETY	3,000.00	3,000.00	352.50	685.10	2,314.90	77.16 %
62-7130-2510	MOTOR FUELS & LUBRICANTS	10,000.00	10,000.00	0.00	74.17	9,925.83	99.26 %
62-7130-2600	SUPPLIES	65,000.00	65,000.00	2,358.17	14,691.20	50,308.80	77.40 %
62-7130-3100	TRAVEL-TRAINING	4,800.00	4,800.00	204.49	1,009.49	3,790.51	78.97 %
62-7130-3150	PERMITS & FEES	3,500.00	3,500.00	2,410.00	2,410.00	1,090.00	31.14 %
62-7130-3300	UTILITIES	45,000.00	45,000.00	2,616.35	42,576.35	2,423.65	5.39 %
62-7130-3520	EQUIPMENT REP & MAINT	45,000.00	45,000.00	5,924.21	7,436.00	37,564.00	83.48 %
62-7130-3540	MAINT & REPAIR SYSTEM	150,000.00	150,000.00	26,632.77	47,331.41	102,668.59	68.45 %
62-7130-4500	AUTO AND G/L INSUR	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00 %
62-7130-4501	WORKERS COMP	17,000.00	17,000.00	0.00	4,354.56	12,645.44	74.38 %
62-7130-4910	DUES & SUBSCRIPTIONS	750.00	750.00	0.00	0.00	750.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
62-7130-4990	MISCELLANEOUS	4,527.00	4,527.00	-981.93	-3,733.81	8,260.81	182.48 %
62-7130-5000	CAPITAL OUTLAY	344,046.00	344,046.00	29,908.73	41,908.73	302,137.27	87.82 %
62-7130-6000	CONTRACTS	1,800,000.00	1,800,000.00	171,301.86	645,265.03	1,154,734.97	64.15 %
62-7130-7410	AMI PROJECT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
62-7130-8000	CAPITAL IMPROVEMENTS PROJ	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
62-7130-8400	REIMBURSEMENT OF SERVICES	377,984.00	377,984.00	0.00	0.00	377,984.00	100.00 %
62-9100-7100	DEBT PRINCIPAL	433,991.00	433,991.00	0.00	13,333.33	420,657.67	96.93 %
62-9100-7200	DEBT INTEREST	198,515.00	198,515.00	0.00	2,378.67	196,136.33	98.80 %
62-9700-9801	CAPITAL RESERVE	50,378.00	50,378.00	0.00	0.00	50,378.00	100.00 %
62-9700-9811	DEBT RESERVE	20,155.00	20,155.00	0.00	0.00	20,155.00	100.00 %
Expense Total:		4,203,250.00	4,203,250.00	290,724.90	1,047,232.30	3,156,017.70	75.09%
Fund: 62 - Water and Sewer Fund Surplus (Deficit):		0.00	0.00	90,563.07	957,724.92	957,724.92	0.00%
Fund: 63 - Stormwater Fund							
Revenue							
63-3713-5000	STORMWATER FEES	163,117.00	163,117.00	14,027.00	66,990.00	-96,127.00	58.93 %
Revenue Total:		163,117.00	163,117.00	14,027.00	66,990.00	-96,127.00	58.93%
Expense							
63-7501-3150	PERMITS & FEES	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00 %
63-7501-3540	MAINT & REPAIR SYSTEM	114,117.00	114,117.00	0.00	12,809.14	101,307.86	88.78 %
63-7501-4990	MISCELLANEOUS	9,129.00	9,129.00	0.00	0.00	9,129.00	100.00 %
63-7501-8400	REIMBURSEMENT OF SERVICES	23,871.00	23,871.00	0.00	0.00	23,871.00	100.00 %
63-9700-9800	CONTINGENCY	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
Expense Total:		163,117.00	163,117.00	0.00	13,809.14	149,307.86	91.53%
Fund: 63 - Stormwater Fund Surplus (Deficit):		0.00	0.00	14,027.00	53,180.86	53,180.86	0.00%
Report Surplus (Deficit):		720.00	720.00	-75,258.53	2,206,511.82	2,205,791.82	36,359.98%

Group Summary

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - General Fund						
Revenue						
	6,693,687.00	6,702,756.49	297,414.84	2,955,558.65	-3,747,197.84	55.91%
Revenue Total:	6,693,687.00	6,702,756.49	297,414.84	2,955,558.65	-3,747,197.84	55.91%
Expense						
	6,692,966.00	6,702,035.49	573,356.89	3,047,428.36	3,654,607.13	54.53%
Expense Total:	6,692,966.00	6,702,035.49	573,356.89	3,047,428.36	3,654,607.13	54.53%
Fund: 10 - General Fund Surplus (Deficit):	721.00	721.00	-275,942.05	-91,869.71	-92,590.71	12,841.98%
Fund: 61 - Electric Fund						
Revenue						
	15,011,964.00	15,436,053.98	1,062,106.33	6,634,046.29	-8,802,007.69	57.02%
Revenue Total:	15,011,964.00	15,436,053.98	1,062,106.33	6,634,046.29	-8,802,007.69	57.02%
Expense						
	15,011,965.00	15,436,054.98	966,012.88	5,346,570.54	10,089,484.44	65.36%
Expense Total:	15,011,965.00	15,436,054.98	966,012.88	5,346,570.54	10,089,484.44	65.36%
Fund: 61 - Electric Fund Surplus (Deficit):	-1.00	-1.00	96,093.45	1,287,475.75	1,287,476.75	47,675.00%
Fund: 62 - Water and Sewer Fund						
Revenue						
	4,203,250.00	4,203,250.00	381,287.97	2,004,957.22	-2,198,292.78	52.30%
Revenue Total:	4,203,250.00	4,203,250.00	381,287.97	2,004,957.22	-2,198,292.78	52.30%
Expense						
	4,203,250.00	4,203,250.00	290,724.90	1,047,232.30	3,156,017.70	75.09%
Expense Total:	4,203,250.00	4,203,250.00	290,724.90	1,047,232.30	3,156,017.70	75.09%
Fund: 62 - Water and Sewer Fund Surplus (Deficit):	0.00	0.00	90,563.07	957,724.92	957,724.92	0.00%
Fund: 63 - Stormwater Fund						
Revenue						
	163,117.00	163,117.00	14,027.00	66,990.00	-96,127.00	58.93%
Revenue Total:	163,117.00	163,117.00	14,027.00	66,990.00	-96,127.00	58.93%
Expense						
	163,117.00	163,117.00	0.00	13,809.14	149,307.86	91.53%
Expense Total:	163,117.00	163,117.00	0.00	13,809.14	149,307.86	91.53%
Fund: 63 - Stormwater Fund Surplus (Deficit):	0.00	0.00	14,027.00	53,180.86	53,180.86	0.00%
Report Surplus (Deficit):	720.00	720.00	-75,258.53	2,206,511.82	2,205,791.82	36,359.98%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
10 - General Fund	721.00	721.00	-275,942.05	-91,869.71	-92,590.71
61 - Electric Fund	-1.00	-1.00	96,093.45	1,287,475.75	1,287,476.75
62 - Water and Sewer Fund	0.00	0.00	90,563.07	957,724.92	957,724.92
63 - Stormwater Fund	0.00	0.00	14,027.00	53,180.86	53,180.86
Report Surplus (Deficit):	720.00	720.00	-75,258.53	2,206,511.82	2,205,791.82



Feb 2025, Volume 21, Issue 2

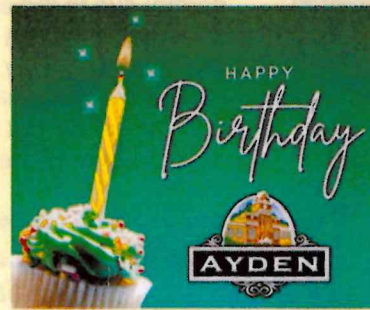
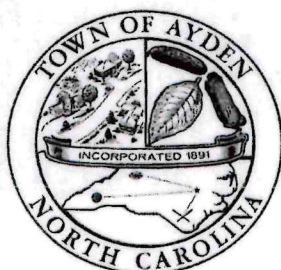
the collard chronicles

"Ayden, NC is the best place to live because everyone is so friendly!" — Someone Almost Famous

Vision Statement

Vision to
Improve the
Lifestyle and
Landscape of
Ayden through
Growth and
Enrichment

A clean, safe, and attractive community that encompasses characteristics of a village; consisting of an economically thriving retail and service Historic downtown district that is abutted by residential neighborhoods providing a good mix of housing options and that are within walking distance to downtown and recreational opportunities; and that are all surrounded by a flourishing and prosperous commercial and industrial corridor. Ayden is a community with small town atmosphere and big city convenience.



Founders Day

Please stop, shop, and/or dine in our Downtown Ayden area businesses to celebrate Founders Day weekend, Feb 7-8, 2025. Here's what's happening:

Friday, 7 Feb:

- At 6 pm, the Ayden Museum will open. Pick up your self-guided Historic Home Booklet.
- From 6 - 8PM, we will hold our event at the Community Center. Student art will be on exhibit and prizes will be awarded during this event.

Saturday, 8 Feb:

- At 8 am, the 3rd Annual Disc Golf event kicks off at Ayden District Park.
- From 10:30 am to 3 pm, art and additional quilts will be on display for public viewing in the Community Center.
- From 10:30 am to 2 pm, the Museum will be open again. Come learn about Ayden's history.

Downtown Ayden businesses are always happy to serve you. With plenty of things to see, taste, and enjoy, you need to come out and celebrate with us on Founder's Day weekend!!!

Water Usage Facts - Make Every Drop COUNT!

- Did you know that 1 bath = 42 gallons of water!
 - Did you know that 1 shower = 17 gallons of water!
 - Did you know that one load of wash = 45 gallons of water!
 - Did you know that one flush (non-water saving toilet) = 7 gallons of water!
- Multiply the number of times you bathe, flush, or wash and see how your water usage adds up!*

Water Leaks Cost \$\$\$

- Did you know that a leaking toilet @ 1/2 gallon per minute = 21,600 gallons of water per month!
- Did you know that watering your garden or lawn 2 hrs. per day @ 5 gallons per minute = 18,000 per month!

Help avoid costly bills and waste of our valuable natural resources - - -

DO YOUR PART TO CONSERVE WATER!

See www.ayden.com "Local Info-Utility Rates" for Water Usage Rate Schedule

No Discover or American Express Cards Starting Jan 1st!!!

As of Dec 31, 2024, the Town Hall stopped accepting payments using Discover or American Express cards. If you have any questions, please contact us at (252) 481-5817.



Words of Wisdom: "We in America do not have government by the majority, we have government by the majority that participate." -Thomas Jefferson

Feb & Mar Key Events

Feb 2025

Feb 6th: 4:30 pm Chamber Meeting
Feb 10th: 6:30 pm *Governing Board Meeting
Feb 17th: 7 pm *Planning Board Meeting
Feb 25th: 6 pm Community Policing
Feb 27th: 6:30 pm Arts & Recreation Commission

Mar 2025

Mar 6th: 4:30 pm Chamber Meeting
Mar 10th: 6:30 pm *Governing Board Meeting
Mar 17th: 7 pm *Planning Board Meeting
Mar 25th: 6 pm Community Policing
Mar 27th: 6:30 pm Arts & Recreation Commission

Upcoming Dates to Remember

Feb 2nd: Groundhog Day
Feb. 14th: Valentine's Day
Feb 17th: Presidents' Day
Mar 9th: Daylight Savings Time Starts
Mar 17th: St. Patrick's Day

*Citizens requiring special accommodation to attend meetings scheduled for the second floor of the Town Hall should contact the Town Manager's Office, 1st floor of the Town Hall, 746-7030, at least 3 business days prior to the meeting.

Town of Ayden

Inc. in 1891 - 2008 Pop. Est. 5,092*
Council - Manager Form of Government. A Full Service Municipal Government Offering Electric, Water, Sewer, Solid Waste, Recreation, Police, Fire and EMS Services to the Ayden community.

Governing Body

Ivory Mewborn, Mayor
Raymond Langley, Mayor Pro Tem / Commissioner 3rd Ward
Brian Newell, Commissioner 1st Ward
Cindy Goff, Commissioner 2nd Ward
Johnny Davis, Commissioner 4th Ward
Sarah Connor, Commissioner 5th Ward

Management Staff

Scott Howard, Town Manager
Stephen Smith, Assistant Town Manager
Jeremy Crawford, Town Clerk
David Dempsey, Chief of Police
Marsha Hall, Finance Director

"What Does 4 Into 2 Mean?"

On Dec 9, 2024, the Ayden Board of Commissioners approved transitioning from four utility billing cycles to two billing cycles. This change is part of our ongoing efforts to simplify the billing process, improve efficiency, and enhance the services we provide to our residents.

The transition will begin in early 2025, and is expected to take several months. During this time:

- Please continue making your utility payments on time.
- You may notice one or two utility bills that are slightly higher or lower than normal due to the adjusted service dates.
- If you get a bill that is lower than normal, we encourage you to pay what you might normally pay. As the service dates normalize, you may receive a bill that is slightly higher than normal.
- Our rates have not changed. Your bill is still based on your usage.
- No penalties will be applied during the transition period.

More information will be shared in the coming weeks.

Town Staff Work Anniversaries for 2025 1st Qtr:

Terrece Blount, Stephanie Boswell, Jason, Butler, Noah Carden, Vernon Childs, Brian Frazier, Madison Langemann, Alyssa Narron, Jessica Rown, Jason Wingate, Jason Worley, Jenny Clark, Calvin Hardee, Bryan McPhail, Romeo Monk, Julian Pierce, William Proctor, Parker Roberts, Brandon Rohrs, Chad Rown, Aaron Stangland, Sandra Streeter, Christa Williams, Bryan Baker, Dustin Baker, Alice Cannon-Parker, Jordan Craven, William Duncan, Brian Hardy-Dixon, Richard McKnight, Katlyn Nowell, and Jay Rogers.

Thank you for all you do for the Town of Ayden!

Welcome to Ayden!

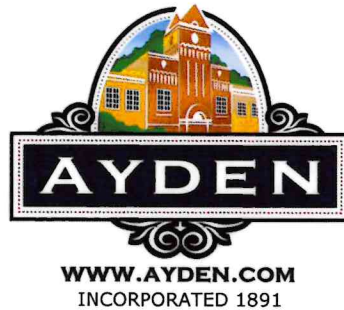
**Please join us in
welcoming three
new police officers
to the Ayden Police
Department!**

**Pictured from left
to right:
Officer Hill
Officer Williams
Officer Martin**



CONTACT INFORMATION Town of Ayden

4144 West Avenue, Ayden, NC 28513-0219 / (252)481-5817
www.ayden.com



Notice to Town of Ayden Utility Customers on Special Due Dates

On December 9, 2024, the Town of Ayden Board of Commissioners approved transitioning from four utility billing cycles to two billing cycles. This transition will simplify the billing process, improve consistency, and ensure policies for all utility customers.

The transition will begin in early 2025 and is expected to take several months. During this time:

- Please continue making your utility payments as usual.
- You may experience one or two utility bills that are slightly higher or lower than normal due to adjusted service dates.
- No penalties will be applied during the transition period. However, we encourage you to make at least your usual monthly payment, or pay extra, if possible, to avoid larger bills later.
- As part of this change, the Special Due Dates program will be discontinued once the transition is complete.

We understand that many residents on the Special Due Dates program rely on adjusted due dates to manage their payments. While this program will be discontinued, the new billing system offers several advantages:

- **Improved Payment Flexibility:** With billing cycles aligned more closely with income schedules, many residents will find it easier to manage monthly payments without the need for adjustments.
- **Better Support During Emergencies:** Customers will now be eligible for up to two payment exceptions annually, offering support during unexpected financial challenges, such as a water leak or unusually high bill.
- **Simplified and Consistent Billing:** A streamlined system will make it easier to understand your bill and predict payment schedules.
- **Enhanced Accuracy:** The use of advanced metering technology will ensure bills more closely reflect current usage.
- **Fairer Policy Application:** By moving to a system that treats all customers consistently, we can ensure equitable access to payment flexibility and assistance.

We are committed to helping all Ayden residents during this transition. If you have any questions or concerns, please contact us—we're here to support you.

To ensure you receive important updates, please verify that your contact information is up to date. You can email us at billing@ayden.com or 252-481-5817. Remember, we will only contact you by phone or text.

Thank you for your patience and understanding as we work to improve our utility services for everyone.


Marsha Hall
Finance Director

A Great Place to Visit... A Better Place to Live!



Notice to Town of Ayden Utility Customers

On December 9, 2024, the Town of Ayden Board of Commissioners approved transitioning from four utility billing cycles to two billing cycles. This change is part of our ongoing efforts to simplify the billing process, improve efficiency, save money and enhance the services we provide to our residents.

The transition will begin in early 2025 and is expected to take several months. During this time:

- Please continue making your utility payments as usual.
- You may notice one or two utility bills that are slightly higher or lower than normal due to adjusted service dates.
- No penalties will be applied during the transition period. However, we encourage you to make at least your usual monthly payment, or you may choose to pay extra to avoid larger bills later.

Once the transition is complete, this streamlined billing system will offer several benefits to our residents:

- **Improved Customer Support:** With fewer billing cycles, our Billing Department will have more time to analyze usage trends and proactively communicate with customers about unusual usage patterns or concerns.
- **Enhanced Accuracy:** The combination of the Tyler system and AMI meters enables us to provide more precise and timely billing information, reducing discrepancies and improving transparency.
- **Faster Issue Resolution:** Additional time will allow staff to address customer inquiries and resolve billing issues more efficiently.
- **Broader Cross-Training:** Staff will have the opportunity to cross-train in other areas, ensuring better service continuity and a more knowledgeable team to assist residents.
- **Increased Focus on Community Needs:** With a more streamlined process, staff will have time to dedicate to community-focused initiatives and improvements.

We sincerely care about helping Ayden residents and ensuring this transition is as smooth as possible. If you have any questions or concerns, please don't hesitate to contact us. We are here to assist you every step of the way.

To keep you informed, we will contact you only by phone or text. Please make sure your contact information is up to date, so you don't miss any important updates. You can email billing@ayden.com or call us at 252-481-5817.

As part of this transition, special due dates will be dissolved. We appreciate your understanding and patience as we work to make these improvements to better serve you.

Sincerely,


Marsha Hall
Finance Director

A Great Place to Visit... A Better Place to Live!



Town of Ayden

Budget Adjustment Report

Adjustment Detail

For Date Range: 10/01/2024 - 11/30/2024

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025						
Fund: 10 - General Fund						
Expense						
<u>10-4110-3100</u>	TRAVEL-TRAINING			8,000.00	-3,000.00	5,000.00
BA0000834	Christmas	GLPKT21123	11/22/2024		-3,000.00	
<u>10-4110-3580</u>	COMMUNITY APPEARANCE			1,000.00	-1,000.00	0.00
BA0000834	Christmas	GLPKT21123	11/22/2024		-1,000.00	
<u>10-4110-4990</u>	MISCELLANEOUS			1,500.00	5,500.00	7,000.00
BA0000834	Christmas	GLPKT21123	11/22/2024		3,000.00	
BA0000834	Christmas	GLPKT21123	11/22/2024		1,000.00	
BA0000834	Christmas	GLPKT21123	11/22/2024		1,500.00	
<u>10-4110-6105</u>	CHAMBER OF COMMERCE			20,000.00	-1,500.00	18,500.00
BA0000834	Christmas	GLPKT21123	11/22/2024		-1,500.00	
<u>10-4120-1210</u>	FULL TIME SALARIES			233,000.00	-324.85	232,675.15
BA0000836	Adjustments	GLPKT21401	11/30/2024		-324.85	
<u>10-4120-1260</u>	PART-TIME SALARIES			0.00	324.85	324.85
BA0000836	Adjustments	GLPKT21401	11/30/2024		324.85	
<u>10-4210-4990</u>	MISCELLANEOUS			8,000.00	1,198.72	9,198.72
BA0000837	Allocate funding to cover civic clerk	GLPKT21402	11/30/2024		1,198.72	
<u>10-4210-6001</u>	CONTRACTS - COPIERS			49,000.00	-1,198.72	47,801.28
BA0000837	Allocate funding to cover civic clerk	GLPKT21402	11/30/2024		-1,198.72	
<u>10-4250-2120</u>	UNIFORMS			1,500.00	120.31	1,620.31
BA0000836	Adjustments	GLPKT21401	11/30/2024		120.31	
<u>10-4250-2600</u>	SHOP TOOLS AND SUPPLIES			3,000.00	1,000.00	4,000.00
BA0000830	BA Garage	GLPKT20811	10/10/2024		1,000.00	
<u>10-4250-3100</u>	TRAVEL-TRAINING			2,700.00	-1,120.31	1,579.69
BA0000830	BA Garage	GLPKT20811	10/10/2024		-1,000.00	
BA0000836	Adjustments	GLPKT21401	11/30/2024		-120.31	
<u>10-4310-1330</u>	LEO 401K CONTRIBUTION			0.00	26,539.49	26,539.49
BA0000836	Adjustments	GLPKT21401	11/30/2024		26,539.49	
<u>10-4310-1821</u>	401K - SUPPLEMENTAL RETIRMENT			68,100.00	-26,539.49	41,560.51
BA0000836	Adjustments	GLPKT21401	11/30/2024		-26,539.49	
<u>10-4340-3520</u>	EQUIPMENT REP & MAINT			20,000.00	-1,903.60	18,096.40
BA0000836	Adjustments	GLPKT21401	11/30/2024		-1,903.60	
<u>10-4340-4500</u>	INSURANCE			13,500.00	1,903.60	15,403.60
BA0000836	Adjustments	GLPKT21401	11/30/2024		1,903.60	
<u>10-6110-1260</u>	Salaries Part Time			18,000.00	-297.50	17,702.50
BA0000836	Adjustments	GLPKT21401	11/30/2024		-297.50	
<u>10-6110-4501</u>	WORKERS COMP			150.00	297.50	447.50
BA0000836	Adjustments	GLPKT21401	11/30/2024		297.50	
<u>10-6120-3301</u>	UTILITIES-ELECTRIC			27,000.00	8,786.83	35,786.83
BA0000836	Adjustments	GLPKT21401	11/30/2024		8,786.83	
<u>10-6120-3520</u>	EQUIPMENT REP & MAINT			36,000.00	-8,786.83	27,213.17
BA0000836	Adjustments	GLPKT21401	11/30/2024		-8,786.83	
Expense Total:				510,450.00	0.00	510,450.00
Fund 10 Total:				510,450.00	0.00	510,450.00

Description		Fund Summary		
Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	10	510,450.00	0.00	510,450.00
	62	411,000.00	0.00	411,000.00
Budget Code 2024-2025 Total:		921,450.00	0.00	921,450.00

Ayden Town Manager Report

January 13, 2025

- Direct Report Meeting (topical Issues, Problem Solving, Info Sharing, Focusing, Goal Sharing, etc.)
- Contentia Metropolitan Sewer District (CMSD) Board Member Meeting (Salary Study for CMSD, Flow Data Review, etc.)
- Force Main Inspection Update
- Meetings with Finance Officer Regarding Inventory
- Meetings with Finance Officer Regarding Audit/Auditor
- Meeting with FO Regarding Pole Rental
- Mayor's Breakfast (Discussions on Areas of Importance to Municipalities in Pitt County)
- Interview with University of North Carolina School of Government Fellow Interning with the Mid-East Commission Regarding Main Issues of Concern with Municipal Government in North Carolina
- NCEMPA Meeting (Electricities) Regarding Rates, Rates Structures, etc.
- Meeting with Economic Development Regarding Real Property Questions
- Meeting with FO Hall Regarding mowing liens, etc.
- Meeting(s) with HR Director Heffner Regarding Retention, Personnel Issues, etc.
- Meetings with Arts & Recreation Director Duncan Regarding Park Rental Policy, Events, etc.
- Meetings with Police Chief Dempsey Regarding New Hires, Staffing, Future staffing Needs, etc.
- Working with UNC School of Government (SOG) for Specific HR Answers
- Worked with Engineer Rich Moore on Requested Points of Presentations
- Obtained Insurance for Town Building