



**TOWN OF AYDEN
GOVERNING BOARD MEETING
AGENDA**

August 11, 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
 - A. Review of Past Public Comment Period Comments Scott Howard, Page 3
- III. PRESENTATIONS
- IV. PUBLIC HEARING
 - A. Zoning Map Amendment - Kenneth Smith Stephen Smith, Page 4
 - B. CDBG-Infrastructure Program Amendment No. 1 for Sewer Pump Station No. 1 Sanitary Sewer Improvements Project Rich Moore, Page 19
 - C. CDBG-Infrastructure Supplemental Funding for Sewer Pump Station No. 1 Sanitary Sewer Improvements Project Rich Moore, Page 22
- V. CONSENT AGENDA
 - A. Meeting Minutes for 05/21/2025 Budget Workshop, 06/09/2025 Regular Meeting, and the 06/09/2025 Closed Session. Page 25, Page 79
 - B. Public Records Destruction Log dated 07.23.25 Jeremy Crawford, Page 99
 - C. Approval of 4th Quarter FY25 Budget Adjustments Page 105
 - D. 2026 Budget Amendment - 1 - Rolling FY25 Purchase Orders Page 114
 - E. 2025 Budget Amendment - 4 - FY24/25 Page 116
- VI. ACTION ITEMS
 - A. American Rescue Plan Act Policies Approval Rich Moore, Page 118

B.	Voluntary Annexation Petition - East Ridge Section 2 Phase 4	Stephen Smith, Page 168
C.	Zoning Text Amendment - Major Site Plan & Major Subdivision Approval Process	Stephen Smith, Page 177
D.	Neuse River Regional Hazard Mitigation Plan Update - Adoption	Stephen Smith, Page 189
E.	City Limits Planning Board Appointment	Stephen Smith, Page 199
F.	Action on Pursuing Sale of Real Property	Scott Howard, Mallory Denham, Page 202
G.	Customer Service Guidelines - Deposit Waiver During Relocation	Mayor Ivory Mewborn, Page 233
VII.	ITEMS FOR DISCUSSION	
VIII.	INFORMATION	
A.	Staff Departmental Reports	Page 234
IX.	BOARD MEMBER COMMENTS	
X.	CLOSED SESSION	
A.	Pursuant to G.S. 143-318.11. (a) (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment.	Mallory Denham, Page 260
B.	Pursuant to G.S. 143-318.11. (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.	Page 261
XI.	ADJOURNMENT	



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Review of Past Public Comment Period Comments

Item Explanation

This item is an opportunity for the Town Manager and Staff to share updates regarding comments made during previous public comment periods.

Staff Comments

1) There were no public comments made during the 6/23/2025 Budget Workshop.

Action Requested



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Zoning Map Amendment - Kenneth Smith

Item Explanation

Amendment: The applicant is requesting a zoning map amendment to change the zoning from RA-20 (Residential/Agricultural) to B-2 (Highway Business District) for approximately 1.64 acres of property located at 4012 Emma Cannon Road. This request consists entirely of parcel #21270 (see attached map).

Zoning District: RA-20 (Residential/Agricultural) – The RA-20 District is established with the purposes of agriculture and low-density residential development on lots with a minimum size of 20,000 square feet, and further to provide for certain other permitted and special uses as set forth in *Article 4 – Individual Use Standards*. This district is intended to ensure that residential development not having access to a public water system and dependent on septic systems for sewage disposal will occur at a low-density to provide a healthful environment.

Zoning District: B-2 (Highway Business District) – The B-2 district is designated to accommodate highway-oriented retail, commercial service uses and in some cases light manufacturing.

Future Land Use Designation: Low Density Residential – These areas are comprised of single-family homes with densities ranging from 1 to 3 dwelling units an acre. New development without access to sewer should be at lower densities, actual lot size will vary based on quality soils.

Pitt County Zoning District: GC (General Commercial) - The General Commercial District is intended to accommodate a range of retail, service, office, limited wholesale, and moderate density multifamily residential uses in areas that have access to major thoroughfares and the necessary utilities to support such development.

ADDITIONAL INFORMATION:

The subject property is located in the Town's extra-territorial jurisdiction and is surrounded by RA-20 zoning to the west, south and southeast. To the northeast, a portion of Parcel# 7184 is zoned Pitt County GC-General Commercial (see attached maps). Commercial use of the property predates zoning as RA-20 and the adoption of zoning regulations by the Town of Ayden. Three buildings are located on the property with 1570 NC-102 E and 1588 NC-102 being commercial in nature and 1578 NC-102 E being a manufactured home. RA-20 zoning makes commercial use of this property nonconforming. Existing commercial uses (Eastern Mechanical Group and Jones & Smith) are grandfathered in; any application for a change of commercial use would require an appeal to the Board of Adjustment.

Staff Comments

Recommendations: Staff recommends approval of the rezoning from RA-20 (Residential/Agricultural) to B-2 (Highway Business District). While this rezoning request is not consistent with the Town of Ayden Land Use Plan, which Designates this property as Low-Density Residential, staff finds that it is reasonable and in the public interest. Two buildings on the property are designed for commercial use. The property is located off of a highway, as is recommended for Highway Commercial uses. Lack of sewer service reduces the likelihood of large-scale commercial development at this intersection. Additionally, the property is in close proximity to commercially zoned property, Pitt County GC (General Commercial).

At their May meeting, the Planning Board voted unanimously to recommend approval of the rezoning request, finding it reasonable and in the public interest and agreed with the above staff findings.

Action Requested

Hold a Public Hearing

By motion, approve or deny the enclosed Zoning Map Amendment Ordinance No. 25-26-02. As a part of the motion, one of the following consistency statements must be read per state statute:

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that, while the request is inconsistent with the aforementioned plan, that the request is reasonable and in the public interest and I move to approve Zoning Map Amendment Ordinance No. 25-26-02.

- OR -

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is inconsistent with the aforementioned plan, there is a more appropriate zoning classification and, therefore, denial is reasonable and in the public interest. I move to deny Zoning Map Amendment Ordinance No. 25-26-02.



**TOWN OF AYDEN
REZONING (MAP AMENDMENT)
APPLICATION**

GENERAL INFORMATION

Project Address / Location 1570 Hwy 102 East
Zoning District RA 20 Property Acreage 1.64
County PIN No. 21270 Building Sq. Footage 8000
Jurisdiction ☐ Corporate Limits ☒ ETJ
Existing Land Use / Zoning on Adjoining Properties
North RA 20 South RA 20
East RA 20 West RA 20

CONTACT INFORMATION

Applicant Kenneth Smith
Address 1588 Hwy 102 East
City Ayden State NC Zip 28513
Phone 252-717-2551 Email kenneth@jonesandsmithnc.com
Property Owner (if different from applicant) _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

REZONING REQUEST

Type: ☐ General Use District ☐ Conditional Zoning (attach addendum)
Existing Classification RA 20 Proposed Classification B-2

SIGNATURE

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Ayden to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Applicant Printed Name: Kenneth Smith
Applicant Signature: [Signature]
Date: 4/30/25

ADDENDUM: CONDITIONAL ZONING DISTRICT REQUEST ONLY

If the request is to a Conditional Zoning (CZ) District, this application should be accompanied by a master plan that includes land use, existing conditions, buildings, lots, etc. per Article 8 of the Ayden UDO. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use: _____

Proposed Conditions Offered by Applicant: _____

An Existing Conditions Map is intended to identify existing developed conditions and natural features including, but not limited to, the following:

- ☐ Rights-of-way and existing structures
- ☐ Cemeteries
- ☐ Bridges or culverts
- ☐ Utilities
- ☐ Driveways and curb cuts
- ☐ Sidewalks and surface parking and loading areas
- ☐ Streets with pavement width
- ☐ Existing easements
- ☐ Natural features such as large stands of trees, water features, and special flood hazard area
- ☐ Soil types
- ☐ Existing topography

A master plan is intended to provide a detailed two-dimensional drawing that illustrates all of the required site features including:

- ☐ Buildings and parking areas
- ☐ Streets locations, street sections, and new and existing rights-of-way
- ☐ Lines and setbacks
- ☐ Required or proposed buffers
- ☐ Conceptual landscaping
- ☐ All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface) in enough detail to show compliance with the UDO ordinance.
- ☐ Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

In addition to those items listed above, a Conditional Zoning District Master Plan shall, at a minimum, illustrate the following:

- ☐ The underlying zoning districts and a full list of proposed uses consistent in character with those zoning districts. Such use classifications may be selected from any of the uses, whether permitted, by right or with supplemental standards, allowed in the general zoning district upon which the Conditional Zoning District is based. Uses not otherwise permitted within the general zoning district shall not be permitted within the Conditional Zoning District
- ☐ General traffic routes (external and internal) to and from the development with major access points identified
- ☐ Tabular data, including the range and scope of proposed land uses, proposed densities, floor area ratios and impervious surface ratios as applicable to development type; and land areas devoted to each type of general land use and phase of development
- ☐ A proposed development schedule if the project is to be phased.

Rezoning Application 2

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid \$ _____ Date _____

PLANNING BOARD

Date Presented to the Planning Board _____

Date and Decision of the Ayden Planning Board _____

In reference to the petition filed by _____

to change the zoning classification of the property located at _____

the Ayden Planning Board makes the following recommendations

Recommended for Approval _____ Recommended for Denial _____

The decision of the Planning Board was based on the following considerations:

Date _____ Chairperson, Ayden Planning Board _____

BOARD OF COMMISSIONERS

Date of Board of Commissioners Hearing _____

Dates of Publication of Notices of Public Hearing _____

Dates Notices to Owners of Adjacent Properties, per County Tax Listing _____

Certification of Mailing _____

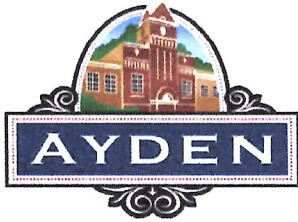
Date Property Posted (> 10 days prior to hearing) _____

Decision of the Board of Commissioners, Town of Ayden

Petition Approved _____ Petition Denied _____

Comments _____

Date _____ Mayor, Town of Ayden _____



TOWN OF AYDEN REZONING (MAP AMENDMENT) APPLICATION

Planning Department
4061 East Ave., Ayden, NC 28513
Phone: (252) 481-5828 Fax: (252)558-0747

PROCESS INFORMATION

Review Process: A rezoning is a legislative process to amend the Town's Official Zoning Map. Per Article 8 of the Unified Development Ordinance (UDO), the Administrator will review the rezoning application and present the proposal to the Planning Board. The Planning Board shall make a recommendation of approval or denial to the Board of Commissioners. The Board of Commissioners will hold a public hearing and may approve or deny the request.

Submission Requirement: The applicant must submit a rezoning application for a general use district or a conditional zoning district to the Administrator. The application shall contain all the required information. The Administrator will determine that the application is complete, prior to taking any action.

Public Notification: As a legislative process, a rezoning requires public notification and a public hearing. A general notice must be published in a newspaper, and a notice must be mailed to adjacent property owners.

General Rezoning Requests: A general use district rezoning is a request to amend the Town's Official Zoning Map by changing a specific land area from one zoning district to another. A general use district rezoning does not have conditions attached. If approved, any permitted land use listed in UDO Article 4: Table of Permitted Uses can apply.

Conditional Zoning District Rezoning Requests: A conditional zoning (CZ) district has attached conditions volunteered by the applicant. NCGS 160A-382 lists and limits permitted types of conditions. A CZ district provides for orderly and flexible development under the general policies of the UDO, while alleviating of the standards of by-right development. Conditional zoning may be used in any district; however, it is not intended to relieve hardships which would otherwise require a variance.

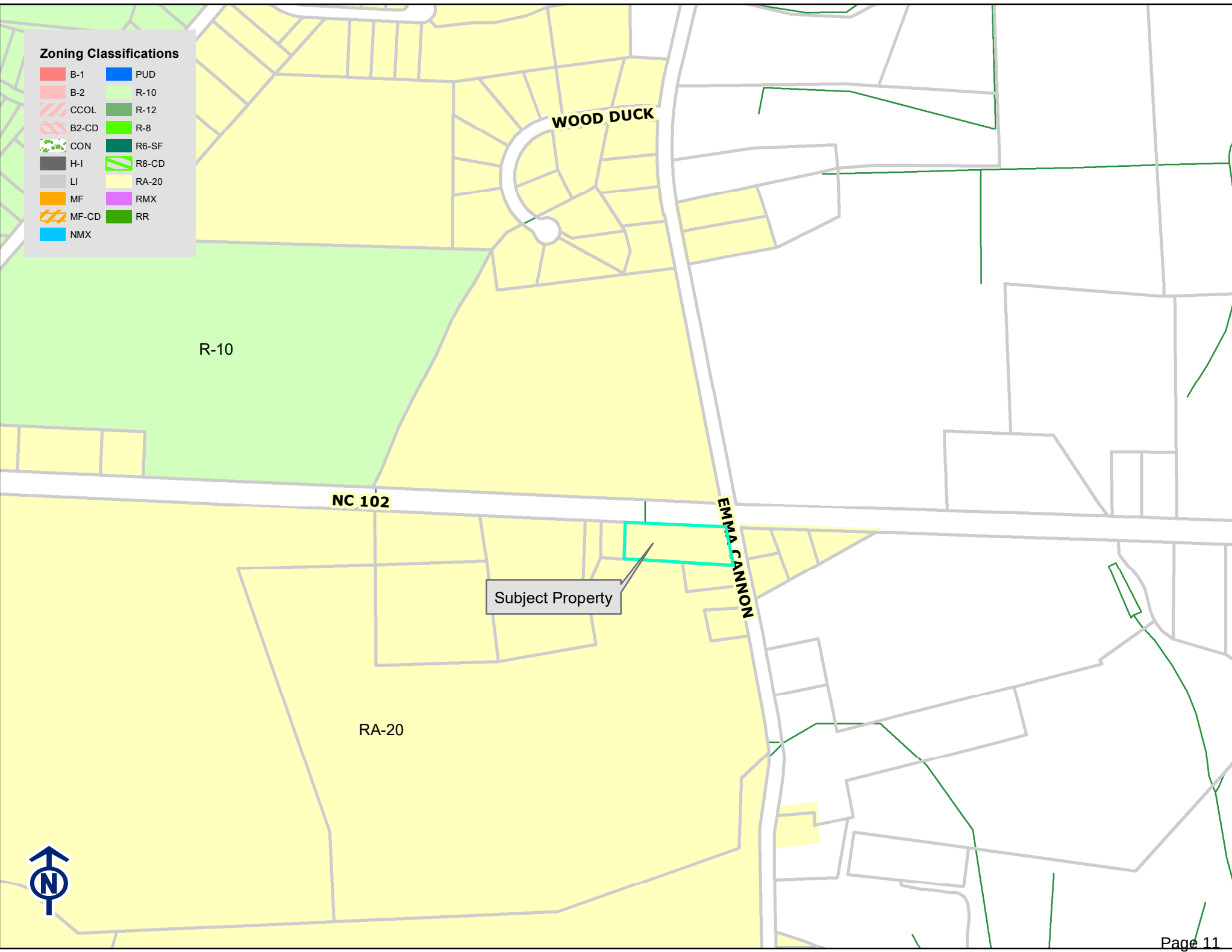
FILING INSTRUCTIONS

- _____ **Pre-Application Process:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- _____ **Completeness:** The applicant must complete forms in full. UDO Article 8 permits the Administrator to refuse incomplete submissions.
- _____ **Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- _____ **Materials:** Each application shall include an accurate survey of the property, an existing conditions map, a list of all adjoining property owners within one hundred (100) feet of the proposed request with current mailing addresses. Conditional Zoning (CZ) District requests should include the applicable information from UDO Article 8 of the UDO.
- _____ **Authentication:** The property owner or his or her authorized agent must sign the application.



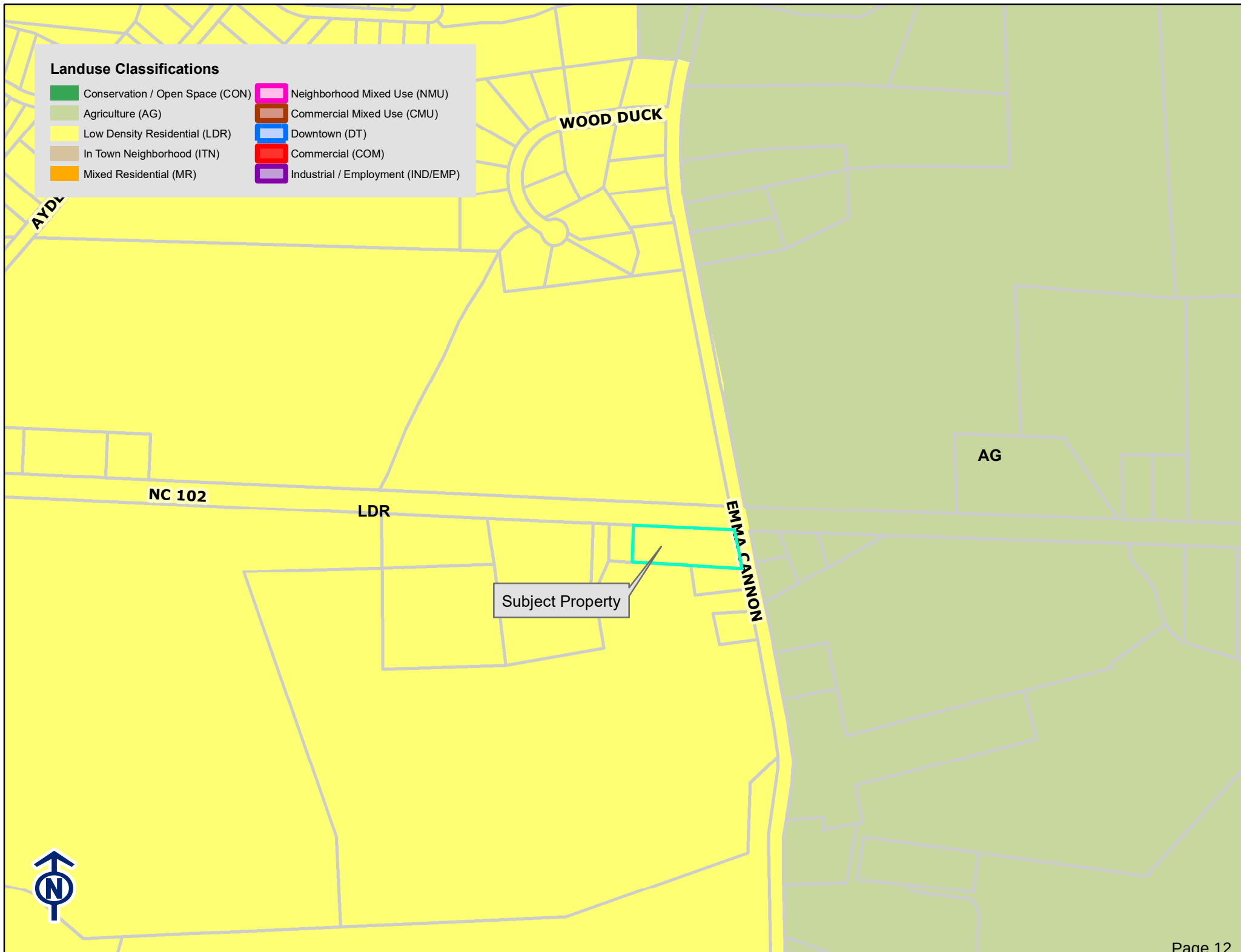
Zoning Classifications

 B-1	 PUD
 B-2	 R-10
 CCOL	 R-12
 B2-CD	 R-8
 CON	 R6-SF
 H-1	 R8-CD
 LI	 RA-20
 MF	 RMX
 MF-CD	 RR
 NMX	



Landuse Classifications

- | | |
|---|---|
|  Conservation / Open Space (CON) |  Neighborhood Mixed Use (NMU) |
|  Agriculture (AG) |  Commercial Mixed Use (CMU) |
|  Low Density Residential (LDR) |  Downtown (DT) |
|  In Town Neighborhood (ITN) |  Commercial (COM) |
|  Mixed Residential (MR) |  Industrial / Employment (IND/EMP) |





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: May 27, 2025

- 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: 4144 West Ave.
AYDEN NC 28513
Telephone: (252) 481-5826
Email: rsparrow@ayden.com

AD INFORMATION

Ad ID: 484814
Run Dates: 05/29/25 to 06/05/25

Total Cost: \$211.40
of Inserts: 4
of Lines: 40

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

Ad Class: 42

Publications	Start Date	End Date	# of Insertions
Daily Reflector	05/29/25	06/05/25	2
Reflector.com	05/29/25	06/05/25	2

Your ad

Ad shown is not actual print size

TOWN OF AYDEN Notice of Public Hearings

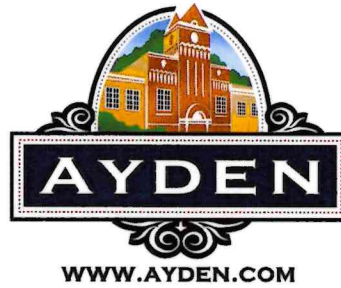
The following items will be considered, and Public Hearings conducted by the Town of Ayden Governing Board at its regularly scheduled meeting on Monday, June 9 th , 2025 at 6:30 pm in the Ayden District Courtroom (second floor of Town Hall) at 4144 West Avenue.

1. Conduct a Public Hearing and consider a Zoning Map Amendment (Rezoning) application submitted by Kenneth Smith requesting to change the zoning classification for approximately 1.64 acres located at 4012 Emma Cannon Road from RA-20 (Residential/Agricultural) to B-2 (Highway Business District). This request consists entirely of parcel# 21270 and is located at the intersection of Emma Cannon Road and NC-102 E.

2. Conduct a Public Hearing and consider a Zoning Text Amendment filed by The Town of Ayden Planning Board. The applicant is requesting to amend Article 2 and Article 8 of the Unified Development Ordinance to require a quasi-judicial process for major site plan and major subdivision preliminary plat approval.

The meeting is open to the public and citizens wishing to speak will be given an opportunity to be heard.

*Citizens requiring special accommodations should contact the Town Manager's Office at (252) 481-5826 at least 3 business days prior to the meeting.
05/29,06/05/2025

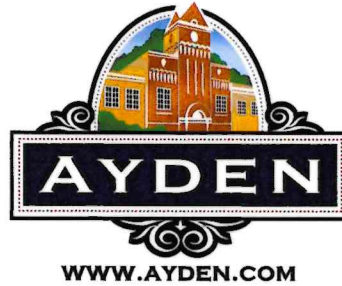


May 22, 2025

I, Megan Carter, Administrative Support Specialist, do hereby certify that on May 22, 2025, I mailed by Regular Mail, postage prepaid, at the United States Post Office on West Second Street Ayden, North Carolina the enclosed notice to the attached list of Adjacent Landowners(s).

A handwritten signature in blue ink that reads "Megan Carter". The signature is written in a cursive, flowing style.

Megan Carter
Administrative Support Specialist



May 22, 2025

Dear Property Owner,

The purpose of this letter is to serve as official notice that the Town of Ayden Governing Board will hold a Public Hearing and accept comments related to an application submitted by Kenneth Smith as follows:

The applicant is requesting a zoning map amendment to change the zoning from RA-20 (Residential/Agricultural) to B-2 (Highway Commercial District) for approximately 1.64 acres of property located at 4012 Emma Cannon Road. This request consists of parcel #21270 (see attached map).

The Public Hearing will be held at **6:30 p.m. on Monday, June 9, 2025, in the Ayden District Courtroom (second floor of Town Hall) located at 4144 West Avenue**. The meeting is open to the public and citizens wishing to speak will be given an opportunity to be heard.

If you have any questions regarding this notice, please contact this office at (252) 481-5828 during normal office hours Monday – Friday.

Sincerely,

A handwritten signature in black ink, appearing to read "Nola Roberts".

Nola Roberts
Town Planner



Allez à every.ca/gabarits
Utilisez le Gabarit Avery 5160

MICHAEL EARL TRIPP
PARCEL 21272
1343 NC 102 E
AYDEN NC 28513

Repliez à la hauteur afin de révéler le rebord Pop-up
Étiquettes d'adresse Easy Peel

YUDIT COTA SEPULVEDA
PARCEL 59687
4019 EMMA CANNON RD
AYDEN NC 28513

Pat: every.com/patents

MARIA CASTRO MARTINEZ
PARCEL 60170
5755 COUNTY HOME RD
WINTERVILLE NC 28590

PAUL T BAKER JR
PAULA BAKER BRYAN
PARCEL 03481
102 CUNNINGHAM ST
CARY NC 27511

KIM ROMENS FAULKNER
PARCEL 07484
BRONSON FAULKNER, ETAL
1630 TRAILS END
GREENVILLE NC 27858

GLINDA FAYE WALLACE
PARCEL 51265
399 BRISTEL OAKS DR
RAEFORD NC 28376

KENNETH H SMITH
DARLENE SMITH
PARCEL 90031
1588 NC HWY 102 E
AYDEN NC 28513



ORDINANCE NO. 25-26-02

AN ORDINANCE ADOPTED BY
THE TOWN OF AYDEN GOVERNING BOARD
AMENDING THE TOWN OF AYDEN
OFFICIAL ZONING MAP

WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing August 11th, 2025, to receive public comments regarding an application filed by Kenneth Smith, requesting that the zoning designation on the Official Zoning Map be amended for 4012 Emma Cannon Road (Pitt County Parcel No. 21270) totaling 1.64 acres from RA-20 (Residential/Agricultural) and B-2 (Highway Business District); and

WHEREAS, the Town of Ayden Planning Board at its May 12th, 2025, meeting voted unanimously to recommend approval of the Zoning Map Amendment; and

WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Map Amendment as requested.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that the Official Zoning Map is hereby amended by changing the zoning designation for Pitt County Parcel No. 21270 (1.64 acres) from RA-20 (Residential/Agricultural) to B-2 (Highway Business District); and

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

Adopted this the 11th day of August 2025 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

ATTEST:

Ivory Mewborn, Mayor

Jeremy Crawford, Town Clerk



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

CDBG-Infrastructure Program Amendment No. 1 for Sewer Pump Station No. 1 Sanitary Sewer Improvements Project

Item Explanation

The Division of Water Infrastructure original funding offer to the Town was \$1,600,000. After receipt of construction bids, expenses exceeded available funds such that the Town requested supplemental grant funding of \$270,000 to allow for the complete original project scope construction to be awarded.

For supplemental funding, a defined scope has been identified as replacement of approximately 2,170 feet of gravity sewer collection line and 9 +/- manholes along Club Drive and Lola Drive. A public hearing is required to receive input on the intent to submit a Program Amendment for the original project to remove all gravity sewer collection line and manhole replacement from the original \$1,600,000 project (which will be constructed with the \$270,000 of supplemental grant funding). The Program Amendment is an administrative process to allow for the complete project to move forward. In support of a recommendation of award, the following exhibits are provided for Board review and consideration:

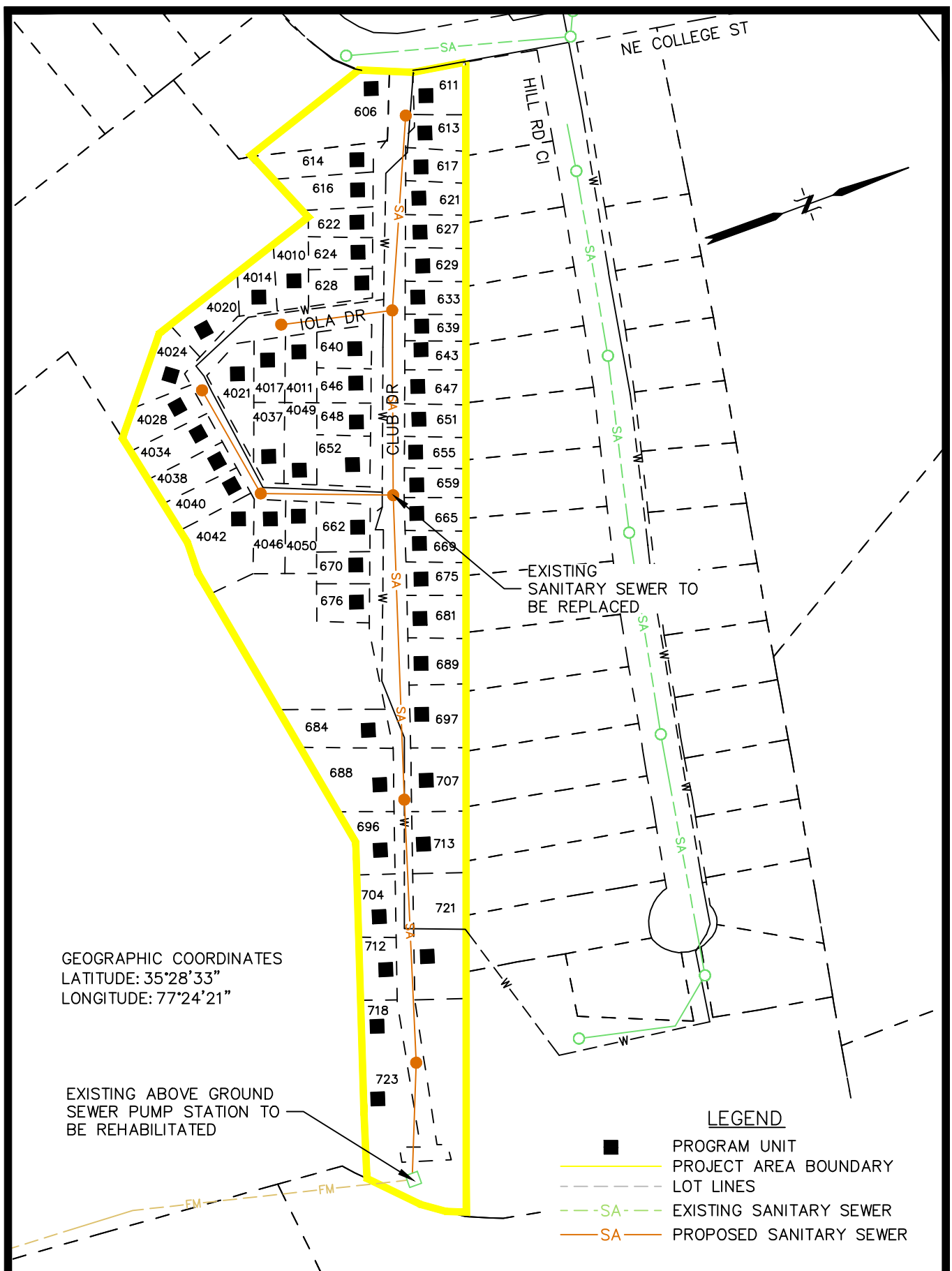
- Notice of Public Hearing as advertised in The Standard
- Project Map

Staff Comments

Public Hearing is to disclose a Program Amendment request for the original \$1,600,000 grant (has a 22-I-4102 grant number) to reduce the scope for the gravity sewer collection line/manholes that will be removed from that grant. Supplemental grant for \$270,000 will have a different/unique grant number that picks up the gravity sewer collection line/manhole replacement activities (transferring the activity from one grant number to another, while allowing full scope to be built under a single construction contract). After public comment, Board is requested to consider approving a Program Amendment submittal to the Division of Water Infrastructure for the 22-I-4102 project.

Action Requested

Conduct Public Hearing and approve the submittal of Program Amendment removing gravity sewer collection line/manhole replacement from the original \$1,600,000 grant and transferring it to the \$270,000 supplemental grant. Authorize Mayor Mewborn to approve the meeting minutes for this public hearing and sign the program amendment.



GEOGRAPHIC COORDINATES
LATITUDE: 35°28'33"
LONGITUDE: 77°24'21"

EXISTING ABOVE GROUND
SEWER PUMP STATION TO
BE REHABILITATED

LEGEND

- PROGRAM UNIT
- PROJECT AREA BOUNDARY
- - - LOT LINES
- - - SA - - - EXISTING SANITARY SEWER
- SA — PROPOSED SANITARY SEWER

PROJECT MAP 2022 CDBG-I APPLICATION TOWN OF AYDEN



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

Scale : 1" = 200'

DWG Name.: Application Map.dwg

File Path : W:\D8xx_gen\D84x_eng\D847_LD\2021-0329-3225

Notice of Public Hearing

On August 11, 2025 at 6:30 PM in the 2nd floor courtroom at the Ayden Town Hall located at 4144 West Avenue, Ayden, NC 28513, the Ayden Board of Commissioners will conduct a public hearing to receive comments on a proposed program amendment for the 2022 CDBG-I program. The amendment will delete sewer replacement on Club Drive and Iola Drive from the 2022 CDBG-I program. The Town anticipates completing the lines removed from the 2022 CDBG-I program with additional funding from the Division of Water Infrastructure. The public is welcome to attend and the Town will respond to any written comments within 10 calendar days. This program is funded with \$1,600,000 of CDBG funds which represents 100% of the total program funding.

Persons with disabilities or who otherwise need assistance should contact the person listed below at least one day in advance of the hearing. Accommodations will be made for all who request assistance with participating in the public hearing. This information is available in Spanish or any other language upon request. Please contact the individual listed below to accommodate this request. Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con el individuo enumerado a continuación para dar cabida a esta solicitud.

Jeremy Crawford, Town Clerk
4144 West Avenue / PO Box 219
Ayden, NC 28513
(252) 481-5826



Newspaper: The Standard
Patricia Wilkins pwilkins@apgenc.com

Publication Date: July 19, 2025

Please send an Invoice along with an Affidavit of Publication immediately after publishing to:

McDavid Associates, Inc.
PO Drawer 49
Farmville, NC 27828

If you have questions or cannot fulfill this publication request, please contact Rich Moore immediately at (252) 753-2139 or rbm@mcdavid-inc.com.

cc: Scott Howard (via email)
Stephen Smith (via email)
Jeremy Crawford (via email)



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

CDBG-Infrastructure Supplemental Funding for Sewer Pump Station No. 1 Sanitary Sewer Improvements Project

Item Explanation

The Division of Water Infrastructure has offered a supplemental grant of \$270,000 to allow full award of construction to rehabilitate existing Town Sewer Pump Station No. 1 and replace sewer collection assets on Club Drive and Iola Drive.

For supplemental funding, a defined scope has been identified as replacement of approximately 2,170 feet of gravity sewer collection line and 9 +/- manholes along Club Drive and Iola Drive. A public hearing is required to receive input on the intent to accept \$270,000 supplemental grant funding. In support of a recommendation of award, the following exhibits are provided for Board review and consideration:

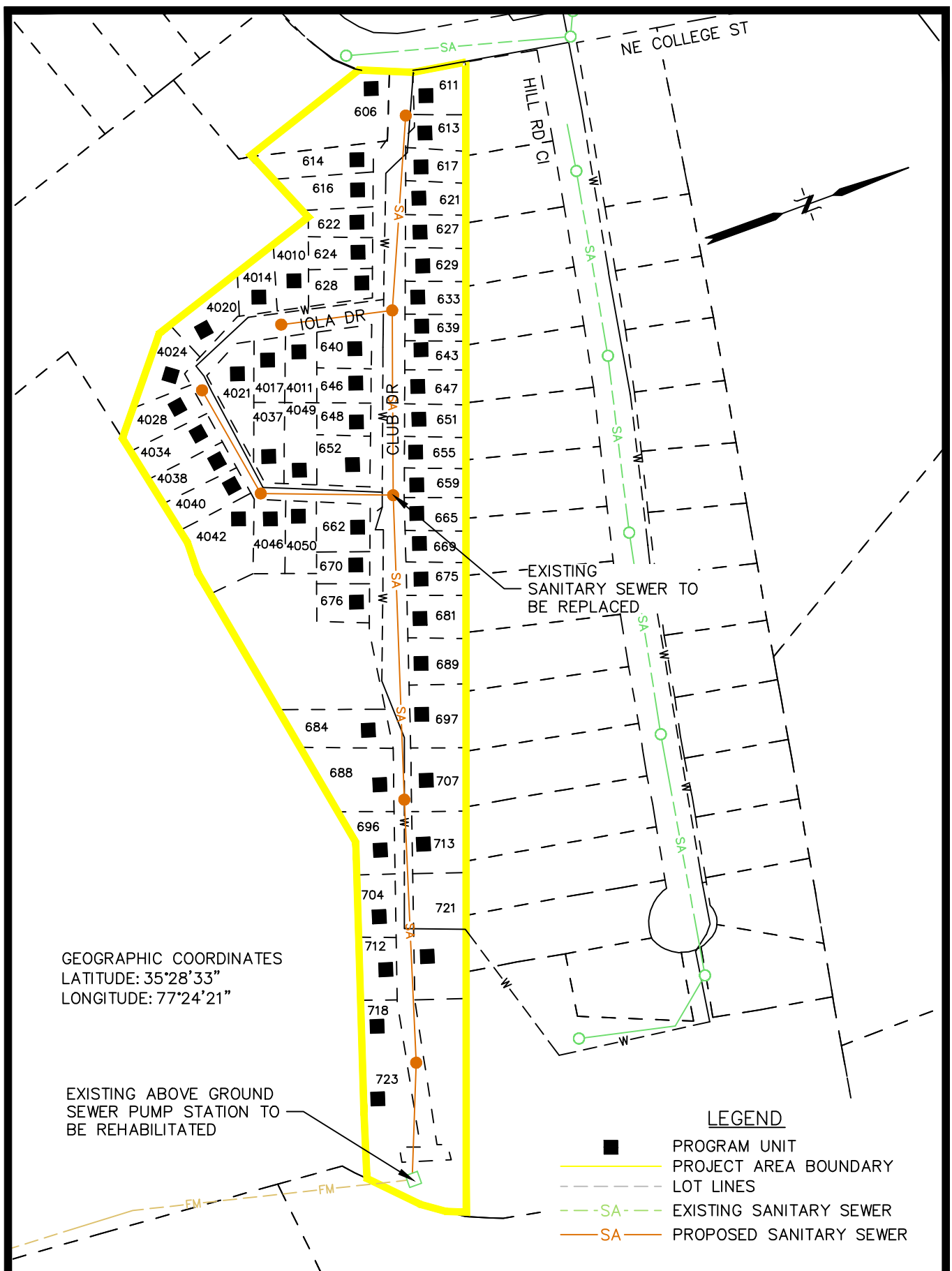
- Notice of Public Hearing as advertised in The Standard
- Project Map

Staff Comments

Public Hearing is to disclose proposed request for \$270,000 in supplemental grant funding and receive public comment. After public comment, Board is requested to consider accepting \$270,000 in supplemental CDBG-Infrastructure funding from the Division of Water Infrastructure.

Action Requested

Conduct Public Hearing and approve request of \$270,000 in supplemental grant funding. Authorize Mayor Mewborn to approve the meeting minutes for this public hearing and sign the program amendment.



GEOGRAPHIC COORDINATES
LATITUDE: 35°28'33"
LONGITUDE: 77°24'21"

EXISTING ABOVE GROUND
SEWER PUMP STATION TO
BE REHABILITATED

LEGEND

- PROGRAM UNIT
- PROJECT AREA BOUNDARY
- - - LOT LINES
- - - SA - - - EXISTING SANITARY SEWER
- SA — PROPOSED SANITARY SEWER

PROJECT MAP 2022 CDBG-I APPLICATION TOWN OF AYDEN



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

Scale : 1" = 200'

DWG Name.: Application Map.dwg

File Path : W:\D8xx_gen\D84x_eng\D847_LD\2021-0329-3225

Notice of Public Hearing

On August 11, 2025 at 6:30 PM in the 2nd floor courtroom at the Ayden Town Hall located at 4144 West Avenue, Ayden, NC 28513, the Ayden Board of Commissioners will conduct a public hearing to receive comments on a proposed request for \$270,000 to combine with 2022 CDBG-I program funding to construct 2,170 +/- LF of gravity sewer collection line replacement and 9 +/- EA manhole replacement along Club Drive and Iola Drive. The Town will receive written comment until August 12, 2025 at 5:00 PM at the Town Hall. This program will be funded with \$270,000 of CDBG funds which represents 100% of the additional program funding.

This information is available in Spanish or any other language upon request. Please contact the individual listed below to accommodate this request. Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con el individuo enumerado a continuación para dar cabida a esta solicitud.

Jeremy Crawford, Town Clerk
4144 West Avenue / PO Box 219
Ayden, NC 28513
(252) 481-5826



Newspaper: The Standard
Patricia Wilkins pwilkins@apgenc.com

Publication Date: July 26, 2025

Please send an Invoice along with an Affidavit of Publication immediately after publishing to:

McDavid Associates, Inc.
PO Drawer 49
Farmville, NC 27828

If you have questions or cannot fulfill this publication request, please contact Rich Moore immediately at (252) 753-2139 or rbm@mcdavid-inc.com.

cc: Scott Howard (via email)
Stephen Smith (via email)
Jeremy Crawford (via email)



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Meeting Minutes for 05/21/2025 Budget Workshop, 06/09/2025 Regular Meeting, and the 06/09/2025 Closed Session.

Item Explanation

Staff Comments

Action Requested



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

May 21, 2025 - 6:30 PM

District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

I. CALL TO ORDER

A. Call to order

Mayor Mewborn called the meeting to order.

B. Roll Call

Town Clerk Jeremy Crawford called the roll.

Present:

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

Excused:

Town Attorney

Absent:

Town Attorney

Also Present:

Scott Howard - Town Manager

Stephen Smith - Assistant Town Manager

Jeremy Crawford - Town Clerk

C. Welcome Visitors/Protocol for Public Comment

Mayor Mewborn welcomed everyone, shared some comments with the Board and the attendees, and he thanked everyone for their support as he worked through his physical recovery. Mayor Mewborn reminded everyone in the room that the Town is continuing to work through the budget process.

D. Invocation

Commissioner Goff 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 Mewborn asked the Board if they had any comments or revisions regarding the agenda, and hearing none, asked if there was a motion for consideration.

Motion to approve the agenda, as written.

Motion: Mayor Pro-tem Langley

Second: Commissioner Connor

Discussion: None

Approved: 5-0

Motion passed unanimously.

II. ACTION ITEMS

Town Manager Scott Howard presented the topic.

Item Explanation

The structure for Downtown Ayden Main Street (AKA, Downtown Ayden, Inc, Downtown Ayden Incorporated, and Ayden Main Street) remains unset, and the Town Staff encourage the Board to identify which structure they would like to pursue as the Downtown Ayden Main Street function moves forward.

Staff Comments

Three options for setting the Main Street structure include:

Nonprofit (501c(3)(4)(6))

- Board controls the operation of the organization (sets policy).
- **Strengths:** Separation of govt. control; partnership opportunities.
- **Challenges:** sustainability.

City Department

- Council appointed (advisory) board makes recommendations (does not set policy).
- **Strengths:** City takes lead; more stability.
- **Challenges:** Can limit partnership opportunities.

Quasi-Public-Private

- Has more authority than advisory. There is a nonprofit status attached to this model. Director is a liaison between the board and city as they are city staff or contracted by city.
- **Strengths:** Formal partnership; sharing of benefits; staff possibly city employee.
- **Challenges:** Imposed restraints; seen as a "city employee"; govt. leadership changes.

The program can be effectively run under any of the three organizational structures: but as we discussed, there are benefits and challenges to all three.

The nonprofit arm can be great for fundraising. The city-run department is attractive because it often means that the city will dedicate some of the budget to operating expenses. Quasi programs are great because they often bring the best of both of the other structures together.

We actually have short videos (20 mins) explaining each structure more in depth on our website. You can find them if you scroll to the bottom of the organization page here: <https://www.ncmainstreetandplanning.com/organization>

Action Requested

Review and identify which structure the Downtown Ayden Main Street will follow for future activities and operations.

Example motion: "I motion that we set Downtown Ayden Main Street under the _____ structure."

Mayor Mewborn called Economic Director Mallory Denham to come forward. Director Denham reiterated the details regarding how the Board could structure the Main Street function, and he replied to questions from the Board. Finance Director Marsha Hall approached the podium and responded to questions from the Board. Mrs. Pamela Lockamy and Mrs. Sarah Coltrain shared their comments with the Board. Director Denham shared statistics regarding his results over the past five years.

Mayor Mewborn asked the Board if there were any remaining comments, and hearing none, called the next item on the agenda without taking action on this item.

B. Setting Public Hearing for Solid Waste Services Contract

Scott Howard, Page 6

Town Manager Howard presented the topic.

Item Explanation

The Town received a service proposal from Green For Life (GFL), as it relates to solid waste and recycling collections. While it was not required, the informal bidding process was conducted to identify vendors interested in submitting proposals, and after two rounds of bidding, only one provider submitted a bid for Board review.

Staff Comments

There are three basic approaches that could be taken when it comes to receiving public input on the solid waste and recycling proposal.

- 1) Hold a public hearing specifically, and individually, on the solid waste and recycling proposal.
- 2) Hold a public hearing on the proposed budget, and within the confines of that hearing, the solid waste and recycling proposal could be discussed.
- 3) Since there is no requirement to hold a public hearing on the solid waste and recycling proposal, decline to set a public hearing but be open to accepting community input during the Public Comment Period of the 06/09/2025 regular meeting.

Action Requested

Staff recommend choosing from one of the three options above.

Manager Howard stated the agenda item was added at the request of one of the Board members, and he requested the Board decide if they felt a hearing was necessary.

Motion to approve the GFL contract, as written.

Motion: Commissioner Newell

Second: Commissioner Goff

Discussion: Mayor Pro-tem Langley (in opposition) and Commissioner Newell (in favor) shared their position on the topic. Assistant Town Manager Stephen Smith was called to share his comments with the Board, and he responded to questions. HR Officer Toni Heffner and Code Enforcement Officer Wayne Hardee both shared their positions on the topic.

Approved: 3-2

Motion passed. Mayor Pro-tem Langley and Commissioner Connor voted in opposition to the motion, and Commissioners Goff, Davis, and Newell voted in favor of the motion.

C. FY 25-26 Budget Direction and Guidance

Marsha Hall, Page 7

Finance Director Marsha Hall presented the topic.

Item Explanation

The Finance Department and Town Manager continue to build the budget for the coming fiscal year. There are several items that require Board direction and guidance.

Staff Comments

No additional comments at this time.

Action Requested

Please review the proposed budget and share your guidance with Finance and the Town Manager.

Director Hall read through her slide presentation ([see Attachment A](#)), and shared her suggestions about how the Board could make the required improvements and growth in the Town's fund balance ([see Attachment B](#)).

Commissioner Davis shared his comments regarding the Board's salary, and he suggested the salaries should be increased to account for the increased workload the Board endures.

Motion to increase the Board's salary by 1) increasing the commissioner's monthly pay to \$800, and 2) increasing the mayor's monthly pay to \$1,000.00.

Motion: Commissioner Davis

Second: Commissioner Newell

Discussion: None

Approved: 4-1

Motion passed. Commissioner Goff voted in opposition to the motion, and Mayor Pro-tem Langley and Commissioners Connor, Davis, and Newell voted in favor of the motion.

Mayor Pro-tem Langley asked Director Hall questions related to paying the Ayden Chamber of Commerce invoice that was approved in the FY 24/25 budget. Manager Howard shared his understanding of how this topic came up and why the topic is before the Board.

Finance Director Hall shared information regarding the Time of Use Pilot Program, and she responded to questions from the Board.

Motion to start the Time of Use Pilot Program.

Motion: Commissioner Goff

Second: Mayor -Pro-tem Langley

Discussion: None

Approved: 5-0

Motion passed unanimously.

Finance Director Hall shared information related to the NC Forestry Grant & Legacy Tree Fund Grant, and she responded to questions from the Board.

Motion to apply for the NC Forestry Grant & Legacy Tree Fund Grant.

Motion: Commissioner Davis

Second: Commissioner Newell

Discussion: None

Approved: 4-1

Motion passed.

III. BOARD MEMBER COMMENTS

Mayor Mewborn asked the Board members if they had any comments.

Commissioner Goff had no comments.

Commissioner Davis had no comments.

Commissioner Newell thanked everyone for attending and working with the Board.

Commissioner Connor thanked Finance Director Hall for her hard work.

Mayor Pro-tem Langley had no comments.

Mayor Mewborn had no comments.

IV. ADJOURNMENT

Mayor Mewborn asked the Board if they had any additional comments, and hearing none, asked if there was a motion for consideration.

Motion to adjourn the meeting.

Motion: Mayor Pro-tem Langley

Second: Commissioner Davis

Discussion: None

Approved: 5-0

Motion passed unanimously.

CERTIFICATION

Minutes from the May 21, 2025, meeting were adopted and certified on the 11th day of August 2025, in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

Ivory Mewborn, Mayor

Jeremy Crawford, Town Clerk



Town of Ayden
FY26 Proposed Budget,
Budget Ordinance and Fee Schedule
June 9th, 2025

**TOWN OF AYDEN
ORDINANCE NO. 25-26-01
FYE JUNE 30th 2026**

OPERATING BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of the Town of Ayden, North Carolina, that the following anticipated fund revenues and departmental expenditures together with a certain fee and Charge Schedule, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026.

SUMMARY

GENERAL FUND	\$6,834,338
RURAL FIRE FUND	\$255,972
LIBRARY TRUST FUND	\$1,000
ELECTRIC FUND	\$15,400,782
WATER & SEWER FUND	\$4,243,169
STORMWATER FUND	<u>\$175,000</u>
TOTAL OF ALL FUNDS	\$26,910,261

SECTION 1: GENERAL FUND REVENUES

VEHICLE TAXES	\$287,002
MUNI VEHICLE FEE	\$19,671
TAX PENALTIES	\$5,500
TAX INTEREST	\$4,000
PRIOR YEARS PROPERTY TAXES (2016- 2023)	\$3,000
2024 REAL PROPERTY TAXES	\$15,000
2025 REAL PROPERTY TAXES	2,510,347
1% SALES TAX ARTICLE 39	\$545,690
1/2% SALES TAX ARTICLE 40	\$341,450
1/2% SALES TAX ARTICLE 42	\$288,919
HOLD HARMLESS SALES TAX	\$346,703
UTILITIES SALES DISTRIBUTIONS	\$382,271
BEER AND WINE TAX	\$24,000
CELL TOWER RENTAL FEES	\$98,000
CABLE TV FRANCHISE TAX	\$40,800
SOLID WASTE DISPOSAL TAX	\$4,198
PIPED NATURAL GAS	\$2,276
POWELL BILL	\$155,000
LOCAL & STATE GRANTS	\$25,000
SRO POLICE OFFICER PMT	\$180,000
COURT FACILITIES FEES	\$3,000
PLANNING FEES/PERMITS	\$7,000
CODE ENFORCEMENT FEES	\$25,000
RURAL FIRE / EMS LEASE PMT	\$18,919
CITATIONS	\$50
CEMETERY SALES	\$500
GARBAGE COLLECTION FEES	\$494,127
OPENING & CLOSINGS	\$18,000
RECREATION ACTIVITY FEES	\$70,000
LIBRARY DONATIONS/BOOK SALES	\$1,250
COMM FACILITIES RENTAL FEES	\$10,000
OVER/SHORT	\$150
INVESTMENT EARNINGS	\$40,000
MISCELLANEOUS REVENUES	\$35,000
FINGERPRINTING - PD	\$10,000
SALE OF FIXED ASSETS - GF	\$199,459
SHOP WITH A COP DONATIONS	\$8,000
ABC	\$0
INTRAGOV'T UTIL FRAN TAX PMT	\$550,000
INTRAGOV'T PILO TAXES - ELEC UTIL	\$50,000
INTRAGOV'T PILO HOUSING UTH	\$10,000
FUND BALANCE APPROPRIATED	<u>\$5,056</u>
TOTAL GENERAL FUND REVENUES	\$6,834,338

SECTION 1 Continued: GENERAL FUND EXPENDITURES

GOVERNING BODY	\$56,498
ADMINISTRATION	\$101,267
FINANCE	\$144,665
HUMAN RESOURCES	\$32,132
INFORMATION TECHNOLOGY	\$146,504
CENTRAL GARAGE	\$312,189
PUBLIC BUILDINGS	\$364,187
POLICE	\$2,614,475
FIRE	\$255,972
STREETS	\$1,100,070
POWELL BILL	\$155,000
SANITATION	\$377,810
PLANNING, ZONING, INSPECT	\$327,270
ECONOMIC DEVELOPMENT	\$57,427
LIBRARY	\$156,270
RECREATION	<u>\$632,604</u>
 TOTAL GENERAL FUND EXPENDITURES	 \$6,834,338

SECTION 2: RURAL FIRE

REVENUES

CONTRACTED SERVICES	\$255,972
FIRE REVENUE	\$255,972

EXPENDITURES

RURAL FIRE DEPARTMENT OPERATIONS	\$255,972
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SECTION 3: LIBRARY TRUST FUND

REVENUES

LIBRARY FUND	\$1,000
TOTAL LIBRARY TRUST FUND REVENUES	\$1,000

EXPENDITURES

LIBRARY FUND	\$1,000
TOTAL LIBRARY FUND EXPENDITURES	\$1,000

SECTION 4: ELECTRIC FUND

Revenues

PENALTIES / RECONNECT FEES	\$150,000
NEW ACCT CONNECTION FEES	\$25,000
FACILITIES FEES	\$120,000
SERVICE CHARGES	\$3,000
NEW SERVICE INSTALLATIONS	\$175,000
INVESTMENT EARNINGS	\$150,000
UTILITY CHARGES	\$13,300,000
MISC RECEIPTS	\$2,500
CREDIT CARD SERVICE FEES	\$60,000
CATV POLE RENT	\$12,000
PCA RIDER 1 FUND	\$984,968
FUND BALANCE APPROPRIATED	<u>\$418,314</u>
TOTAL ELECTRIC REVENUES	\$15,400,782

Expenditures

ELECTRIC/ADMIN BILLING	\$1,441,010
ELECTRIC OPERATIONS	\$2,926,472
WHOLESALE POWER PURCHASE	\$8,975,955
DEBT SERVICE	\$178,000
CAPITAL OUTLAY	\$670,000
SPECIAL APPROPRIATIONS	<u>\$1,209,345</u>
TOTAL ELECTRIC EXPENDITURES	\$15,400,782

SECTION 5: WATER/SEWER FUND

Revenues

INVESTMENT EARNINGS	\$30,000
WATER CONNECTION FEES	\$25,000
SEWER CONNECTION FEES	\$25,000
W/S SYSTEMWIDE DEVELOPMENT FEES	\$38,000
WATER CHARGES	\$1,685,000
SEWER CHARGES	\$2,400,000
FUND BALANCE APPROPRIATED	\$39,769
MISC RECEIPTS	<u>\$400</u>
TOTAL WATER/SEWER REVENUE	\$4,243,169

Expenditures

WATER AND SEWER OPERATIONS	\$1,563,552
DEBT SERVICE	\$625,917
CAPITAL OUTLAY	\$156,500
CONTRACTS	<u>\$1,900,000</u>
TOTAL WATER/SEWER EXPENSES	\$4,243,169

SECTION 6: STORMWATER FUND

Revenues

STORMWATER FEES	<u>\$175,000</u>
TOTAL STORMWATER FEES	\$175,000

Expenditures

STORMWATER OPERATIONS	<u>\$175,000</u>
TOTAL STORMWATER EXPENSES	\$175,000

SECTION 7: UTILITY RATES

ELECTRIC RATES: JULY 1, 2025

Tariff	Class Type	Customer User Charge (\$)	Energy (\$/kWh)	Demand (\$/kW)	Excess (\$/KW)
EL1	Residential Single Phase	\$16.00	\$ 0.1242		
EL2	Residential Three Phase	\$19.00	\$ 0.1242		
EL3-SFL	Sports Field Lighting	\$21.00	\$ 0.13399	\$ 2.00	
EL4-5	Small General Service (SGS)- Single Phase and Bulk Barn	\$20.50	\$ 0.13630	0- 1500 KWH	
			\$ 0.13630	1501- 3500 KWH	
			\$ 0.13630	Above 3500KWH	
EL6	Small General Service Three Phase	\$28.00	\$ 0.13630	0- 1500 KWH	
			\$ 0.13630	1501- 3500 KWH	
			\$ 0.13630	Above 3500KWH	
EL7	Small/Large General Service - Single Phase	\$ 31.00	\$ 0.08878	\$15.50	
EL8	LGS Three Phase	\$73.00	\$ 0.08878	\$ 15.50	
Manual	Seasonal	\$25.72	\$ 0.0668	\$ 14.43	
Manual	General CP	\$ 500	\$ 0.05277	\$ 25.50	\$7.50
Manual	Seasonal CP	\$ 500	\$ 0.07354	CP- \$25.50	\$7.50
Manual	Industrial	\$10,029.00	\$ 0.04760	CP- \$25.50	\$7.50
Manual	ED CP Rate (offered case by case)	\$1,000.00	\$ 0.05790	CP- \$24.50	\$ 6.50
ELAL	Metered Area Lights	\$15.00	\$ 0.12249		
AL1	Area Lights	\$12.61	175 Watt Mercury Vapor NO LONGER AVAILABLE		
AL2	Area Lights	\$16.83	100 Watt HPS/LED		
AL3	Area Lights	\$17.86	150 Watt HPS/LED		
AL4	Area Lights	\$23.11	250 Watt HPS /LED		
AL5	Area Lights	\$36.75	400 Watt Flood SV- /LED50,000 Lumens		
AL - Hunters Run	Area Lights	\$9.81	Decorative Lighting		
AL - Windvale Acres	Area Lights	\$12.65	Decorative Lighting		
AL 1/2 Ares Light	Area Lights	\$6.30	175 Watt		
REF-1	Renewable Energy Facilities Credit	\$ 8.91	\$ (0.04821)		
TAX	SALES TAX	7%			

**PCA charge per kWh below will apply to all metered electric rate schedules, except Outdoor Lighting Service, until the total Rider No. 1 charges billed Ayden are recovered. When all Rider No.1 costs are recovered, the following month the PCA charge will go to \$0.00 per kWh. At no time will the PCA be less than zero.

PCA= \$0.00603 per kWh plus applicable NC Sales Tax

WATER & SEWER RATES

Effective for Bills Rendered after July 1, 2025.

WATER

	In Town	Out of Town
Monthly Base User Charge/Availability Fee	\$19.07	\$38.15
Monthly Base User Charge Add'l Dwelling (Master Metered Accounts) per unit	\$13.50	\$24.30
First 5,000 Gallons	\$7.71	\$9.17
Next 10,000 Gallons	\$9.55	\$11.01
Over 15,000 Gallons	\$11.74	\$13.21
Consumption Rate is per 1,000 Gallons		

IRRIGATION/SPRINKLER RATES: Same as In Town and Out of Town rates respectively; no additional user charge assessed.

SEWER

	In Town	Out of Town
Monthly Base User Charge/Availability Fee	\$31.65	\$59.08
Monthly Base User Charge Addt'l Dwelling (Master Metered Accounts) per unit	\$23.31	\$42.70
First 5,000 Gallons	\$13.20	\$15.29
Next 10,000 Gallons	\$15.81	\$17.40
Over 15,000 Gallons	\$18.99	\$21.08
Consumption Rate is per 1,000 Gallons		

SECTION 8: FEE SCHEDULE

There is hereby established, for the fiscal year 2025-2026, various fees and charges as scheduled herewith:

ADMINISTRATION

Photocopies	\$0.25 cent per page B/W
Sunshine List	\$12 / year
Certified True Copies of Documents	\$3 / first page \$1 / additional pages
Notary Fee	\$10 per signature

BILLING & COLLECTIONS

Credit Card Fee	Cost
Return Check/ Bank Draft Fee	\$35/per occurrence
Fraudulent Credit Card	\$100
Residential Utility Deposits	\$225/Electric \$25/Water \$50/Sewer
Small Commercial Utility Deposits	\$600
Large Commercial Utility Deposits	\$3,000 up front
Industrial Utility Deposits	\$3,500 up front
Temporary Service Charge	\$50
Connection Fee Electric	\$40 Electric
Connection Fee Water	\$40 Water & Sewer
Disconnect Fee : Non-Remote	\$100
Late Payment Fee	3% of account balance
Reconnection Fee: During Business Hours	\$75
Reconnection Fee: Non-Remote Reconnect	\$100
No SSN Provided for Credit check	\$1,350

POLICE

Fingerprinting	\$40
Noise Permit *	\$20/event
Special Event Staff	\$50/hour per staff member

**Permit to exceed noise limitations/Permit for outdoor amplified sound*

***No Permitted event may last more than 4 hours in duration. No permitted event may extend beyond 11:00pm.*

ELECTRIC SERVICES

All Fees due at time-of-service request

Residential Installment Fee	
100LF or less	\$500/dwelling
Greater than 100LF	\$500/dwelling plus \$6 over 100LF
Commercial Installment Fee	
200 AMP	\$350
400 AMP	\$820
600 AMP	\$1,200
Over 600 Amp	Calculated at time-of-service request for
Transformer and pad at customer expense	
Primary Line Extension	Material Cost + 15%
Subdivision Installment Fee *	\$2,200/unit \$2,500/unit

**Cost to developer for Town to install Backbone. Paid by developer prior to ordering of materials.*

Utility Meter Related Costs

Vacant Property Changeout	Meter Town's Current Market Cost
Meter & Module Replacement <i>due to Damage or Meter Tampering</i>	\$400 per meter In Town \$450 per meter Out of Town *Price per module (water & electric)

Metering Tampering Fee - \$500

Civil Penalty and Criminal Charges of \$500 per day – General Statutes 14-151.1

WATER & SEWER SERVICES

All Fees due at time-of-service request

Fees are for the Town installing taps and service to property line. Systemwide Development Fee (*Where Applicable*) \$2,000

WATER CONNECTION FEE

	In Town	Out of Town
¾" Meter	\$1,400	\$1,650
1" Meter	\$1,500	\$2,250
1 ½" Meter	\$2,100	\$3,300
2" Meter	\$3,500	\$5,800
Greater than 2"	Cost of materials/labor plus 20%	Cost of materials/labor plus 20%
Sprinkler Connection Fee	\$1,100	\$1,550
4" Sewer Connection Fee 8' depth or less	cost Plus 20%	cost plus 20%
4" Sewer Connection Fee 8' depth or less	Cost plus 20%	Cost plus 20%
Hydrant Meter Set Up Fee	\$100	\$100
Hydrant Meter Relocation Fee	\$100	\$100
Hydrant Meter Monthly Charge	\$50 plus water usage	\$50 plus water usage

Sewer Connection Fee

The Town of Ayden's share of the connection costs shall be only as a reimbursement of the actual connection costs of the owner/developer/builder, and only after the property in question is fully developed and ready for occupancy – Certificate of Occupancy issued.

This cost sharing of sewer connection costs shall only apply to connections made after the effective date of this policy.

The Town of Ayden shall acquire at least three (3) quotes from contractors for the sewer tap work in question.

Commercial Sewer Connection Fee	Cost of materials/labor plus 20%
CMSD Impact Fee; Residential	\$1,250 (\$1,000 +\$250 TOA Admin Fee)
CMSD Impact Fee: Commercial/Industrial	\$1,250 (\$1,000+\$250 TOA Admin Fee)

Paid by builder prior to issuance of Zoning Compliance Certificate

Subdivision Installment Fee (Water/Sewer)	\$500/unit
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Developer installs lines and extends taps to property line. Paid by builder prior to issuance of Zoning Compliance Certificate

STORMWATER FEE

Residential Customers- \$4.00 Monthly fee **\$5.00 Monthly Fee**

Non-Residential Customers: Non-residential customers will be charged **\$5.00** per 2,500 square feet of impervious cover existing on their property per month. Non-residential properties are all properties other than single-family and duplexes.

The minimum fee for Non-residential properties is \$15.00 **\$20.00 Monthly Fee*

Example of Non-Residential Fee Determination:

100,000 sf/ 2,500 sf = 40 ERU

40 ERU x \$4.00 per month = \$160 per month for Stormwater Utility Fee

****On-site Retention facilities may provide a discounted rate for system improvement**

SOLID WASTE

Refuse & Recycling	Fee	
Residential	\$16/per dwelling/monthly	
Business & Church Collection	\$27/first two rollouts/ monthly	\$27 each/additional rollout monthly
Residential Bulk Pick-Up		
Major Appliance	1 item per month per address at no charge	\$50 per month for each additional item
Furniture & Mattress	1 item per month per address at no charge	\$40 per month for each additional item
½ a load Collection	\$160 per load	
Full Load Collection	\$270 per load	
Residential Bulk Pick-Up – Yard Debris		
Standard Collection	No Charge	
½ a load Collection	\$60	
Full Load Collection	\$110	
Rollout Containers		
Refuse Single Container	No Charge	
Recycle Single Container	No Charge	
Additional Refuse or Recycle Containers	\$85/ per container	

***Customer will be issued one rollout, if damaged or stolen, owner will be responsible for replacement.**

RECREATION

Activity	Resident	Non- Resident
Tackle Football Activity Fee	\$45	\$75
Flag Football Activity Fee	\$40	\$60
Softball Activity Fee	\$40	\$60
Basketball Activity Fee	\$40	\$60
Cheerleading	\$40	\$60
Volleyball	\$40	\$60
Classes (Art, Pottery, etc.)	\$40	\$60
Summer Day Camp	\$55/per week	\$85/per week
Specialty/Sports Camp	Cost Varies	Determined by Instructor Fees
Gate Admission to Events	\$1 per person per activity	
District Park Splash Pad Admission	\$2/All Day Pass	\$3

CEMETERY

Lot Transfer	\$80 per deed
Lot Fees:	
Resident	\$880
Non-Resident on Ayden Utilities	\$1,100
Non- Resident	\$1,200

Mausoleums	Plot price x 4 as set above
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Grave Openings and Closings:

Weekday	Weekday Cremation	Weekday/Holiday	Weekend/Holiday Cremation
\$825	\$385	\$1,045	\$495

Charges:

Prices are for the hours of 8-4pm. For grave opening closings after 4pm add \$125 pr grave. Wait time will be billed at the rate of \$137.50 per hour when the funeral director does not comply with the scheduled arrival time as indicated on cemetery open/close request.

Marker Monument Permit \$137.50

*Burial and/or interment service shall not be held on the following city holidays - New Year's Day, Easter Sunday, Thanksgiving Day, Christmas Day.

PLANNING

Service	Fee
Zoning and Subdivision Ordinance Copy	\$20
Erosion and Sedimentation Control	Administered by Pitt County Planning
Flood Prevention	Administered by Pitt County Planning
Minimum Housing Requirements	\$10
Thoroughfare Plan	Administered by Greenville MPO
Code of Ordinances Copy	\$30
Town Maps (8.5" x 11" Black and White)	\$2
Town Maps (11" x 17" Black and White)	\$5
Zoning, ETJ, and Land Use Maps:	
24" x 36" Color	\$25
36" x 42" Color	\$40
Driveway Permit Fe	\$55 (Town Maintained Streets Only)
Rezoning Request	\$600
Future Land Use Map Amendment	\$550 + \$50 acre
Zoning Ordinance Text Amendment	\$200
Board of Adjustment Hearings	\$385 Variance Zoning Administrator Appeal Ordinance Interpretation
Conditional Use Permits	\$450
Voluntary Annexation Petition	\$500
Preliminary Plat Review (Subdivisions)	\$300 plus \$50 per acre or fraction thereof not to exceed \$1,000
Preliminary Plat Review (Minor Revisions)	\$150
Construction Drawing Review	\$250
Final Plat Review (Subdivisions)	\$250 plus \$50 per acre or fraction thereof not to exceed \$800
Final Plat Review (Minor Revisions)	\$50
Site Plan Review	\$500 plus \$50 per acre of fraction thereof not to exceed \$800
Site Plan Review (Minor Revisions)	\$50 (Minor Revisions must be requested in writing by owner/applicant)
Landscape Plan Review	\$ 110 + \$25 per acre (Submitted with Original Site Plan)
Landscape Plan Review (Minor Revisions)	\$60 (Minor Revisions must be requested in writing by owner/applicant)
Erosion and Sedimentation Control Plan	Administered by Pitt County Planning Department
Stormwater Permit	Major Subdivisions \$400/ Other \$250
Inspection Permit	Administered by Pitt County Planning, Inspections

AYDEN FACILITY RENTALS

Location	Refundable Deposit	Utility Customers	Non-Utility Customers	Civic/Non-Profits Only
Second Street Community Building	\$100	\$300/per use	\$400/per use	\$750/annually for once-a-month usage; \$1,250/annually for once-a-week usage
Old Town Hall	\$100	\$200/per use	\$300/per use	\$750/annually for once-a-month usage; \$1,250/annually for once-a-week usage
West Avenue Stage	\$250	\$250/per use	\$350/per use	

Arts and Recreation Center Campus and Park Shelters

Location	Organizational Type	Refundable Deposit	Utility Customers	Non-Utility Customers
Doug Mitchell Auditorium	Non-Profit Per use	\$150	\$400	\$600
	For – Profit Per Use	\$150	\$800	\$1,200
Classrooms (4 Hour Maximum)			\$100	\$150
Park Shelters *	Duration	Refundable Deposit	Utility Customers	Non-Utility Customers
Veteran's Park Shelter(small)	Half Day (4 hours)	\$50	\$40	\$65
	Full Day (8 hours)	\$50	\$60	\$85
Veteran's Park Shelter(large)	Half Day (4 hours)	\$50	\$60	\$85
	Full Day (8 hours)	\$50	\$90	\$120
J.J. Brown Park Shelter	Half Day (4 hours)	\$50	\$35	\$60
	Full Day (8 hours)		\$50	\$75
District Park Shelter (small)	Half Day (4 hours)	\$50	\$60	\$85
	Full Day (8 hours)		\$90	\$120
District Park Shelter (large)	Half Day (4 hours)	\$50	\$80	\$105
	Full Day (8 hours)		\$110	\$135

**Reservations are required*

Off-Duty Staff

\$50.00/hour per staff member

The 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.

There is hereby levied, for the fiscal year 2025-2026, a 2025 tax rate of \$0.54 per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and to finance the foregoing applicable appropriations. This rate of tax is based on an estimated real and personal property valuation of \$491,617,467.

SECTION 10: SPECIAL AUTHORIZATIONS – BUDGET OFFICER

- A. The Budget Officer shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as the officer deems necessary.
- B. The Budget Officer shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. Notification of all such transfers shall be made to the Town Board at its next meeting following the date of the transfer.
- C. Inter-Fund Transfers, established in the budget Ordinance, may be accomplished without additional approval from the Town Board

SECTION 11: RESTRICTIONS – BUDGET OFFICER

- A. Inter-fund and interdepartmental transfer of monies, except as noted in Section 10, shall be accomplished by Town Board authorizations only.
- B. Utilization of appropriations contained in contingencies may be accomplished only with specific approval of the Town Board.

SECTION 12: RE- APPROPRIATION OF FUNDS ENCUMBERED IN FISCAL YEAR 2025

Fiscal year 2024-2025 expenditures encumbered on the financial records as of June 30, 2025 are hereby re-appropriated Fiscal Year 2025-2026.

SECTION 13: UTILIZATION OF BUDGET ORDINANCE

This ordinance shall be the basis of the financial plan for the Town of Ayden municipal government during the 2025-2026 fiscal year. The budget officer shall administer the budget and this officer shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The finance and purchasing departments shall establish and maintain all records, which are in accordance with this Budget Ordinance, and the appropriate statutes of the State of North Carolina.

SECTION 14: EFFECTIVE DATE OF SALARY CHANGES

Any salary changes for Town employees shall begin the first full payroll in the new fiscal year which will begin July 1st, 2025.

Adopted this day 9th day of June, in Ayden, North Carolina.

BY:

Ivory Mewborn, Mayor

(Town Seal)

ATTEST:

Jeremy Crawford, Town Clerk

GENERAL FUND - SUMMARY

DEPARTMENT CODE	CODE DESCRIPTION	BUDGET TOTALS		
		Requested	DRAFT	Recommended
10	REVENUES	\$ 6,493,999	\$ 6,834,338	\$ 6,834,338
4110	GOVERNING BODY	\$ 56,570	\$ 51,307	\$ 56,498
4120	ADMINISTRATION	\$ 101,171	\$ 101,597	\$ 101,267
4130	FINANCE	\$ 137,292	\$ 144,665	\$ 144,665
4140	HUMAN RESOURCES	\$ 34,362	\$ 32,132	\$ 32,132
4210	INFORMATION TECHNOLOGY	\$ 146,504	\$ 146,504	\$ 146,504
4250	CENTRAL GARAGE	\$ 331,207	\$ 312,189	\$ 312,189
4260	PUBLIC BUILDINGS	\$ 344,345	\$ 364,187	\$ 364,187
4310	POLICE	\$ 2,670,939	\$ 2,614,475	\$ 2,614,475
4340	FIRE	\$ 300,522	\$ 255,972	\$ 255,972
4510	STREETS	\$ 1,101,602	\$ 1,103,521	\$ 1,100,070
4511	POWELL BILL	\$ 155,000	\$ 155,000	\$ 155,000
4710	SANITATION	\$ 289,080	\$ 378,810	\$ 377,810
4910	PLANNING, ZONING, INSPECT	\$ 353,520	\$ 342,270	\$ 327,270
4920	ECONOMIC DEVELOPMENT	\$ 63,202	\$ 60,892	\$ 57,427
6110	LIBRARY	\$ 170,628	\$ 156,270	\$ 156,270
6120	RECREATION	\$ 944,194	\$ 641,254	\$ 632,604
	TOTAL EXPENSES	\$ 7,200,137	\$ 6,861,043	\$ 6,834,338
REVENUES OVER/(UNDER) EXPENDITURES		\$ (706,138)	\$ (26,705)	\$ 0.00

ELECTRIC FUND - SUMMARY				
DEPARTMENT CODE	CODE DESCRIPTION	BUDGET TOTALS		
		Requested/Draft	DRAFT	Recommended
61	REVENUES	\$ 14,614,845	\$ 15,394,490	\$ 15,400,782
61	ELECTRIC - BILLING	\$ 1,440,362	\$ 1,434,718	\$ 1,441,010
61	ELECTRIC - OPERATIONS	\$ 15,887,868	\$ 15,394,490	\$ 15,400,782
	TOTAL EXPENSES	\$ 15,887,868	\$ 15,394,490	\$ 15,400,782
REVENUES OVER/(UNDER) EXPENDITURES		\$ (1,273,022.77)	\$ -	\$ -

WATER & SEWER FUND - SUMMARY					
DEPARTMENT CODE	CODE DESCRIPTION	BUDGET TOTALS		DRAFT	Recommended
		Requested/Draft			
62	REVENUES	\$ 4,203,400	\$	4,240,433	\$ 4,243,169
62	EXPENSES	\$ 4,164,364	\$	4,240,433	\$ 4,243,169
	TOTAL EXPENSES	\$ 4,164,364	\$	4,240,433	\$ 4,243,169
REVENUES OVER/(UNDER) EXPENDITURES		\$ 39,036.00	\$	(0)	\$ -

STORMWATER FUND - SUMMARY					
DEPARTMENT CODE	CODE DESCRIPTION	BUDGET TOTALS		DRAFT	Recommended
		Requested/Draft			
63	REVENUES	\$	163,117	\$ 163,117	\$ 175,000
63	EXPENSES	\$	163,117	\$ 163,117	\$ 175,000
TOTAL EXPENSES		\$	163,117	\$ 163,117	\$ 175,000
REVENUES OVER/(UNDER) EXPENDITURES \$ - \$ - \$					

GENERAL FUND				
REVENUES				
Account Numbers	Account Description	FY25 Current Total Budget	FY 26 Requested	DRAFT/Recommended
Taxes - Property and Vehicle				
10-3100-1200	VEHICLE TAXES	\$ 226,000	\$ 280,000	\$ 287,002
10-3100-1250	MUNI VEHICLE FEE	\$ 18,412	\$ 19,443	\$ 19,671
10-3100-1700	TAX PENALTIES	\$ -	\$ -	\$ -
10-3100-1800	TAX INTEREST	\$ 4,000	\$ 4,000	\$ 4,000
10-3100-1900	PRIOR YEARS PROPERTY TAXES 2016-2023	\$ 5,000	\$ 3,000	\$ 3,000
10-3100-2011	2011 - 2022 REAL PROPERTY TAXES	\$ -	\$ -	\$ -
10-3100-2024	2024 REAL PROPERTY TAXES	\$ 2,282,032	\$ 10,000	\$ 15,000
10-3100-2025	2025 REAL PROPERTY TAXES	\$ -	\$ 2,420,879	\$ 2,510,347
TOTAL - Taxes		\$ 2,541,444	\$ 2,747,822	\$ 2,844,520
Unrestricted Intergovernmental				
10-3231-3900	1% SALES TAX ARTICLE 39	\$ 530,827	\$ 545,690	\$ 545,690
10-3232-4000	1/2% SALES TAX ARTICLE 40	\$ 332,150	\$ 341,450	\$ 341,450
10-3233-4200	1/2% SALES TAX ARTICLE 42	\$ 281,050	\$ 288,919	\$ 288,919
10-3234-4400	HOLD HARMLESS SALES TAX	\$ 337,260	\$ 346,703	\$ 346,703
10-3300-3100	UTILITIES SALES DISTRIBUTIONS	\$ 359,615	\$ 382,271	\$ 382,271
10-3300-3110	BEER AND WINE TAX	\$ 24,000	\$ 24,000	\$ 24,000
10-3300-3120	CELL TOWER RENTAL FEES	\$ 98,000	\$ 98,000	\$ 98,000
10-3300-3130	CABLE TV FRANCHISE TAX	\$ 42,500	\$ 40,800	\$ 40,800
10-3300-3140	SOLID WASTE DISPOSAL TAX	\$ 4,284	\$ 4,198	\$ 4,198
10-3300-3311	PIPED NATURAL GAS	\$ 2,388	\$ 2,276	\$ 2,276
TOTAL - Unrestricted Intergovernmental		\$ 2,012,074	\$ 2,074,308	\$ 2,074,307
Account Numbers	Account Description	FY25 Current Total Budget	FY 26 Requested	DRAFT/Recommended
Restricted Intergovernmental				
10-3400-1000	POWELL BILL	\$ 412,000	\$ 155,000	\$ 155,000
10-3400-2000	LOCAL & STATE GRANTS	\$ 45,000	\$ 25,000	\$ 25,000
10-3400-3000	FEDERAL GRANTS / EARMARKS	\$ -	\$ -	\$ -
10-3300-4000	SRO POLICE OFFICER PMT	\$ 180,000	\$ 180,000	\$ 180,000
TOTAL - Restricted Intergovernmental		\$ 637,000	\$ 360,000	\$ 360,000
Permits and Fees				
10-3500-1000	COURT FACILITIES FEES	\$ 3,000	\$ 3,000	\$ 3,000
10-3500-2000	PLANNING FEES/PERMITS	\$ 7,000	\$ 7,000	\$ 7,000
10-3500-3000	CODE ENFORCEMENT FEES	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL - Permits and Fees		\$ 35,000	\$ 35,000	\$ 35,000
Sales and Service				
10-3600-5000	RURAL FIRE / EMS LEASE PMT	\$ 30,319	\$ 18,919	\$ 18,919
10-3327-2130	CITATIONS	\$ 50	\$ 50	\$ 50
10-3474-2000	CEMETERY SALES	\$ 2,500	\$ 500	\$ 500
10-3600-1000	GARBAGE COLLECTION FEES	\$ 448,000	\$ 450,000	\$ 494,127
10-3600-2100	OPENING & CLOSINGS	\$ 18,000	\$ 18,000	\$ 18,000
10-3600-3000	RECREATION ACTIVITY FEES	\$ 75,000	\$ 70,000	\$ 70,000
10-3600-3200	LIBRARY DONATIONS/BOOK SALES	\$ 1,250	\$ 1,250	\$ 1,250
10-3600-4000	COMM FACILITIES RENTAL FEES	\$ 16,000	\$ 10,000	\$ 10,000
TOTAL - Sales and Service		\$ 591,119	\$ 568,719	\$ 612,846
Investment Earnings				
10-3700-1000	INVESTMENT EARNINGS	\$ 40,000	\$ 40,000	\$ 40,000
TOTAL - Investment Earnings		\$ 40,000	\$ 40,000	\$ 40,000
Other Revenue/Non-Operating				
10-3800-1000	MISCELLANEOUS REVENUES	\$ 50,000	\$ 35,000	\$ 35,000
10-3800-1200	FINGERPRINTING - PD	\$ 10,000	\$ 10,000	\$ 10,000
10-3800-2100	SALE OF FIXED ASSETS - GF	\$ 5,000	\$ 5,000	\$ 199,459
10-3800-4000	SHOP WITH A COP DONATIONS	\$ 8,000	\$ 8,000	\$ 8,000
10-383703120	ABC	\$ 20,000	\$ -	\$ -
10-3800-9999	OVER/SHORT	\$ 150	\$ 150	\$ 150
TOTAL - Other Revenue/Non-Operating		\$ 93,150	\$ 58,150	\$ 252,609
Other Finance Sources				
10-3900-1000	INTRAGOV'T UTIL FRAN TAX PMT	\$ 600,000	\$ 550,000	\$ 550,000
10-3900-2000	INTRAGOV'T PILO TAXES - ELEC UTIL	\$ 100,347	\$ 50,000	\$ 50,000
10-3900-2100	INTRAGOV'T - PILOT - HOUSING AUTH	\$ -	\$ 10,000	\$ 10,000
10-3900-3000	ISSUANCE OF DEBT	\$ -	\$ -	\$ -
10-3900-4000	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -	\$ -
10-3900-5000	INSURANCE PROCEEDS	\$ -	\$ -	\$ -
TOTAL - Other Finance Sources		\$ 700,347	\$ 610,000	\$ 610,000
Fund Balance				
10-3900-9000	FUND BALANCE APPROPRIATED	\$ 42,622	\$ -	\$ 5,056
TOTAL - Investment Earnings		\$ 42,622	\$ -	\$ 5,056
TOTAL - Fund: 10 - General Fund - Revenues		\$ 6,692,756	\$ 6,493,999	\$ 6,834,338

GOVERNING BOARD - 4110					
Account Numbers	Account Description	FY25 Current Total Budget	FY26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
<u>10-4110-1210</u>	SALARIES - FULL-TIME	\$ 46,200	\$ 46,200	\$ 46,200	\$ 60,780.00
<u>10-4110-1810</u>	FICA TAXES	\$ 3,600	\$ 3,600	\$ 3,600	\$ 4,750.00
TOTAL - SALARY AND BENEFITS		\$ 49,800	\$ 49,800	\$ 49,800	\$ 65,530.00
OPERATIONAL COST					
<u>10-4110-1920</u>	PROFESSIONAL SERVICES	\$ 62,000	\$ 62,000	\$ 60,000	\$ 60,000
<u>10-4110-2600</u>	SUPPLIES	\$ 750	\$ 1,000	\$ 1,000	\$ 1,000
<u>10-4110-3100</u>	TRAVEL-TRAINING	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000
<u>10-4110-3580</u>	APPAREL	\$ -	\$ 500	\$ 750	\$ 750
<u>10-4110-4110</u>	RENT OF LAND (PARK LOT)	\$ 1,200	\$ 1,200	\$ 1,000	\$ 1,000
<u>10-4110-4500</u>	INSURANCE - BOND/LIABILITY	\$ 5,600	\$ 6,000	\$ 6,000	\$ 6,000
<u>10-4110-4501</u>	INSURANCE - WORKERS COMP	\$ 100	\$ 175	\$ 175	\$ 175
<u>10-4110-4910</u>	DUES & SUBSCRIPTIONS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<u>10-4110-4990</u>	MISCELLANEOUS	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
<u>10-4110-6100</u>	LOCAL SUPPORT FOR ORG.	\$ 750	\$ 750	\$ 750	\$ 750
<u>10-4110-6102</u>	SPECIAL EVENTS/VOTING/MAYORS BREAKFAST	\$ 3,000	\$ 16,000	\$ 12,000	\$ 12,000
<u>10-4110-6103</u>	BBQ FESTIVAL	\$ 10,000			
<u>10-4110-6104</u>	COLLARD FESTIVAL	\$ 10,000			
<u>10-4110-6105</u>	CHAMBER OF COMMERCE	\$ 18,500	\$ 10,000		
<u>10-4110-6106</u>	SCHOOL SUPPORT	\$ -	\$ -	\$ -	\$ -
TOTAL - OPERATIONAL COST		\$ 133,900	\$ 121,625	\$ 105,675	\$ 105,675.00
TOTAL			\$ 171,425	\$ 155,475	\$ 171,205.00
REIMBURSEMENT OF SERVICES					
<u>10-4110-8461</u>	REIMBURSEMENT OF SERVICES - ELECTRIC	\$ (84,502)	\$ (78,856)	\$ (71,519)	\$ (78,754.30)
<u>10-4110-8461</u>	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (36,740)	\$ (34,285)	\$ (31,095)	\$ (34,241.00)
<u>10-4110-8461</u>	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (1,837)	\$ (1,714)	\$ (1,555)	\$ (1,712.05)
TOTAL - Reimbursement of Services		\$ (123,079)	\$ (114,855)	\$ (104,168)	\$ (114,707.35)
TOTAL - GOVERNING BODY:		\$ 60,621	\$ 56,570	\$ 51,307	\$ 56,498

ADMINISTRATION - 4120					
Account Numbers	Account Description	FY25 Current Total Budget	FY26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
10-4120-1210	SALARIES - FULL-TIME	\$ 233,001	\$ 214,850	\$ 217,000	\$ 217,000.00
10-4120-1810	FICA TAXES	\$ 18,000	\$ 16,600	\$ 16,900	\$ 16,900.00
10-4120-1820	ORBIT - STATE RETIRMENT	\$ 31,800	\$ 29,250	\$ 31,300	\$ 31,300.00
10-4120-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 15,768	\$ 21,108	\$ 19,200	\$ 19,200.00
10-4120-1850	INSURANCE - RETIREE	\$ 21,600	\$ -	\$ -	\$ -
TOTAL - SALARY AND BENEFITS		\$ 320,169	\$ 281,808	\$ 284,400	\$ 284,400
OPERATIONAL COST					
10-4120-2600	SUPPLIES	\$ 1,500	\$ 2,000	\$ 2,000	\$ 1,500.00
10-4120-3100	TRAVEL-TRAINING	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,500.00
10-4120-3210	TELEPHONE	\$ 1,200	\$ 1,920	\$ 1,920	\$ 1,920.00
10-4120-3250	POSTAGE	\$ 50	\$ 50	\$ 50	\$ 50.00
10-4120-3910	ADVERTISING	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000.00
10-4120-4501	INSURANCE - WORKERS COMP	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000.00
10-4120-4910	DUES & SUBSCRIPTIONS	\$ 2,300	\$ 2,300	\$ 2,000	\$ 2,000.00
10-4120-4990	MISCELLANEOUS	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500.00
TOTAL - OPERATIONAL COST		\$ 22,550	\$ 24,770	\$ 23,470	\$ 22,470
Total		\$ 306,578	\$ 306,578	\$ 307,870	\$ 306,870
REIMBURSEMENT OF SERVICES					
10-4120-8400	REIMBURSEMENT OF SERVICES- ELECTRIC	\$ (157,651)	\$ (141,026)	\$ (141,620)	\$ (141,160)
10-4120-8400	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (68,544)	\$ (61,316)	\$ (61,574)	\$ (61,374)
10-4120-8400	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (3,427)	\$ (3,066)	\$ (3,079)	\$ (3,069)
TOTAL - Reimbursement of Services		\$ (229,622)	\$ (205,407)	\$ (206,273)	\$ (205,603)
TOTAL - ADMINISTRATION		\$ 113,097	\$ 101,171	\$ 101,597	\$ 101,267

FINANCE - 4130

Account Numbers	Account Description	FY25 Current Total Budget	FY26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
10-4130-1210	SALARIES - FULL-TIME	\$ 190,000	\$ 189,000	\$ 185,000	\$ 185,000
10-4130-1810	FICA TAXES	\$ 14,750	\$ 14,750	\$ 14,500	\$ 14,500
10-4130-1820	ORBIT - STATE RETIRMENT	\$ 26,000	\$ 26,000	\$ 27,000	\$ 27,000
10-4130-1830	HEALTH/DENTAL/LIFE INSURANCE	\$ 15,768	\$ 21,108	\$ 19,200	\$ 19,200
TOTAL - Salary and Benefits		\$ 246,518	\$ 250,858	\$ 245,700	\$ 245,700
OPERATIONAL COST					
10-4130-2600	SUPPLIES	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
10-4130-3100	TRAVEL-TRAINING	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
10-4130-3210	TELEPHONE	\$ 720	\$ 720	\$ 720	\$ 720
10-4130-4501	INSURANCE - WORKERS COMP	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
10-4130-4910	DUES & SUBSCRIPTIONS	\$ 500	\$ 500	\$ 500	\$ 500
10-4130-4990	MISCELLANEOUS	\$ 1,250	\$ 1,500	\$ 1,500	\$ 1,500
10-4130-6000	CONTRACTS	\$ 124,900	\$ 122,500	\$ 100,000	\$ 100,000
CONTINGENCY FUND FOR GENERAL FUND		\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL - Operational Cost		\$ 191,570	\$ 164,420	\$ 141,920	\$ 141,920
Total		\$ 415,278	\$ 387,620	\$ 387,620	\$ 387,620
REIMBURSEMENT OF SERVICES					
10-4120-8400	REIMBURSEMENT OF SERVICES - ELECTRIC	\$ (201,520)	\$ (191,028)	\$ (166,805)	\$ (166,805)
10-4120-8400	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (87,618)	\$ (83,056)	\$ (72,524)	\$ (72,524)
10-4120-8400	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (4,381)	\$ (3,903)	\$ (3,626)	\$ (3,626)
TOTAL - Reimbursement of Services		\$ (293,519)	\$ (277,986)	\$ (242,955)	\$ (242,955)
TOTAL - FINANCE		\$ 144,569	\$ 137,292	\$ 144,665	\$ 144,665

HUMAN RESOURCES- 4140					
Account Numbers	Account Description	FY25 Current Total Budget	FY26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
10-4140-1210	SALARIES - FULL-TIME	\$ 59,900	\$ 64,900	\$ 64,000	\$ 64,000
10-4140-1810	FICA TAXES	\$ 4,700	\$ 5,100	\$ 5,000	\$ 5,000
10-4140-1820	ORBIT - STATE RETIRMENT	\$ 8,300	\$ 8,900	\$ 9,300	\$ 9,300
10-4140-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 7,884	\$ 10,608	\$ 9,600	\$ 9,600
TOTAL - SALARY AND BENEFITS		\$ 80,784	\$ 89,508	\$ 87,900	\$ 87,900.00
OPERATIONAL COST					
10-4140-2600	SUPPLIES	\$ 150	\$ 150	\$ 150	\$ 150
10-4140-XXX	EMPLOYEE SREENING	\$ 3,050	\$ 3,050	\$ 3,050	\$ 3,050
10-4140-3100	TRAVEL-TRAINING	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700
10-4140-3210	TELEPHONE		\$ 720	\$ 720	\$ 720
10-4140-4501	INSURANCE-WORKERS COMP	\$ 900	\$ 900	\$ 750	\$ 750
10-4140-4910	DUES & SUBSCRIPTIONS (OMPO)	\$ 300	\$ 300	\$ 300	\$ 300
10-4140-4990	MISCELLANEOUS	\$ 500	\$ 500	\$ 500	\$ 500
10-4140-6000	CONTRACTS	\$ 1,300	\$ 6,300	\$ 1,300	\$ 1,300
TOTAL - OPERATIONAL COST		\$ 8,900	\$ 14,620	\$ 9,470	\$ 9,470
Total		\$	104,128	\$	97,370
REIMBURESEMENT OF SERVICES					
10-4120-8400	REIMBURSEMENT OF SERVICES - ELECTRIC	\$ (41,255)	\$ (47,899)	\$ (44,790)	\$ (44,790)
10-4120-8400	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (17,937)	\$ (20,826)	\$ (19,474)	\$ (19,474)
10-4120-8400	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (897)	\$ (1,041)	\$ (974)	\$ (974)
TOTAL - Reimbursement of Services		\$ (60,088)	\$ (69,766)	\$ (65,238)	\$ (65,238)
TOTAL - HUMAN RESOURCES:		\$ 29,596	\$ 34,362	\$ 32,132	\$ 32,132

INFORMATION TECHNOLOGY - 4210				
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 DRAFT	Recommended
OPERATIONAL COST				
<u>10-4210-3210</u>	TELEPHONE	\$ 52,500	\$ 70,000	\$ 70,000
<u>10-4210-3211</u>	INTERNET	\$ 25,000	\$ 25,000	\$ 25,000
<u>10-4210-3212</u>	WEBSITE	\$ 4,200	\$ 4,500	\$ 4,500
<u>10-4210-4990</u>	MISCELLANEOUS	\$ 9,199	\$ 10,000	\$ 10,000
<u>10-4210-6000</u>	CONTRACTS	\$ 167,000	\$ 285,450	\$ 285,450
<u>10-4210-6001</u>	CONTRACTS	\$ 47,802	\$ 49,000	\$ 49,000
TOTAL - Operational Cost		\$ 305,701	\$ 443,950	\$ 443,950
REIMBURSEMENT OF SERVICES				
<u>10-4120-8400</u>	REIMBURSEMENT OF SERVICES	\$ (152,992)	\$ (204,217)	\$ (204,217)
<u>10-4120-8400</u>	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (46,444)	\$ (88,790)	\$ (88,790)
<u>10-4120-8400</u>	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (3,057)	\$ (4,440)	\$ (4,440)
TOTAL - Reimbursement of Services		\$ (202,493)	\$ (297,447)	\$ (297,447)
TOTAL - IT		\$ 103,208	\$ 146,504	\$ 146,504

CENTRAL GARAGE - 4250

Account Numbers	Account Description	FY25 Current Total Budget	FY26 Requested	Draft	Recommended
SALARY AND BENEFITS					
<u>10-4250-1210</u>	SALARIES - FULL-TIME	\$ 96,500	\$ 107,000	\$ 104,000	\$ 104,000
<u>10-4250-1220</u>	SALARIES - OVERTIME	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	SALARIES- RECLASSIFICATION	\$ 4,000	\$ -	\$ -	\$ -
<u>10-4250-1810</u>	FICA TAXES	\$ 7,500	\$ 8,400	\$ 8,400	\$ 8,400
<u>10-4250-1820</u>	ORBIT - STATE RETIRMENT	\$ 13,200	\$ 14,600	\$ 15,200	\$ 15,200
<u>10-4250-1830</u>	INSURANCE - HEALTH/DENTAL/LIFE	\$ 15,768	\$ 21,216	\$ 19,200	\$ 19,200
TOTAL - SALARY AND BENEFITS		\$ 137,968	\$ 152,216	\$ 147,800	\$ 147,800
OPERATIONAL COST					
<u>10-4250-2120</u>	UNIFORMS	\$ 1,621	\$ 1,500	\$ 1,800	\$ 1,800
<u>10-4250-2510</u>	FUEL - GAS AND DIESEL	\$ 105,000	\$ 125,000	\$ 113,400	\$ 113,400
<u>10-4250-2511</u>	DIESEL	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
<u>10-4250-2600</u>	SHOP TOOLS AND SUPPLIES	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000
<u>10-4250-3100</u>	TRAVEL-TRAINING	\$ 1,580	\$ 2,000	\$ 2,000	\$ 2,000
<u>10-4250-3210</u>	TELEPHONE	\$ 720	\$ 720	\$ 1,440	\$ 1,440
<u>10-4250-3300</u>	UTILITIES - PROPANE	\$ -	\$ -	\$ -	\$ -
<u>10-4250-3520</u>	SHOP EQUIPMENT AND REPAIR	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000
<u>10-4250-3530</u>	VEHICLES REPAIRS & MAINT	\$ 117,500	\$ 110,000	\$ 100,000	\$ 100,000
<u>10-4250-4500</u>	INSURANCE - AUTO	\$ 29,500	\$ 29,500	\$ 36,000	\$ 36,000
<u>10-4250-4501</u>	INSURANCE - WORKERS COMP	\$ 2,600	\$ 2,600	\$ 3,120	\$ 3,120
<u>10-4250-6000</u>	CONTRACTS -	\$ 21,400	\$ 13,000	\$ 17,200	\$ 17,200
<u>10-4250-5000</u>	CAPITALOUTLAY	\$ 109,100			
TOTAL - OPERATIONAL COST		\$ 477,021	\$ 374,320	\$ 364,960	\$ 364,960
Total		\$	\$ 526,536	\$ 512,760	\$ 512,760
REIMBURSEMENT OF SERVICES					
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES	\$ (209,373)	\$ (134,107)	\$ (137,706)	\$ (137,706)
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES - WAT	\$ (42,211)	\$ (58,307)	\$ (59,872)	\$ (59,872)
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES - STO	\$ (4,489)	\$ (2,915)	\$ (2,994)	\$ (2,994)
TOTAL - Reimbursement of Services		\$ (256,073)	\$ (195,329)	\$ (200,571)	\$ (200,571)
TOTAL - CENTRAL GARAGE		\$ 358,916	\$ 331,207	\$ 312,189	\$ 312,189

PUBLIC BUILDINGS - 4260

Account Numbers	Account Description	FY25 Current Total Budget	FY26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
<u>10-4260-1210</u>	SALARIES - FULL-TIME	\$ 99,595	\$ 102,500	\$ 101,000	\$ 101,000
<u>10-4260-1220</u>	SALARIES - OVERTIME	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000
<u>10-4260-1810</u>	FICA TAXES	\$ 7,800	\$ 8,100	\$ 8,100	\$ 8,100
<u>10-4260-1820</u>	ORBIT - STATE RETIREMENT	\$ 13,600	\$ 14,100	\$ 14,600	\$ 14,600
<u>10-4260-1830</u>	INSURANCE - HEALTH/DENTAL/LIFE	\$ 15,768	\$ 21,216	\$ 19,200	\$ 19,200
	New Position Salary & Fringe Request				
TOTAL - SALARY AND BENEFITS		\$ 138,763	\$ 146,916	\$ 143,900	\$ 143,900
OPERATIONAL COST					
<u>10-4260-2120</u>	UNIFORMS- SHOES	\$ 700	\$ 700	\$ 1,300	\$ 1,300
<u>10-4260-2600</u>	SUPPLIES	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
<u>10-4260-3210</u>	TELEPHONE	\$ 720	\$ 720	\$ 720	\$ 720
<u>10-4260-3300</u>	UTILITIES - PROPANE	\$ 17,000	\$ 20,000	\$ 20,000	\$ 20,000
<u>10-4260-3301</u>	UTILITIES - ELECTRIC	\$ 26,000	\$ 32,000	\$ 55,000	\$ 55,000
<u>10-4260-3510</u>	BLDGS REPAIRS & MAINT	\$ 110,000	\$ 55,000	\$ 55,000	\$ 55,000
<u>10-4260-3520</u>	REPAIRS & MAINT - EQUIP	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<u>10-4260-4500</u>	INSURANCE - PROPERTY/LIABILITY	\$ 175,000	\$ 175,000	\$ 210,000	\$ 210,000
<u>10-4260-4501</u>	INSURANCE - WORKERS COMP	\$ 3,000	\$ 2,888	\$ 3,600	\$ 3,600
<u>10-4260-6000</u>	CONTRACTS	\$ 125,000	\$ 100,000	\$ 55,000	\$ 55,000
TOTAL - OPERATIONAL COST		\$ 477,420	\$ 406,308	\$ 420,620	\$ 420,620
			\$ 278,224	\$ 299,520	\$ 299,520
REIMBURSEMENT OF SERVICES					
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES - ELECTRIC	\$ (283,798)	\$ (127,983)	\$ (137,779)	\$ (137,779)
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (86,153)	\$ (75,645)	\$ (59,904)	\$ (59,904)
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (5,068)	\$ (5,251)	\$ (2,650)	\$ (2,650)
TOTAL - Reimbursement of Services		\$ (375,019)	\$ (208,879)	\$ (200,333)	\$ (200,333)
TOTAL - PUBLIC BUILDINGS		\$ 241,164	\$ 244,345	\$ 264,187	\$ 264,187

POLICE - 010					
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	Draft	Recommended
SALARY AND BENEFITS					
10-4310-1210	SALARIES - FULL-TIME	\$ 1,481,000	\$ 1,600,000	\$ 1,550,000	\$ 1,550,000
10-4310-1220	SALARIES - OVERTIME	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000
10-4310-1260	SALARIES - PART-TIME	\$ 43,000	\$ 30,000	\$ 30,000	\$ 30,000
10-4310-1270	LESSOA EXPENSE	\$ 52,000	\$ 52,000	\$ 60,000	\$ 60,000
10-4310-1810	FICA TAXES	\$ 176,000	\$ 132,000	\$ 132,000	\$ 132,000
10-4310-1820	ORBIT - STATE RETIRMENT	\$ 226,250	\$ 248,000	\$ 246,000	\$ 246,000
10-4310-1820	401K - SUPPLEMENTAL RETIRMENT	\$ 68,101	\$ 73,000	\$ 73,000	\$ 73,000
10-4310-1830	HEALTH/DENTAL/LIFE INSURANCE	\$ 204,950	\$ 265,044	\$ 238,580	\$ 238,580
TOTAL - SALARY AND BENEFITS		\$ 2,286,301	\$ 2,450,044	\$ 2,379,580	\$ 2,379,580
OPERATIONAL COST					
10-4310-2120	UNIFORMS	\$ 17,100	\$ 18,000	\$ 18,000	\$ 18,000
10-4310-2600	SUPPLIES	\$ 19,000	\$ 20,000	\$ 20,000	\$ 20,000
10-4310-2601	SUPPLIES - COPS PROGRAM	\$ 7,000	\$ 7,000	\$ 5,000	\$ 5,000
10-4310-3100	TRAVEL-TRAINING	\$ 6,300	\$ 4,300	\$ 4,300	\$ 4,300
10-4310-3210	TELEPHONE PORT/PAGERS	\$ 720	\$ 720	\$ 720	\$ 720
10-4310-3250	POSTAGE	\$ 75	\$ 75	\$ 75	\$ 75
10-4310-3300	ELEC COST 20% T HALL	\$ 4,000	\$ 7,000	\$ 7,000	\$ 7,000
10-4310-3520	EQUIPMENT REPAIRS & MAINT	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
10-4310-3980	ANIMAL CONTROL	\$ 24,500	\$ 24,500	\$ 24,500	\$ 24,500
10-4310-4210	DCI TERMIAL RENTAL	\$ 3,100	\$ 6,000	\$ 1,000	\$ 1,000
10-4310-4501	INSURANCE - WORKERS COMP	\$ 35,000	\$ 40,000	\$ 46,000	\$ 46,000
10-4310-4910	DUES & SUBSCRIPTIONS	\$ 800	\$ 800	\$ 800	\$ 800
10-4310-4990	MISCELLANEOUS	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
10-4310-4991	DRUG INTERDICTION	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
10-4310-4992	SHOP W/A COP SUPPLIES (DONATIONS))	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
10-4310-6000	CONTRACTS	\$ 80,000	\$ 36,500	\$ 51,500	\$ 51,500
10-4310-6920	L/S GRANT APPROPRIATIONS	\$ 16,000			
TOTAL - OPERATIONAL COST		\$ 269,595	\$ 220,895	\$ 234,895	\$ 234,895
CAPITAL OUTLAY (one item costing \$5,000 or more)					
10-4310-5000	CAPITAL OUTLAY			\$ -	\$ -
TOTAL - CAPITAL OUTLAY COST		\$ -	\$ -	\$ -	\$ -
TOTAL POLICE		\$ 2,555,896	\$ 2,670,939	\$ 2,614,475	\$ 2,614,475

FIRE DEPARTMENT

Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
<u>10-4340-1210</u>	SALARIES - FULL-TIME	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
<u>10-4340-1810</u>	FICA TAXES	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
<u>10-4340-1890</u>	VOLUNTEER - CALL PAY	\$ 31,000	\$ 32,500	\$ 32,500	\$ 32,500
TOTAL - SALARY AND BENEFITS		\$ 62,400	\$ 63,900	\$ 63,900	\$ 63,900
OPERATIONAL COST					
<u>10-4340-2200</u>	FOOD	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<u>10-4340-2510</u>	FUEL - GAS AND DIESEL	\$ 1,000	\$ 3,600	\$ 3,600	\$ 3,600
<u>10-4340-2600</u>	SUPPLIES	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
<u>10-4340-2610</u>	EQUIPMENT	\$ 17,100	\$ 17,100	\$ 17,100	\$ 17,100
<u>10-4340-3100</u>	TRAVEL	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<u>10-4340-3110</u>	TRAINING	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<u>10-4340-3250</u>	POSTAGE	\$ 372	\$ 372	\$ 372	\$ 372
<u>10-4340-3300</u>	UTILITIES-/PROPANE	\$ -	\$ 5,450	\$ 5,450	\$ 5,450
<u>10-4340-3301</u>	UTILITIES-ELEC/WATER/	\$ 5,450	\$ 8,000	\$ 8,000	\$ 8,000
<u>10-4340-3520</u>	EQUIPMENT REPAIRS & MAINT	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000
<u>10-4340-4500</u>	INSURANCE - PROPERTY/LIABILITY	\$ 13,500	\$ 16,500	\$ 16,500	\$ 16,500
<u>10-4340-4501</u>	INSURANCE - WORKERS COMP	\$ 7,500	\$ 9,500	\$ 9,500	\$ 9,500
<u>10-4340-4990</u>	MISCELLANEOUS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<u>10-4340-6000</u>	CONTRACTS	\$ 3,000	\$ 4,500	\$ 4,500	\$ 4,500
<u>10-4340-9000</u>	CAPITAL RESERVE				\$ -
TOTAL - OPERATIONAL COST		\$ 79,672	\$ 101,772	\$ 101,772	\$ 101,772
CAPITAL OUTLAY (one item costing \$5,000 or more)					
<u>10-4340-5000</u>	CAPITAL OUTLAY	\$ 14,049	\$ 49,500	\$ 4,950	\$ 4,950
TOTAL - CAPITAL OUTLAY		\$ 14,049	\$ 49,500	\$ 4,950	\$ 4,950
GRANT APPROPRIATIONS					
<u>10-4340-6920</u>	GRANT APPROPRIATIONS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL - GRANT APPROPRIATIONS		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
DEBT SERVICE					
<u>10-4340-7500</u>	DEBT - PRINCIPLE - VEHICLES	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000
<u>10-4340-7510</u>	DEBT - INTEREST - VEHICLES	\$ 9,350	\$ 9,350	\$ 9,350	\$ 9,350
TOTAL - DEBT SERVICE		\$ 70,350	\$ 70,350	\$ 70,350	\$ 70,350
TOTAL - FIRE		\$ 241,471	\$ 300,522	\$ 255,972	\$ 255,972

STREETS - 4510

Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
10-4510-1210	SALARIES - FULL-TIME	\$ 427,000	\$ 490,000	\$ 475,000	\$ 475,000
10-4510-1220	SALARIES - OVERTIME	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
10-4510-1810	FICA TAXES	\$ 35,000	\$ 40,100	\$ 40,100	\$ 40,100
10-00	ORBIT - STATE RETIREMENT	\$ 60,500	\$ 67,250	\$ 67,250	\$ 67,250
10-4510-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 70,956	\$ 106,032	\$ 96,000	\$ 96,000
	Moving sanitation employees			\$ 167,451	\$ 169,000
TOTAL - SALARY AND BENEFITS		\$ 623,456	\$ 733,382	\$ 875,801	\$ 877,350
OPERATIONAL COST					
10-4510-2120	UNIFORMS	\$ 5,000	\$ 5,000	\$ 7,500	\$ 7,500
10-4510-2311	SAFETY	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
10-4510-2510	FUEL - GAS AND DIESEL	\$ -	\$ -	\$ -	\$ -
10-4510-2600	SUPPLIES	\$ 35,000	\$ 35,000	\$ 35,000	\$ 32,500
10-4510-3100	TRAVEL-TRAINING	\$ 5,000	\$ 3,500	\$ 3,500	\$ 3,500
10-4510-3210	TELEPHONE	\$ 720	\$ 720	\$ 720	\$ 720
10-4510-3520	EQUIPMENT REP & MAINT	\$ 42,140	\$ 45,000	\$ 45,000	\$ 42,500
10-4510-3540	MAINT & REPAIR SYSTEM	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
10-4510-3590	CEMETERIES - MAINTENANCE	\$ 42,300	\$ 58,000	\$ 58,000	\$ 58,000
10-4510-4500	INSURANCE - GENERAL LIABILITY/AUTO/EQUIP	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000
10-4510-4501	INSURANCE - WORKERS COMP	\$ 21,000	\$ 23,000	\$ 25,000	\$ 25,000
10-4510-4990	MISCELLANEOUS	\$ 5,000	\$ 4,000	\$ 4,000	\$ 4,000
TOTAL - OPERATIONAL COST		\$ 203,160	\$ 223,220	\$ 227,720	\$ 222,720
TOTAL			\$ 956,602	\$ 1,103,521	\$ 1,100,070
CAPITAL OUTLAY (one item costing \$5,000 or more)					
10-4510-5000	CAPITAL OUTLAY		\$ 145,000		\$ -
TOTAL - CAPITAL OUTLAY COST		\$ -	\$ 145,000	\$ -	\$ -
TOTAL - STREETS		\$ 826,616	\$ 1,098,602	\$ 1,103,521	\$ 1,100,070

POWELL BILL - 4511

Account Numbers	Account Description	Original Total Budget	FY 25 Current Total Budget	FY26 Requested/Draft	Recommended
OPERATIONAL COST					
<u>10-4511-3590</u>	MAINT & REPAIR - OTHER	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<u>10-4511-3591</u>	MAINT & REPAIR - STREETS			\$ -	\$ -
<u>10-4511-5000</u>	CAPITAL OUTLAY	\$ 257,000	\$ 257,000		\$ -
<u>10-4511-5911</u>	CURB & GUTTER	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<u>10-4511-5912</u>	TRAFFIC CONTROL	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<u>10-4511-5913</u>	SIDEWALKS	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
<u>10-4511-5914</u>	DRAINAGE & STORM SEWER	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
<u>10-4511-5915</u>	STREET PAVING	\$ 97,900	\$ 67,900	\$ 67,900	\$ 67,900
<u>10-4511-6000</u>	CONTRACTS	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
	CAPITAL OUTLAY				
TOTAL - POWELL BILL		\$ 412,000	\$ 412,000	\$ 155,000	\$ 155,000

SANITATION - 4710					
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
<u>10-4710-1210</u>	SALARIES - FULL-TIME	\$ 111,500	\$ 121,000		\$ -
<u>10-4710-1220</u>	SALARIES - OVER-TIME	\$ 10,000	\$ 10,000		\$ -
<u>10-4710-1810</u>	FICA TAXES	\$ 9,600	\$ 9,600		\$ -
<u>10-4710-1820</u>	ORBIT - STATE RETIRMENT	\$ 16,100	\$ 16,100		\$ -
<u>10-4710-1830</u>	INSURANCE - HEALTH/DENTAL/LIFE	\$ 23,652	\$ 31,680		\$ -
TOTAL - SALARY AND BENEFITS		\$ 170,852	\$ 188,380	\$ -	\$ -
OPERATIONAL COST					
<u>10-4710-2120</u>	UNIFORMS	\$ 2,500	\$ 2,500		\$ -
<u>10-4710-2311</u>	SAFETY	\$ 500	\$ 500		\$ -
<u>10-4710-2510</u>	MOTOR FUELS & LUBRICANTS	\$ 500	\$ 1,500	\$ 1,000	\$ 1,000
<u>10-4710-2600</u>	SUPPLIES	\$ 3,800	\$ 45,000	\$ 15,000	\$ 15,000
<u>10-4710-3100</u>	TRAVEL-TRAINING	\$ -	\$ 700		\$ -
<u>10-4710-3520</u>	EQUIPMENT REP & MAINT	\$ 30,700	\$ 20,000	\$ 20,000	\$ 19,000
<u>10-4710-4410</u>	LANDFILL FEES / TOWN REFUSE	\$ 1,800	\$ 17,000	\$ 18,000	\$ 18,000
<u>10-4710-4501</u>	INSURANCE - WORKERS COMP	\$ 6,000	\$ 5,500		\$ -
<u>10-4710-4990</u>	MISCELLANEOUS	\$ 1,000	\$ 2,000	\$ 750	\$ 750
<u>10-4710-6000</u>	CONTRACTS	\$ 13,000	\$ 6,000	\$ 2,000	\$ 2,000
TOTAL - OPERATIONAL COST		\$ 59,800	\$ 100,700	\$ 56,750	\$ 55,750
Total			\$ 201,400	\$ 56,750	\$ 55,750
CAPITAL OUTLAY (one item costing \$5,000 or more)					
<u>10-4710-5000</u>	CAPITAL OUTLAY	\$ -		\$ 322,060	\$ 322,060
TOTAL - CAPITAL OUTLAY		\$ -	\$ -	\$ 322,060	\$ 322,060
DEBT SERVICE					
<u>10-4710-7500</u>	DEBT - PRINCIPLE - VEHICLES	\$ 47,077			\$ -
<u>10-4710-7510</u>	DEBT - INTEREST - VEHICLES	\$ 2,007			\$ -
TOTAL - DEBT SERVICE		\$ 49,084.00	\$ -	\$ -	\$ -
CAPITAL RESERVE					
<u>10-4710-9000</u>	CAPITAL RESERVE	\$ -	\$ -	\$ -	\$ -
TOTAL - CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ -

PLANNING/ZONING/INSPECTIONS - 4910					
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
<u>10-4910-1210</u>	SALARIES - FULL-TIME	\$ 183,900	\$ 199,000	\$ 190,000	\$ 190,000
<u>10-4910-1810</u>	FICA TAXES	\$ 14,100	\$ 15,300	\$ 15,300	\$ 15,300
<u>10-4910-1820</u>	ORBIT - STATE RETIREMENT	\$ 25,100	\$ 27,250	\$ 27,250	\$ 27,250
		\$ -			\$ -
10-4910-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 23,652	\$ 31,800	\$ 28,800	\$ 28,800
TOTAL - SALARY AND BENEFITS		\$ 246,752	\$ 273,350	\$ 261,350	\$ 261,350
OPERATIONAL COST					
<u>10-4910-2120</u>	UNIFORMS	\$ 750	\$ 750	\$ 1,000	\$ 1,000.00
<u>10-4910-2600</u>	SUPPLIES	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<u>10-4910-3100</u>	TRAVEL-TRAINING	\$ 3,500	\$ 3,500	\$ 4,000	\$ 4,000
<u>10-4910-3210</u>	TELEPHONE	\$ 720	\$ 720	\$ 720	\$ 720
10-4910-4501	INSURANCE - WORKERS COMP	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
10-4910-3910	LEGAL ADVERTISING	\$ -	\$ 500	\$ 500	\$ 500
<u>10-4910-4910</u>	DUES AND SUBSCRIPTIONS	\$ 400	\$ 400	\$ 400	\$ 400
<u>10-4910-4930</u>	CODE ENFORCEMENT	\$ 60,000	\$ 60,000	\$ 60,000	\$ 45,000
<u>10-4910-4990</u>	MISCELLANEOUS	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
10-4910-6000	CONTRACTS	\$ 33,500	\$ 8,500	\$ 8,500	\$ 8,500
TOTAL - OPERATIONAL COST		\$ 104,670	\$ 80,170	\$ 80,920	\$ 65,920
TOTAL - PLANNING, ZONING, INSPECTION		\$ 351,422	\$ 353,520	\$ 342,270	\$ 327,270

ECONOMIC DEVELOPMENT - 4920					
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	Draft	Recommended
SALARY AND BENEFITS					
10-4920-1210	SALARIES - FULL-TIME	\$ 96,000	\$ 102,100	\$ 98,000	\$ 98,000
10-4920-1810	FICA TAXES	\$ 7,300	\$ 7,900	\$ 7,900	\$ 7,900
10-4920-1820	ORBIT - STATE RETIRMENT	\$ 12,900	\$ 14,000	\$ 14,000	\$ 14,000
10-4920-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 7,884	\$ 10,500	\$ 9,600	\$ 9,600
TOTAL - SALARY AND BENEFITS		\$ 124,084	\$ 134,500	\$ 129,500	\$ 129,500
OPERATIONAL COST					
10-4920-2600	SUPPLIES	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
10-4920-3100	TRAVEL-TRAINING	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000
10-4920-3210	TELEPHONE	\$ 720	\$ 720	\$ 720	\$ 720
10-4920-3910	ADVERTISING	\$ 20,000	\$ 20,000	\$ 18,000	\$ 10,000
10-4920-4501	INSURANCE - WORKERS COMP	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
10-4920-4910	DUES AND SUBSCRIPTIONS	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
10-4920-4990	MISCELLANEOUS	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
10-4920-6100	LOCAL SUPPORT	\$ 13,000	\$ -	\$ -	\$ 2,500
10-4920-6920	GRANT EXPENSES	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000
10-4920-6000	CONTRACTS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL - OPERATIONAL COST		\$ 69,020	\$ 57,020	\$ 55,020	\$ 44,520
			\$ 191,520	\$ 184,520	\$ 174,020
REIMBURSEMENT OF SERVICES					
10-4920-8400	REIMBURSEMENT OF SERVICES - ELECTRIC	\$ (93,680)	\$ (88,099)	\$ (84,879)	\$ (80,049)
10-4920-8400	REIMBURSEMENT OF SERVICES - WATER/SEWER	\$ (28,104)	\$ (38,304)	\$ (36,904)	\$ (34,804)
10-4920-8400	REIMBURSEMENT OF SERVICES - STORMWATER	\$ (3,747)	\$ (1,915)	\$ (1,845)	\$ (1,740)
TOTAL - Reimbursement of Services		\$ (125,531)	\$ (128,318)	\$ (123,628)	\$ (116,593)
TOTAL - ECONOMIC DEVELOPMENT		\$ 67,573	\$ 63,202	\$ 60,892	\$ 57,427

LIBRARY - 6110
2025 - 2026 BUDGET

Account Numbers	Account Description	FY 26 Current Total Budget	FY26 Requested	FY 26 Draft	Recommended
SALARY AND BENEFITS					
<u>10-6110-1210</u>	SALARIES - FULL-TIME	\$ 67,000	\$ 72,500	\$ 71,000	\$ 71,000
<u>10-6110-1260</u>	SALARIES - PART-TIME	\$ 17,703	\$ 29,000	\$ 18,000	\$ 18,000
<u>10-6110-1810</u>	FICA TAXES	\$ 6,500	\$ 7,800	\$ 6,500	\$ 6,500
<u>10-6110-1820</u>	ORBIT - STATE RETIRMENT	\$ 9,200	\$ 9,900	\$ 9,900	\$ 9,900
<u>10-6110-1830</u>	INSURANCE - HEALTH/DENTAL/LIFE	\$ 7,884	\$ 10,608	\$ 9,600	\$ 9,600
TOTAL - SALARY AND BENEFITS		\$ 108,287	\$ 129,808	\$ 115,000	\$ 115,000
OPERATIONAL COST					
<u>10-6110-2600</u>	SUPPLIES	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<u>10-6110-2700</u>	SUPPLIES-PROGRAMS	\$ 900	\$ 900	\$ 900	\$ 900
<u>10-6110-3105</u>	TRAVEL-TRAINING	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<u>10-6110-3210</u>	TELEPHONE	\$ 720	\$ 720	\$ 720	\$ 720
<u>10-6110-3300</u>	UTILITIES - PROPANE	\$ 1,000		\$ -	
<u>10-6110-3301</u>	UTILITIES-ELECTRIC	\$ 2,500	\$ 2,500	\$ 2,700	\$ 2,700
<u>10-6110-3520</u>	EQUIPMENT REPAIRS	\$ 700	\$ 700	\$ 700	\$ 700
<u>10-6110-4501</u>	INSURANCE - WORKERS COMP	\$ 448	\$ 500	\$ 750	\$ 750
<u>10-6110-4990</u>	MISCELLANEOUS	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
<u>10-6110-5600</u>	BOOKS	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
<u>10-6110-6000</u>	CONTRACTS	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400
<u>10-6110-6920</u>	GRANT APPROPRIATIONS	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL - OPERATIONAL COST		\$ 41,768	\$ 40,820	\$ 41,270	\$ 41,270
Total					\$ 156,270
CAPITAL OUTLAY (one item costing \$5,000 or more)					
<u>10-6110-5000</u>	CAPITAL OUTLAY	\$ 8,000.00	\$ -	\$ -	
TOTAL - CAPITAL OUTLAY COST		\$ 8,000.00	\$ -	\$ -	\$ -
TOTAL - LIBRARY		\$ 158,055	\$ 170,628	\$ 156,270	\$ 156,270

RECREATION - 6120					
Account Numbers	Account Description	FY 25 Current Total Budget	FY26 Requested	Draft	Recommended
SALARY AND BENEFITS					
10-6120-1210	SALARIES - FULL-TIME	\$ 195,500	\$ 210,900	\$ 202,000	\$ 202,000
10-6120-1260	SALARIES - PART-TIME	\$ 65,000	\$ 65,000	\$ 70,000	\$ 70,000
10-6120-1810	FICA TAXES	\$ 22,000	\$ 23,000	\$ 23,000	\$ 23,000
10-6120-1820	ORBIT - STATE RETIREMENT	\$ 28,000	\$ 29,100	\$ 29,100	\$ 29,100
10-6120-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 23,652	\$ 31,824	\$ 28,800	\$ 28,800
TOTAL - SALARY AND BENEFITS		\$ 334,152	\$ 359,824	\$ 352,900	\$ 352,900
OPERATIONAL COST					
10-6120-1990	INSTRUCTOR AND OFFICIAL FEES	\$ 65,000	\$ 68,000	\$ 68,000	\$ 68,000
10-6120-2120	UNIFORMS	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
10-6120-2310	MISC SUPPLIES-PROGRAM SUP	\$ 25,700	\$ 2,600	\$ 2,600	\$ 20,000
10-6120-2312	PROGRAM AWARDS	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
10-6120-2600	SUPPLIES	\$ 30,000	\$ 3,000	\$ 30,000	\$ 30,000
10-6120-2650	CONCESSION STAND FOOD	\$ 15,500	\$ 16,000	\$ 16,000	\$ 16,000
10-6120-3100	TRAVEL-TRAINING	\$ 6,300	\$ 3,550	\$ 3,550	\$ 6,000
10-6120-3301	UTILITIES-ELECTRIC	\$ 35,786	\$ 50,000	\$ 65,000	\$ 50,000
10-6120-3520	EQUIPMENT REP & MAINT	\$ 27,214	\$ 54,000	\$ 54,000	\$ 36,000
10-6120-4501	WORKERS COMP	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
10-6120-4910	DUES & SUBSCRIPTIONS	\$ 650	\$ 650	\$ 650	\$ 650
10-6120-4990	MISCELLANEOUS	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
10-6120-6000	CONTRACTS	\$ 20,554	\$ 20,554	\$ 20,554	\$ 20,554
10-6120-6930	THEATER IMPROVEMENTS	\$ 5,000	\$ 500	\$ 500	
TOTAL - OPERATIONAL COST		\$ 259,204	\$ 246,354	\$ 288,354	\$ 274,704
Total		\$	\$ 606,178	\$ 641,254	\$ 627,604
CAPITAL OUTLAY (one item costing \$5,000 or more)					
10-6110-5000	CAPITAL OUTLAY		\$ 338,016	\$ -	
	\$ -	\$ -	\$ 338,016	\$ -	\$ -
GRANT APPROPRIATIONS					
10-6120-6920	GRANT APPROPRIATIONS	\$ 5,000			\$ 5,000
TOTAL - Grant Appropriations Cost		\$ 5,000	\$ -	\$ -	\$ 5,000
TOTAL - RECREATION		\$ 390,356	\$ 644,194	\$ 641,254	\$ 637,604

RURAL FIRE BUDGET

2025 - 2026 BUDGET

Account Numbers	Account Description	FY 25 Current Total Budget	FY26 Requested	FY26 DRAFT	Recommended
26-3400-8500	CONTRACTED SERV - FIRE PROTECT	\$ 231,871	\$ 260,000	\$ 246,372	\$ 246,372
26-3400-8502	MISC REVENUES	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
26-3700-1000	INVESTMENT EARNINGS	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400
26-3900-8503	FUND BALANCE APPROPRIATED	\$ 16,865			
TOTAL - REVENUES - RURAL FIRE		\$ 258,336	\$ 269,600	\$ 255,972	\$ 255,972

EXPENSES

Account Numbers	Account Description	FY 24 Current Total Budget	FY26 Requested	FY26 DRAFT	Recommended
SALARY AND BENEFITS					
10-4340-1210	SALARIES - FULL-TIME	\$ 29,000	\$ 34,000	\$ 29,000	\$ 29,000
10-4340-1810	FICA TAXES	\$ 2,400	\$ 3,000	\$ 2,400	\$ 2,400
10-4340-1890	VOLUNTEER - CALL PAY	\$ 31,000	\$ 32,500	\$ 32,500	\$ 32,500
TOTAL - SALARY AND BENEFITS		\$ 62,400	\$ 69,500	\$ 63,900	\$ 63,900.00

Account Numbers	Account Description	FY 24 Current Total Budget	FY26 Requested	FY26 DRAFT	Recommended
OPERATIONAL COST					
10-4340-2200	FOOD	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
10-4340-2510	FUEL - GAS AND DIESEL	\$ 1,000	\$ 3,600	\$ 3,600	\$ 3,600
10-4340-2600	SUPPLIES	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
10-4340-2610	EQUIPMENT	\$ 17,100	\$ 17,100	\$ 17,100	\$ 17,100
10-4340-3100	TRAVEL	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
10-4340-3110	TRAINING	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
10-4340-3250	POSTAGE	\$ 372	\$ 372	\$ 372	\$ 372
10-4340-3300	UTILITIES-ELEC/WATER/PROPANE	\$ 5,450	\$ 8,000	\$ 13,450	\$ 13,450
10-4340-3520	EQUIPMENT REPAIRS & MAINT	\$ 36,865	\$ 25,000	\$ 25,000	\$ 25,000
10-4340-4500	INSURANCE - PROPERTY/LIABILITY	\$ 13,500	\$ 16,500	\$ 16,500	\$ 16,500
10-4340-4501	INSURANCE - WORKERS COMP	\$ 7,500	\$ 9,500	\$ 9,500	\$ 9,500
10-4340-4990	MISCELLANEOUS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
10-4340-6000	CONTRACTS	\$ 3,000	\$ 4,500	\$ 4,500	\$ 4,500
10-4340-9000	CAPITAL RESERVE				
TOTAL - OPERATIONAL COST		\$ 96,537	\$ 96,322	\$ 101,772	\$ 101,772

Account Numbers	Account Description	Current Total Budget	Requested	FY26 DRAFT	Recommended
CAPITAL OUTLAY (one item costing \$5,000 or more)					
10-4340-5000	CAPITAL OUTLAY	\$ 14,049	\$ 49,500	\$ 4,950	\$ 4,950
TOTAL - CAPITAL OUTLAY		\$ 14,049	\$ 49,500	\$ 4,950	\$ 4,950

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10-4340-6920	GRANT APPROPRIATIONS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000.00
TOTAL - GRANT APPROPRIATIONS		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000.00

DEBT SERVICE

10-4340-7500	DEBT - PRINCIPLE - VEHICLES	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000
10-4340-7510	DEBT - INTEREST - VEHICLES	\$ 9,350	\$ 9,350	\$ 9,350	\$ 9,350
TOTAL - DEBT SERVICE		\$ 70,350	\$ 70,350	\$ 70,350	\$ 70,350
TOTAL - EXPENSES - RURAL FIRE		\$ 258,336	\$ 308,672	\$ 255,972	\$ 255,972

REVENUES/OVER EXPENSES

Account Numbers	Account Description	Current Total Budget	FY26 Requested	FY26 Draft	Recommended
TOTALS - REVENUES/OVER EXPENSES		\$ -	\$ (31,072.00)	\$ -	\$ -

ELECTRIC DEPARTMENT

REVENUES

Account Numbers	Account Description	FY 25 Current Total Budget	FY26 Requested	FY 26 DRAFT	Recommended
61-3600-5210	PENALTIES / RECONNECT FEES	\$ 175,000	\$ 158,000	\$ 150,000	\$ 150,000
61-3600-5220	NEW ACCT CONNECTION FEES	\$ 23,000	\$ 25,000	\$ 25,000	\$ 25,000
61-3600-5300	FACILITIES FEES	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
61-3600-5800	SERVICE CHARGES	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000
61-3600-8200	NEW SERVICE INSTALLATIONS	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000
61-3700-1000	INVESTMENT EARNINGS	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
61-3720-5100	UTILITY CHARGES	\$ 13,300,000	\$ 13,300,000	\$ 13,300,000	\$ 13,300,000
61-3800-1000	MISC RECEIPTS ELECTRIC	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500
61-3800-1200	ONLINE CREDIT CARD - SERVICE FEES	\$ 108,000	\$ 60,000	\$ 60,000	\$ 60,000
61-3800-2000	CATV POLE RENT	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
61-3800-2100	SALE OF FIXED ASSETS - BF	\$ -	\$ -	\$ -	\$ -
61-3900-8000	TRANSFER FROM OTHER FUNDS	\$ 607,304	\$ -	\$ 412,022	\$ 418,314
61-3900-9000	FUND BALANCE APPROPRIATED	\$ 781,749	\$ 609,345	\$ 984,968	\$ 984,968
61-3900-2001	RIDER 1-2 PCA	\$ -	\$ -	\$ -	\$ -
TOTAL - REVENUES - BILLING AND FEES		\$ 15,436,053	\$ 14,614,845	\$ 15,394,490	\$ 15,400,782
TOTAL - REVENUES - ELECTRIC FUND		\$ 15,436,053	\$ 14,614,845	\$ 15,394,490	\$ 15,400,782

EXPENSES

61-7210 - ELECTRIC FUND - ADMIN - BILLING AND COLLECTIONS

Account Numbers	Account Description	FY 25 Current Total Budget	FY26 Requested	FY 26 DRAFT	Recommended
SALARY AND BENEFITS - ADMIN - BILLING AND COLLECTIONS					
61-7210-1210	SALARIES - FULL-TIME	\$ 129,500	\$ 146,000	\$ 146,000	\$ 146,000
61-7210-1220	SALARIES - OVERTIME	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
61-7210-1260	SALARIES - PART-TIME	\$ 21,500	\$ 25,000	\$ 25,000	\$ 25,000
61-7210-1810	FICA TAXES	\$ 12,850	\$ 16,000	\$ 16,000	\$ 16,000
61-7210-1820	ORBIT - STATE RETIREMENT	\$ 17,900	\$ 21,000	\$ 21,000	\$ 21,000
61-7210-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 23,508	\$ 31,824	\$ 28,800	\$ 28,800
TOTAL - SALARY AND BENEFITS		\$ 205,258	\$ 240,824	\$ 237,800	\$ 237,800

OPERATIONAL - ADMIN - BILLING AND COLLECTIONS					
61-7210-2600	SUPPLIES	\$ 7,000	\$ 8,000	\$ 8,000	\$ 8,000
61-7210-3100	TRAVEL-TRAINING	\$ 2,250	\$ 2,500	\$ 2,500	\$ 2,500
61-7210-3210	TELEPHONE	\$ -	\$ -	\$ -	\$ -
61-7210-3250	POSTAGE	\$ 27,500	\$ 31,000	\$ 31,000	\$ 31,000
61-7210-4501	INSURANCE - WORKERS COMP	\$ 1,722	\$ 2,100	\$ 2,100	\$ 2,100
61-7210-4990	MISCELLANEOUS	\$ 250	\$ 350	\$ 350	\$ 350
61-7210-6000	CONTRACTS	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
61-7210-6300	CREDIT CARD ACCEPTANCE	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000
61-7210-8400	REIMBURSEMENT OF SERVICES	\$ 1,109,943	\$ 987,588	\$ 984,968	\$ 991,260
TOTAL - OPERATIONAL COST		\$ 1,316,665	\$ 1,199,538	\$ 1,196,918	\$ 1,203,210
EXPENSES - 7120 - ELECTRIC - ADMIN - BILLING/COLLECTIONS		\$ 1,521,923	\$ 1,440,362	\$ 1,434,718	\$ 1,441,010

61-7220 - ELECTRIC FUND - OPERATIONS

Account Numbers	Account Description	FY 25 Current Total Budget	FY26 Requested	FY 26 DRAFT	Recommended
SALARY AND BENEFITS - OPERATIONS					
61-7220-1210	SALARIES - FULL-TIME	\$ 980,028	\$ 1,045,000	\$ 1,005,000	\$ 1,005,000
61-7220-1220	SALARIES - OVERTIME	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
61-7220-1810	FICA TAXES	\$ 84,000	\$ 122,100	\$ 85,000	\$ 85,000
61-7220-1820	ORBIT - STATE RETIREMENT	\$ 131,100	\$ 143,000	\$ 143,000	\$ 143,000
61-7220-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 109,704	\$ 158,356	\$ 133,920	\$ 133,920
	NEW POSITION (2) REQUEST SALARY& FRINGE	\$	\$ 190,100	\$ 183,000	\$ 183,000
TOTAL - SALARY AND BENEFITS		\$ 1,359,832	\$ 1,713,556	\$ 1,604,920	\$ 1,604,920
OPERATIONAL COST - OPERATIONS					
61-7220-1900	PROFESSIONAL SERVICES	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000
61-7220-2120	UNIFORMS	\$ 24,000	\$ 26,000	\$ 26,000	\$ 26,000
61-7220-2311	SAFETY	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000
61-7220-2510	MOTOR FUELS & LUBRICANTS	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
61-7220-2602	SUPPLIES	\$ 201,836	\$ 225,000	\$ 225,000	\$ 225,000
61-7220-2602	SUBDIVISION SUPPLIES	\$ 225,000	\$ 250,000	\$ 250,000	\$ 250,000
61-7220-3100	TRAVEL-TRAINING	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
61-7220-3300	UTILITIES	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
61-7220-3310	POWER PURCHASED-ELEC	\$ 8,540,000	\$ 8,975,955	\$ 8,975,955	\$ 8,975,955
61-7220-3520	EQUIPMENT REP & MAINT	\$ 48,000	\$ 50,000	\$ 50,000	\$ 50,000
61-7220-3530	GENERATOR O&M	\$ 65,000	\$ 75,000	\$ 75,000	\$ 75,000
61-7220-3540	MAINT & REPAIR SYSTEM	\$ 262,708	\$ 250,000	\$ 250,000	\$ 250,000
61-7220-3590	TREE TRIMMING R/W MAIN	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
61-7220-3910	ADVERTISING	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
61-7220-4500	INSURANCE - PROPERTY/LIABILITY	\$ 59,052	\$ 59,052	\$ 69,052	\$ 69,052
61-7220-4501	INSURANCE - WORKERS COMP	\$ 35,581	\$ 35,581	\$ 50,000	\$ 50,000
61-7220-4910	DUES & SUBSCRIPTIONS	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
61-7220-4990	MISCELLANEOUS	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
61-7220-7400	CAPITAL SYSTEMS IMPROVEMENTS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL - OPERATIONAL COST		\$ 9,742,677	\$ 10,233,224	\$ 10,257,507	\$ 10,257,507

CAPITAL OUTLAY					
61-7220-5000	CAPITAL OUTLAY	\$	1,049,546	\$	1,009,000
	BUCKET TRUCK ROLLOVER FROM FY24				670,000
	TOTAL - CAPITAL OUTLAY	\$	1,049,546	\$	1,009,000
	CONTRACTS				
61-7220-6000	CONTRACTS	\$	37,600	\$	40,000
	TOTAL - CONTRACTS	\$	37,600	\$	40,000

DEBT SERVICE					
61-9100-7100	DEBT PRINCIPAL	\$	219,552	\$	219,552
61-9100-7200	DEBT INTEREST	\$	22,829	\$	22,829
	TOTAL - DEBT SERVICE	\$	242,381	\$	242,381

SPECIAL APPROPRIATION					
61-9700-2809	INTRAGOV'T UTIL. FRAN TAX PMT	\$	600,000	\$	550,000
61-9700-2810	INTRAGOV'T PILO TAXES - ELEC UTIL	\$	100,347	\$	50,000
	PCA - Rider 1 & 2	\$	781,749	\$	609,345
	TOTAL - SPECIAL APPROPRIATION	\$	1,482,096	\$	1,209,345
	TOTAL EXPENSES - 7220 - ELECTRIC - OPERATIONS	\$	15,436,055	\$	15,887,868

REVENUES/OVER EXPENSES					
Account Numbers	Account Description	Current Total Budget	FY26 Requested	Requested	Recommended
TOTALS - REVENUES/OVER EXPENSES		\$ (1.98)	\$ (1,273,022.77)	-	\$ -

WATER/SEWER DEPARTMENT 2025 - 2026 REQUESTED BUDGET					
REVENUES					
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	DRAFT	Recommended
62-3700-1000	INVESTMENT EARNINGS	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
62-3711-5200	WATER CONNECTION FEES	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
62-3711-5300	SEWER CONNECTION FEES	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
* 62-3711-5500	W/S SYSTEMWIDE DEVELOPMENT FEES	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000
62-3713-5000	WATER CHARGES	\$ 1,685,000	\$ 1,685,000	\$ 1,685,000	\$ 1,685,000
62-3714-5100	SEWER CHARGES	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000
62-3800-1000	W/S MISC RECEIPTS	\$ 250	\$ 400	\$ 400	\$ 400
62-3800-2100	SALE OF FIXED ASSETS - WSF	\$ -	\$ -	\$ -	\$ -
62-3900-3000	ISSUANCE OF DEBT	\$ -	\$ -	\$ -	\$ -
62-3900-4000	REIMBURSEMENT PROCEEDS	\$ -	\$ -	\$ -	\$ -
62-3900-9000	FUND BALANCE APPROPRIATED			\$ 37,033.00	\$ 39,769
TOTAL - REVENUE - WATER/SEWER		\$ 4,203,250	\$ 4,203,400	\$ 4,240,433	\$ 4,243,169
EXPENSES					
Account Numbers	Account Description	Current Total Budget	FY 25 Requested	DRAFT	Recommended
SALARY AND BENEFITS					
62-7130-1210	SALARIES - FULL-TIME	\$ 409,304	\$ 356,000	\$ 388,000	\$ 388,000
62-7130-1220	SALARIES - OVERTIME	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
62-7130-1260	SALARIES - PART-TIME	\$ 1,697	\$ -	\$ -	\$ -
62-7130-1810	FICA TAXES	\$ 31,500	\$ 36,000	\$ 36,000	\$ 36,000
62-7130-1820	ORBIT - STATE RETIREMENT	\$ 55,000	\$ 58,000	\$ 57,000	\$ 57,000
62-7130-1830	INSURANCE - HEALTH/DENTAL/LIFE	\$ 55,104	\$ 85,000	\$ 76,560	\$ 76,560
	NEW POSITION REQUEST		\$ 62,000	\$ 62,000	\$ 62,000
TOTAL - SALARY AND BENEFITS		\$ 588,605.00	\$ 633,000.00	\$ 655,560	\$ 655,560
OPERATIONAL COST - OPERATIONS					
62-7130-1900	PROFESSIONAL SERVICES	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
62-7130-2120	UNIFORMS	\$ 5,500	\$ 6,500	\$ 6,500	\$ 6,500
62-7130-2311	SAFETY	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000
62-7130-2510	MOTOR FUELS & LUBRICANTS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
62-7130-2600	SUPPLIES	\$ 65,000	\$ 71,254	\$ 80,000	\$ 80,000
62-7130-3100	TRAVEL-TRAINING	\$ 4,800	\$ 5,300	\$ 9,000	\$ 9,000
62-7130-3150	PERMITS & FEES	\$ 3,500	\$ 3,500	\$ 3,900	\$ 3,900
62-7130-3300	UTILITIES	\$ 45,000	\$ 65,000	\$ 65,000	\$ 65,000
62-7130-3320	EQUIPMENT REP & MAINT	\$ 45,000	\$ 65,000	\$ 41,122	\$ 41,122
62-7130-3540	MAINT & REPAIR SYSTEM	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000
62-7130-4500	INSURANCE - PROPERTY/LIABILITY	\$ 6,000	\$ 8,000	\$ 8,000	\$ 8,000
62-7130-4501	INSURANCE - WORKERS COMP	\$ 17,000	\$ 22,878	\$ 22,878	\$ 22,878
62-7130-4910	DUES & SUBSCRIPTIONS	\$ 750	\$ 750	\$ 1,600	\$ 1,600
62-7130-4990	MISCELLANEOUS	\$ 4,527	\$ 4,527	\$ 14,200	\$ 14,200
62-7130-7410	AMI PROJECT	\$ 2,000	\$ 4,000	\$ 4,509	\$ 4,509
62-7130-8000	CAPITAL IMPROVEMENTS PROJ	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
TOTAL - OPERATIONAL COST		\$ 389,577	\$ 474,209	\$ 474,209	\$ 474,209
Account Numbers	Account Description	FY 25 Current Total Budget	FY 26 Requested	DRAFT	Recommended
CAPITAL OUTLAY (one item costing \$5,000 or more)					
62-7130-5000	CAPITAL OUTLAY	\$ 344,046	\$ 156,500	\$ 156,500	\$ 156,500
TOTAL - CAPITAL OUTLAY		\$ 344,046	\$ 156,500	\$ 156,500	\$ 156,500
CONTRACTS					
62-7130-6000	CONTRACTS	\$ 1,800,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
TOTAL - CAPITAL OUTLAY		\$ 1,800,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000
REIMBURSEMENT OF SERVICES					
62-7130-8400	REIMBURSEMENT OF SERVICES	\$ 377,984	\$ 371,738	\$ 428,247	\$ 430,983
TOTAL - REIMBURSEMENT OF SERVICES		\$ 377,984	\$ 371,738	\$ 428,247	\$ 430,983
DEBT SERVICE					
62-9100-7100	DEBT PRINCIPAL	\$ 433,991	\$ 434,440	\$ 434,440	\$ 434,440
62-9100-7200	DEBT INTEREST	\$ 198,515	\$ 191,477	\$ 191,477	\$ 191,477
TOTAL - DEBT SERVICE		\$ 632,506	\$ 625,917	\$ 625,917	\$ 625,917
SPECIAL APPROPRIATION					
62-9700-9800	CONTINGENCY				\$ -
62-9700-9811	CAPITAL RESERVE	\$ 50,378	\$ 3,000		\$ -
62-9700-9811	DEBT RESERVE	\$ 20,155			\$ -
TOTAL - SPECIAL APPROPRIATION		\$ 70,533.00	\$ 3,000.00	\$ -	\$ -
TOTAL EXPENSES - WATER/SEWER		\$ 4,203,251	\$ 4,164,364	\$ 4,240,433	\$ 4,243,169
REVENUES/OVER EXPENSES					
Account Numbers	Account Description	Current Total Budget	Requested	Recommended	Recommended
TOTALS - REVENUES/OVER EXPENSES		\$ (1.00)	\$ 39,036.00	\$ 0.00	\$ -

Attachment A

STORMWATER DEPARTMENT 2025 - 2026 BUDGET					
REVENUES					
Account Numbers	Account Description	Current Total Budget	FY 26 Request	FY 26 DRAFT	Recommended
63-3713-5000	STORMWATER FEES	\$ 163,117	\$ 163,117	\$ 163,117	\$ 175,000
TOTAL - REVENUES - STORMWATER		\$ 163,117	\$ 163,117	\$ 163,117	\$ 175,000
EXPENSES - STORMWATER FUND					
Account Numbers	Account Description	Current Total Budget	FY 26 Request	FY 26 DRAFT	Recommended
OPERATIONAL COST					
63-7501-1900	PROFESSIONAL SERVICES	\$ -			\$ -
63-7501-2600	SUPPLIES		\$ -	\$ -	\$ -
63-7501-3150	PERMITS & FEES	\$ 1,000	\$ 1,000	\$ 1,225	\$ 1,225
63-7501-3540	MAINT & REPAIRS	\$ 114,117	\$ 122,871	\$ 123,091	\$ 137,571
63-7501-4990	MISCELLANEOUS	\$ 9,129	\$ 5,000	\$ 5,000	\$ 5,000
63-9300-9800	CONTINGENCY	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL - OPERATIONAL COST		\$ 139,246.00	\$ 138,871.45	\$ 139,316.00	\$ 153,796.00
REIMBURSEMENT OF SERVICES					
63-7501-8400	REIMBURSEMENT OF SERVICES	\$ 23,871	\$ 24,246	\$ 23,801	\$ 21,204
TOTAL - REIMBURSEMENT OF SERVICES		\$ 23,871	\$ 24,246	\$ 23,801	\$ 21,204
TOTALS - EXPENSES		\$ 163,117	\$ 163,117	\$ 163,117	\$ 175,000
REVENUES/OVER EXPENSES					
Account Numbers	Account Description	Current Total Budget	FY 26 Request	FY 26 DRAFT	Recommended
TOTALS - REVENUES/OVER EXPENSES		\$ -	\$ -	\$ -	\$ -

**LIBRARY TRUST FUND
2025 - 2026 REQUESTED BUDGET**

REVENUES

Account Numbers	Account Description	Original Total Budget	Estimated	Requested	Recommended	Approved
<u>71-3700-1000</u>	INVESTMENT EARNINGS	\$ -	\$ -	\$ -	\$ -	\$ -
<u>71-3800-1000</u>	BOOK SALE PROCEEDS	\$ 1,000.00				
<u>71-3900-9000</u>	FUND BALANCE APPROPRIATED	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL - REVENUES - LIBRARY TRUST		\$ 2,000.00	\$ -	\$ -	\$ -	\$ -

Proposed Path to Increase General Fund Balance

1. Enter into Sanitation Contract ASAP
2. Sell existing two Garbage Trucks
3. Surplus All Police Cars (when new ones arrive)
4. Request ABC funding from Pitt Co. Board of Commissioners
5. Special Leverage Tax (vehicle/Fire?) inquiring w/tax office
6. Raise Property Tax
7. Phase Reclaiming Property/Reselling for money owed (Multi- Year)
8. Vacancy Tax for all Empty Commercial Buildings

Fund balance available for appropriation is an important reserve for local governments to provide cash flow during periods of declining revenues and to be used for emergencies and unforeseen expenditures. The information to the left indicates the amount of available cash on hand. You will also see the average for units of your size. **Note that 8.33% represents enough fund balance to cover only one month of expenditures.** Normally, a unit has to either increase revenues or decrease expenditures to increase fund balance available.

This calculation looks at fund balance available plus debt service fund balance (if applicable) less Powell Bill restricted fund balance. This number is then divided by the total of total expenditures plus transfers out less bond proceeds and less amount expended for Powell Bill Expenditures.

\$1,304,934	Current GF Balance	* Audited as of 6/30/24
		Need to raise GF balance by a minimum of 12.37% to reach 34% required
		Average towns/unit similar in size is 63%
\$104,394.72	8%	
\$52,197.50	4%	
\$156,592.22		Needed min. to reach threshold

Town of Ayden Debt at a Glance

Date of Issue	Description	Vendor	Payment Due Date	Outstanding as of July 1 2024	Principal	Interest	Matures
Water & Sewer System							
7/2/2008	E-SRL-T-05-0071, Sewer	NCDEQ	5/1/2025	\$522,805.00	\$130,701.25	\$11,841.53	2028
12/3/2021	Sewer Line Extension	Southern Bank	12/3/2024	\$1,866,666.67	\$133,333.33	\$39,013.33	2037
11/6/2017	CS370902-01, Sewer	NCDEQ	5/1/2025	\$1,022,691.60	\$73,049.40	\$0.00	2038
12/1/2020	CS 370902-02, Sewer/ water	NCDWI	5/1/2025	\$298,746.95	\$17,573.35	\$0.00	2041
2/18/2020	Water & Sewer System Series 2020	USDA	6/1/2025	\$835,000.00	\$17,000.00	\$15,656.25	2059
9/2/2008	Water & Sewer System Series 2020	USDA	6/1/2025	\$2,349,000.00	\$57,000.00	\$102,768.75	2048
10/21/2020	Vaccum Truck	USDA	10/26/2025	\$160,000.00	\$13,333.33	\$2,378.67	2035
			Total	\$7,054,910.22	\$441,990.66	\$171,658.53	
Electric							
7/27/2016	Weyerhaeuser Station	Truist	7/1/2025	\$450,000.00	\$150,000.00	\$10,980.00	2026
11/1/2020	2020 Ford 450 Service Truck	United Bank	12/1/2025	\$15,821.00	\$14,303.02	\$1,517.98	2025
			Total	\$465,821.00	\$164,303.02	\$12,497.98	
General Fund							
3/1/2019	2019 Fire Truck	Truist	3/1/2026	\$65,980.44	\$61,952.07	\$4,028.37	2026
5/1/2022	2023 Fire Truck	Southern Bank	5/1/2026	\$298,570.00	\$59,714.00	\$9,031.63	2029
			Total	\$364,550.44	\$121,666.07	\$13,060.00	
					\$60,833.04	\$6,530.00	
					Split with Rural		



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

June 9, 2025 - 6:30 PM

District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

I. CALL TO ORDER

A. Call to order

Mayor Mewborn called the meeting to order.

B. Roll Call

Town Clerk Jeremy Crawford called the roll.

Present:

Mayor Ivory Mewborn, Mayor Pro-tem Raymond Langley, Commissioner Johnny Davis, Commissioner Sarah Connor, Commissioner Brian Newell

Excused:

Commissioner Cynthia Goff

Absent:

None

Also Present:

Scott Howard - Town Manager

Stephen Smith - Assistant Town Manager

Jeremy Crawford - Town Clerk

Timothy Carraway - Town Attorney

C. Welcome Visitors/Protocol for Public Comment

Mayor Mewborn welcomed the Board and those in attendance.

D. Invocation

Mayor Mewborn provided the invocation.

E. Pledge of Allegiance

Mayor Mewborn led the room in reciting the pledge of allegiance.

F. Approval of the Agenda

Mayor Mewborn asked the Board if they had any comments or revisions to the agenda.

Commissioner Connor asked to add item "III.E., Canceling the July 2025 Governing Board Meeting" to the agenda.

Motion to approve the agenda with the revision proposed by Commissioner Connor.

Motion: Mayor Pro-tem Langley

Second: Commissioner Newell

Discussion: None

Approved: 4-0

Motion passed unanimously.

II. PUBLIC COMMENTS

Mayor Mewborn opened the public comment period, and called forward Mrs. Stephanie McLawhorn. Stephanie McLawhorn, 5785 W. W. Gaskins Road, Ayden: Mrs. McLawhorn read from her prepared notes and requested the Board investigate the feasibility of transferring the Town's electrical supply to another, more cost-effective, provider.

Mayor Mewborn thanked Mrs. McLawhorn for her comments, and closed the public comment period.

A. Review of Past Public Comment Topics

Scott Howard, Page 3

Town Manager Scott Howard presented the topic.

Item Explanation

This item is an opportunity for the Town Manager and Staff to share updates regarding comments made during previous public comment periods.

Staff Comments

1) During the 05/12/2025 meeting, a utility customer requested a list of the names and addresses of all properties receiving water and sewer services outside the town limits. This same customer emailed their records request to the Town Clerk. This request cannot be satisfied as it is Public Enterprise Billing Information, and, according to NCGS 132-1.1(c), is not a public record.

2) There were no other public comments from 5/12/2025, and the Board did not hold a public comment period for the budget workshop on 5/21/2025.

Action Requested

This agenda item is for informational purposes, and no action is expected or recommended.

III. CONSENT AGENDA

Mayor Mewborn 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 written.

Motion: Mayor Pro-tem Langley

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

A. Minutes from the 04/14/2025 Regular Meeting, the 04/23/2025, Budget Workshop, and the 05/12/2025 Regular Meeting. Page 4, Page 200, Page 242

B. Approve Marsha Hall, Finance Director, to serve as the alternate for the Town of Ayden on the NCEMPA Rate Committee. Scott Howard is the primary representative. Page 352

C. Division of Water Infrastructure EBS Requisition of Funds Platform Designation Rich Moore, Page 353

See Attachment A for the signed EBS Requisition.

D. Police Department Vehicle Replacement David Dempsey, Page 356

IV. PUBLIC HEARING

A. Zoning Map Amendment - Kenneth Smith Stephen Smith, Page 357

Assistant Town Manager Stephen Smith presented the topic.

Item Explanation

Amendment: The applicant is requesting a zoning map amendment to change the zoning from RA-20 (Residential/Agricultural) to B-2 (Highway Business District) for approximately 1.64 acres of property located at 4012 Emma Cannon Road. This request consists entirely of parcel #21270 (see attached map).

Zoning District: RA-20 (Residential/Agricultural) – The RA-20 District is established with the purposes of agriculture and

low-density residential development on lots with a minimum size of 20,000 square feet, and further to provide for certain other permitted and special uses as set forth in *Article 4 – Individual Use Standards*. This district is intended to ensure that residential development not having access to a public water system and dependent on septic systems for sewage disposal will occur at a low-density to provide a healthful environment.

Zoning District: B-2 (Highway Business District) – The B-2 district is designated to accommodate highway-oriented retail, commercial service uses and in some cases light manufacturing.

Future Land Use Designation: Low Density Residential – These areas are comprised of single-family homes with densities ranging from 1 to 3 dwelling units an acre. New development without access to sewer should be at lower densities, actual lot size will vary based on quality soils.

Pitt County Zoning District: GC (General Commercial) - The General Commercial District is intended to accommodate a range of retail, service, office, limited wholesale, and moderate density multifamily residential uses in areas that have access to major thoroughfares and the necessary utilities to support such development.

ADDITIONAL INFORMATION:

The subject property is located in the Town's extra-territorial jurisdiction and is surrounded by RA-20 zoning to the west, south and southeast. To the northeast, a portion of Parcel# 7184 is zoned Pitt County GC-General Commercial (see attached maps). Commercial use of the property predates zoning as RA-20 and the adoption of zoning regulations by the Town of Ayden. Three buildings are located on the property with 1570 NC-102 E and 1588 NC-102 being commercial in nature and 1578 NC-102 E being a manufactured home. RA-20 zoning makes commercial use of this property nonconforming. Existing commercial uses (Eastern Mechanical Group and Jones & Smith) are grandfathered in; any application for a change of commercial use would require an appeal to the Board of Adjustment.

Staff Comments

Recommendations: Staff recommends approval of the rezoning from RA-20 (Residential/Agricultural) to B-2 (Highway Business District). While this rezoning request is not consistent with the Town of Ayden Land Use Plan, which Designates this property as Low-Density Residential, staff finds that it is reasonable and in the public interest. Two buildings on the property are designed for commercial use. The property is located off of a highway, as is recommended for Highway Commercial uses. Lack of sewer service reduces the likelihood of large-scale commercial development at this intersection. Additionally, the property is in close proximity to commercially zoned property, Pitt County GC (General Commercial).

At their May meeting, the Planning Board voted unanimously to recommend approval of the rezoning request, finding it reasonable and in the public interest and agreed with the above staff findings.

Action Requested

Hold a Public Hearing

By motion, approve or deny the enclosed Zoning Map Amendment Ordinance No. 24-25-11. As a part of the motion, one of the following consistency statements must be read per state statute:

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that, while the request is inconsistent with the aforementioned plan, that the request is reasonable and in the public interest and I move to approve Zoning Map Amendment Ordinance No. 24-25-11.

- OR -

Based on the information provided at the public hearing and in the staff report, and the policies of the Town Comprehensive Plan, the Board finds that the request is inconsistent with the aforementioned plan, there is a more appropriate zoning classification and, therefore, denial is reasonable and in the public interest. I move to deny Zoning Map Amendment Ordinance No. 24-25-11.

Assistant Manager Smith stated the owner was unable to attend the meeting tonight, and they asked for the agenda item to be postponed until the August 11, 2025, meeting.

Motion to postpone the public hearing until the Aug 11, 2025, meeting.

Motion: Mayor Pro-tem Langley

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

B. Zoning Text Amendment - Major Site Plan & Major Subdivision Approval Process Stephen Smith, Page 372

Assistant Town Manager Smith presented the topic.

Item Explanation

The Town of Ayden Planning Board has requested reversal of text amendments passed 4/12/21 which removed the quasi-judicial process for major subdivisions and site plans, and moved approval to an administrative process. The requested text amendment is as follows:

1. Reverse amendments to UDO Article 2, entitled "Administration"
2. Reverse amendments to UDO Article 8, entitled "Development Processes"

The proposed text amendments are as shown in Ordinance 25-25-12 (attached).

Staff Comments

North Carolina General Statute 160D-803 dictates the processes by which local governments may review and process subdivision plats. The statute is as follows:

§ 160D-803. Review process, filing, and recording of subdivision plats.

(a) Any subdivision regulation adopted pursuant to this Article shall contain provisions setting forth the procedures and standards to be followed in granting or denying approval of a subdivision plat prior to its registration.

(b) A subdivision regulation shall provide that the following agencies be given an opportunity to make recommendations concerning an individual subdivision plat before the plat is approved:

(1) The district highway engineer as to proposed State streets, State highways, and related drainage systems.

(2) The county health director or local public utility, as appropriate, as to proposed water or sewerage systems.

(3) Any other agency or official designated by the governing board.

(c) The subdivision regulation may provide that final decisions on preliminary plats and final plats are to be made by any of the following:

(1) The governing board.

(2) The governing board on recommendation of a designated body.

(3) A designated planning board, technical review committee of local government staff members, or other designated body or staff person.

If the final decision on a subdivision plat is administrative, the decision may be assigned to a staff person or committee comprised entirely of staff persons, and notice of the decision shall be as provided by G.S. 160D-403(b). If the final decision on a subdivision plat is quasi-judicial, the decision shall be assigned to the governing board, the planning board, the board of adjustment, or other board appointed pursuant to this Chapter, and the procedures set forth in G.S. 160D-406 shall apply.

NCGS 160D-301 (d)(7), regulates the powers and duties of the Planning Board, and permits the Planning Board "To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board." Further, NCGS 160D-406, entitled Quasi-Judicial Procedures, states that "Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. Each quasi-judicial decision shall be reduced to writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board."

Per NCGS 160D-405, appeals to administrative decisions shall be made to the Board of Adjustment. NCGS 160D-406 requires that appeals to quasi-judicial decisions shall be subject to review by the superior court.

At their May meeting, the Planning Board voted unanimously to approve the text amendment.

Action Requested

- Conduct a public hearing.
- Consider approval or denial of the proposed zoning text amendment.

Assistant Manager Smith responded to questions from the Board.

Motion to table to topic until after the Kenneth Smith zoning map amendment public hearing.

Motion: Commissioner Connor

Second: Mayor Pro-tem Langley

Discussion: None

Approved: 4-0

Motion passed unanimously.

C. FY25/26 Proposed Budget

Marsha Hall, Page 384

Finance Director Marsha Hall presented the topic.

Director Hall spoke from her prepared slides and responded to questions from the Board.

Mayor Mewborn opened the public hearing on the FY 25/26 proposed budget.

Mrs. Stephanie McLawhorn requested to address the Board. Mrs. McLawhorn shared her concerns with the multiple rides, and she asked where the funds were going.

Mayor Mewborn closed the public hearing. Mayor Mewborn asked the Board if they had any questions regarding the proposed budget, and after hearing none, ended the discussion on the topic with no action taken.

V. ACTION ITEMS

A. Setting the Structure for Downtown Ayden Main Street

Scott Howard, Page 444

Town Manager Scott Howard presented the topic.

Item Explanation

The structure for Downtown Ayden Main Street (AKA, Downtown Ayden, Inc, Downtown Ayden Incorporated, and Ayden Main Street) remains unset, and the Town Staff encourage the Board to identify which structure they would like to pursue as the Downtown Ayden Main Street function moves forward.

This item was tabled in previous meetings, and the content remains the same.

Staff Comments

Three options for setting the Main Street structure include:

Nonprofit (501c(3)(4)(6))

- Board controls the operation of the organization (sets policy).
- **Strengths:** Separation of govt. control; partnership opportunities.
- **Challenges:** sustainability.

City Department

- Council appointed (advisory) board makes recommendations (does not set policy).
- **Strengths:** City takes lead; more stability.
- **Challenges:** Can limit partnership opportunities.

Quasi-Public-Private

- Has more authority than advisory. There is a nonprofit status attached to this model. Director is a liaison between the board and city as they are city staff or contracted by city.
- **Strengths:** Formal partnership; sharing of benefits; staff possibly city employee.
- **Challenges:** Imposed restraints; seen as a "city employee"; govt. leadership changes.

The program can be effectively run under any of the three organizational structures: but as we discussed, there are benefits and challenges to all three.

The nonprofit arm can be great for fundraising. The city run department is attractive because it often means that the city will dedicate some of the budget to operating expenses. Quasi programs are great because they often bring the best of both of the other structures together.

We actually have short videos (20 mins) explaining each structure more in depth on our website. You can find them if you scroll to the bottom of the organization page here: <https://www.ncmainstreetandplanning.com/organization>

Action Requested

Review and identify which structure the Downtown Ayden Main Street will follow for future activities and operations.

Example motion: "I motion that we set Downtown Ayden Main Street under the _____ structure."

Manager Howard reiterated the variety of possible options for the Board. Assistant Manager Smith responded to questions from the Board.

Motion to approve the Quasi-Public_Private organization structure for the Ayden Main Street function.

Motion: Mayor Pro-tem Langley

Second: Commissioner Davis

Discussion: Assistant Town Manager Smith responded to questions from the Board. Mrs. Sarah Coltrain shared her position with the Board regarding the Main Street program.

Mayor Pro-tem Langley withdrew his motion.

Motion to keep the current organizational structure in place until the Board can address funding opportunities in the next budget year.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

B. Deciding on Donation Amount for Ayden Chamber

Scott Howard, Page 448

Town Manager Howard presented the topic.

Item Explanation

Facts on Why There is a Vote on Donating to Chamber of Commerce - 6-2-25

- \$19,000 was put in this year's current budget.
- It was asked for around 2-3 months ago?
- The reason the Board gave the Chamber so much, was that the Chamber explicitly stated they were asking for that amount so they could pay a director.
- They did not get a director.
- Upon hearing this, one member of our Board stated that we should not give the full amount.
- We attempted to get a consensus from the Board on what amount to donate.
- An email was sent asking for a feedback for 3 weeks or more.
- Two Board members said the amount given should be \$0
- One Board member said it should be \$12,000
- One Board member said it should be \$19,000
- One Board member did not respond.
- With this wide difference of opinion, Staff feel it's best to put the topic on the agenda for Board consideration and a vote.

Manager Howard responded to questions from the Board. Mayor Pro-tem Langley shared his position on the topic.

Motion to give \$19,000 to the Ayden Chamber, as per the approved FY 24/25 budget.

Motion: Mayor Pro-tem Langley

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

C. Review/Approve the FY 25/26 Budget Ordinance

Marsha Hall, Page 449

Finance Director Hall presented the topic.

Item Explanation

At this point in the agenda, all items that impact the budget and that need Board input have been covered. If there is anything else the Board needs to discuss in order to vote on the proposed budget, it should be covered during this item.

Staff Comments

Changes from the last budget workshop include:

40,676.00 of General Fund Balance is required to balance the budget, and this is required because of the increases in Board salaries, and the two line items omitted related to the Arts & Recreation Department, and the Main Street recommended amount.

Action Requested

Recommend approving the FY 25/26 Budget Ordinance and Fee Schedule.

Example motion: "I motion we approve the FY25/26 Budget Ordinance, and Fee Schedule, as written."

Director Hall responded to questions from the Board. Mayor Pro-tem Langley stated that he felt the Board should fund the cost to improve the boardroom audiovisual equipment.

Motion to add \$8,000 to purchase the gear needed for live-streaming the meetings.

Motion: Mayor Pro-tem Langley

Second: None

Discussion: Town Clerk Jeremy Crawford shared the information he received from various cost estimates, indicating the costs to make system improvements would range from \$6,000 to more than \$8,000.

Motion dies for lack of a second.

Commissioner Newell asked Director Hall if the Town could set a special meeting to further discuss the proposed budget. Town Clerk Crawford shared the requirements associated with calling a special meeting from within a regular meeting. Director Hall and the Board discussed a variety of dates for holding a special meeting.

Motion to set a special meeting to discuss the proposed budget for 6:30 PM, 23 June 2025.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

Director Hall requested that the Board share any questions they might have before close of business on 12 June 2025. Town Attorney Tim Carraway asked Director Hall to remind the Board of the Local Government Commission's (LGC) requirements regarding the timing of the budget approval. Manager Howard shared his position on the same matter.

Mayor Mewborn asked the Board if they had any other questions, and hearing none, moved on to the next topic without taking any further action on this matter.

D. Award of Construction – Sewer Pump Station No. 1 Sanitary Sewer Improvements Rich Moore, Page 450

Rich Moore, McDavid Associates, presented the topic.

Item Explanation

The Division of Water Infrastructure awarded a \$1,600,000 Community Development Block Grant – Infrastructure award to rehabilitate existing Town Sewer Pump Station No. 1 and replace sewer collection assets on Club Drive and Iola Drive.

In accordance with original grant funding, McDavid Associates, Inc. prepared bid packages for sanitary sewer system improvements. Bids were received on April 17, 2025. The low bid exceeded available funds. Based on the low bid, supplemental grant funds were requested from the State to allow full award of project scoping. In support of a recommendation of award, the following exhibits are provided for Board review and consideration:

- Letter of Recommendation of Award
- Resolution Awarding Construction to Military & Federal Construction Co., Inc. for contract value of \$1,327,432.00 and amending capital project budget ordinance.
- Notice of Award
- Bid tabulation sheet
- Project Map

Staff Comments

Action is to "tentatively" award construction contingent upon action to formally accept supplemental grant funding in the amount of \$270,000.

Action Requested

Approve Resolution Awarding Construction and Amending Capital Project Budget Ordinance.

Example Motion: "I motion we approve the resolution awarding construction and amending the capital project budget ordinance."

Mr. Moore spoke from his prepared notes and responded to questions from the Board.

Motion to approve Pump Station 1 resolution and capital project budget ordinance.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

See Attachment B.

E. Voluntary Annexation Petition - East Ridge Section 2 Phase 4

Stephen Smith, Page
463

Assistant Town Manager Smith presented the topic.

Item Explanation

For your consideration, the Town has received a petition requesting a voluntary annexation submitted by A.T. Venters Properties, LLC. The request includes a total of 24.76 acres consisting of a portion of Parcel #91624, located within the East Ridge Subdivision, south of 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 - June 9, 2025**
- The Town Clerk provides the Board of Commissioners with the Certificate of Sufficiency - July 14, 2025
- The Board of Commissioners adopts a Resolution Setting a Public Hearing - July 14, 2025
- The Board of Commissioners considers Annexation Ordinance - August 11, 2025

Action Requested

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

Motion to approve resolution directing the Town Clerk to investigate the sufficiency of the East Ridge Sect 2 Phase 4 annexation petition.

Motion: Commissioner Newell

Second: Commissioner Davis

Discussion: None

Approved: 4-0

Motion passed unanimously.

VI. INFORMATION

A. Staff Departmental Reports

Page 469

Mayor Mewborn asked the Board if they had any questions or comments regarding the Staff Departmental Reports, and hearing none, moved on to the next agenda item.

VII. BOARD MEMBER COMMENTS

Mayor Mewborn opened the floor for comments from the Board.

Commissioner Davis said Happy Father's Day and thanked everyone for being at the meeting tonight.

Commissioner Newell thanked everyone for coming out.

Commissioner Connor thanked everyone for coming out tonight, and she reminded everyone of the upcoming Juneteenth celebration on 22 June 2025. Commissioner Connor also reminded everyone of the ongoing Land Use Plan survey.

Mayor Pro-tem Langley thanked everyone for coming out tonight, and added Happy Father's Day.

Mayor Mewborn concurred with the comments of the other members, and that he appreciates the town working together with the Board. Mayor Mewborn thanked the staff for everything they do for the town.

VIII. CLOSED SESSION

- A. Pursuant to G.S. 143-318.11. (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Page 481

Item Explanation

No explanation at this time.

Staff Comments

Board requested a six-month evaluation.

Action Requested

Complete evaluation process.

Mayor Mewborn asked if there was a motion for consideration.

Motion to enter closed session pursuant to G.S. 143-318.11(a)(6).

Motion: Commissioner Connor

Second: Commissioner Newell

Discussion: None

Approved: 4-0

Motion passed unanimously.

Motion to return to open session.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

IX. ADJOURNMENT

Motion to adjourn the meeting.

Motion: Commissioner Davis

Second: Commissioner Connor

Discussion: None

Approved: 4-0

Motion passed unanimously.

CERTIFICATION

Minutes from the 06/09/2025 regular meeting were adopted and certified on the 11th day of August 2025 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

Ivory Mewborn, Mayor

Jeremy Crawford, Town Clerk

**RESOLUTION
DESIGNATING AUTHORIZED REPRESENTATIVE
DIVISION OF WATER INFRASTRUCTURE
ENTERPRISE BUSINESS SERVICES (EBS) PLATFORM
FEDERAL TAX ID NUMBER 56-6001170
TOWN OF AYDEN**

WHEREAS, the Town of Ayden has been awarded financial assistance from the Division of Water Infrastructure for the following projects:

Funding Award	Project Numbers	Description
\$906,000.00	SRP-D-ARP-0028	Cannon Street Waterline Replacement
\$580,000.00	VUR-AIA-W-ARP-0025 AIA-W-ARP-0227	Sanitary Sewer System AIA Evaluation
\$1,600,000.00	22-I-4102	Pump Station No. 1 Sanitary Sewer Improvements
\$500,000.00	SRF-W-0012	2023 Swift Creek Sanitary Sewer Outfall
\$1,400,000.00	18-I-3091 23-I-4157	Woodcrest Sanitary Sewer Improvements

, and

WHEREAS, the Town of Ayden currently designates the Mayor as Authorized Representative for execution of all contractual obligations related to the project, and

WHEREAS, the Division of Water Infrastructure has implemented an Enterprise Business Services (EBS) Platform to:

- Create and Submit Claims (Payment Disbursements)
- View Status of Claims in review
- Edit and Resubmit Claims Returned for Additional Information
- View Historical Claims

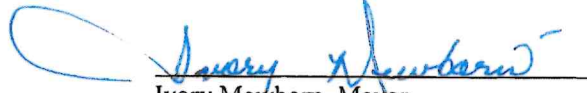
WHEREAS, the Town of Ayden desires to designate additional Authorized Representatives to submit/review/edit claims under the EBS Platform,

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

That the following individuals identified by name and position are designated as Authorized Representative for the Division of Water Infrastructure Enterprise Business Services (EBS) Platform:

- Ivory Mewborn, Mayor, Town of Ayden, and successors so titled
- Scott Howard, Town Manager, Town of Ayden, and successors so titled
- Stephen Smith, Assistant Town Manager, Town of Ayden, and successors so titled
- Marsha Hall, Town Finance Director, Town of Ayden, and successors so titled

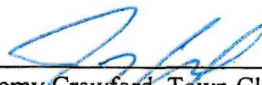
Adopted this the 9th day of June 2025 at Ayden, North Carolina.


Ivory Mewborn, Mayor
Town of Ayden

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Ayden does hereby certify: That the above/attached resolution is a true and correct copy of the resolution designating individuals as Authorized Representative for the Division of Water Infrastructure Enterprise Business Services (EBS) Platform, as regularly adopted at a legally convened meeting of the Board of Commissioners duly held on the 9th day of June, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of June, 2025.

(SEAL)


Jeremy Crawford, Town Clerk
Town of Ayden



**RESOLUTION
AMENDING CAPITAL PROJECT BUDGET AND
AWARDING CONSTRUCTION CONTRACTS
SEWER PUMP STATION NO. 1 SANITARY SEWER IMPROVEMENTS
CONTRACT NO. 7 – SANITARY SEWER SYSTEM IMPROVEMENTS
DIVISION OF WATER INFRASTRUCTURE CDBG-I PROJECT 22-I-4102
TOWN OF AYDEN**

- WHEREAS,** the Town of Ayden has accepted a \$1,600,000 Community Development Block Grant – Infrastructure financial assistance award from the Division of Water Infrastructure to rehabilitate existing Sanitary Sewer Pump Station No. 1 located at the end of Club Drive and replace sanitary sewer collection system assets along Club Drive and Iola Drive, and
- WHEREAS,** Plans for construction have been completed and bids for construction were received on April 17, 2025 (re-bid date due to insufficient bid submittals at first opening), and
- WHEREAS,** Military & Federal Construction Co., Inc. submitted the low bid for Contract No. 7 – Sanitary Sewer System Improvements in the amount of \$1,327,432.00, and
- WHEREAS,** the low bid exceeded available funds, and
- WHEREAS,** the Town requested supplemental funding in the amount of \$270,000.00 with a \$5,000.00 local contribution (sales tax refund) from the Division of Water Infrastructure, and
- WHEREAS,** the Division of Water Infrastructure has approved a supplemental grant award to the Town in the amount of \$270,000.00, and
- WHEREAS,** The Engineer has prepared a Recommendation of Award for Ayden Board of Commissioners' consideration and approval,

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

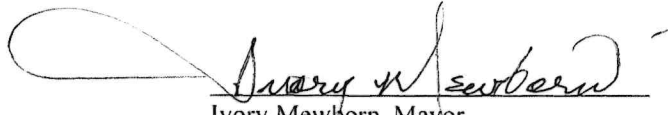
That supplemental grant offer to the Town from the Division of Water Infrastructure in the amount of \$270,000.00 be accepted.

That the attached budget is hereby amended for Pump Station No. 1 Sanitary Sewer Improvements.

That Contract No. 7 – Sanitary Sewer System Improvements be awarded to Military & Federal Construction Co., Inc. for the low bid amount of 1,327,432.00.

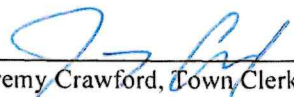
That the Mayor and Town Manager are designated, authorized and directed to execute all documents associated with project implementation within limits of approved budget to include award, construction contract agreement, pay requests, change orders, and close-out forms.

Adopted this the 9th day of June, 2025 at Ayden, North Carolina.


Ivory Mewborn, Mayor
Town of Ayden

(SEAL)

ATTEST:


Jeremy Crawford, Town Clerk





Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Public Records Destruction Log dated 07.23.25

Item Explanation

The Town Clerk is requesting approval to properly destroy the identified records.

Authority:

The Town of Ayden "2021 General Records Schedule - Local Government Agencies" (hereafter "Schedule") was approved by the Governing Board on 14 Apr 2025. The Schedule outlines the retention and destruction requirements for all classes of records that fall under the Schedule.

Situation:

Based on the Schedule, records identified in the included "Destruction Log" (hereafter "Log") file have satisfied the minimum retention schedule for each record category, and they are ready to be properly destroyed. While the Schedule does not require the Board to approve every pending destruction, it does recommend that every "significant destruction" be entered into the minutes of the Board. The volume of records named in the Log amounts to (13) large boxes of records, which the staff felt would be viewed as "significant." These outdated records include accounts receivable, accounts payable, and credit card statements that are all more than five years old.

Additionally, the "Disposal of Unscheduled Records" files (No.1 & No. 2) identify records that have no retention or destruction schedule. In those cases where a record is not identified in the Schedule, and the Governing Board determines the record no longer holds historical value to the Town, the Board may vote to approve the destruction of the record. After approval, the Town Clerk forwards the files to the NC Dept. of Natural & Cultural Resources (NCDNCR).

Staff Comments

The Town has been storing departmental records for years, and there is no documentation to indicate anything has been destroyed in the last 8–10 years. Whether it is related to the Town Hall, the Operations building, or the Arts & Recreation facilities, we are running out of room. Properly destroying outdated records will free up space, and reduce the burden on staff from having to safeguard records that have no value.

Action Requested

Staff recommend approving the proper destruction of all records identified in this agenda item.

Example Motion: "I motion we approve the destruction of all records identified in this agenda item."

Destructions Log

Agency	Town of Ayden, NC				
Department	Finance	Section	AP/AR/CSR	Branch	N/A
Location(s) of Records	"Judge's Chamber," 2 nd Floor Boardroom, Ayden Town Hall, 4144 West Ave., Ayden, NC 28513				

Records Series	Box (by #s)	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
					P	E			
2.01 Accts Payable	B8	5yrs/3yrs	FY19-20	1 Box	X				
2.01 Accts Payable	B9	5yrs/3yrs	FY18-19	1 Box	X				
2.01 Accts Payable	B10	5yrs/3yrs	FY19-20	1 Box	X				
2.01 Accts Payable	B11	5yrs/3yrs	FY19-20	1 Box	X				
2.01 Accts Payable	B13	5yrs/3yrs	FY19-20	1 Box	X				
2.01 Accts Payable	B14	5yrs/3yrs	FY18-19	1 Box	X				
2.01 Accts Payable	B15	5yrs/3yrs	FY18-19	1 Box	X				
2.01 Accts Payable	B16	5yrs/3yrs	FY18-19	1 Box	X				
2.01 Accts Payable	B19	5yrs/3yrs	FY21-22	1 Box	X				
2.02 Accts Receivable	B20	3yrs	FY 2021	1 Box	X				
2.02 Accts Receivable	B21	3yrs	FY 2021	1 Box	X				
2.02 Accts Receivable	B22	3yrs	FY 2021	1 Box	X				
2.02 Accts Receivable	B23	3yrs	FY 2021	1 Box	X				

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS: 4615 Mail Service Center Raleigh, N.C. 27699-4615	http://archives.ncdcr.gov Telephone (919) 814-6900 Facsimile (919) 715-3627 State Courier 51-81-20	LOCATION: 215 N. Blount Street Raleigh, N.C. 27601-2823
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Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Jeremy Crawford, Town Clerk

Requestor name

Town of Ayden, NC

Location and Agency [e.g., County/Municipality + Department of Social Services]

252-481-5826 / jcrawford@ayden.com

Phone and email

Town Hall, 4144 West Ave., Ayden, NC 28513

Mailing Address

In accordance with the provisions of G.S. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD
Utility Billing	FY 21-22	1 Box (B1)	N/A	Once audit is complete.
Utility Billing	FY 19-20	1 Box (B2)	N/A	Once audit is complete.
Utility Billing	FY 21-22	1 Box (B3)	N/A	Once audit is complete.
Utility Billing	FY 22-23	1 Box (B4)	N/A	Once audit is complete.
Utility Billing	FY 23-24	1 Box (B5)	N/A	Once audit is complete.
Utility Billing	FY 23-24	1 Box (B6)	N/A	Once audit is complete.
Utility Billing	FY 22-23	1 Box (B7)	N/A	Once audit is complete.
Utility Billing	FY 2018 & Prior	1 Box (B12)	N/A	Once audit is complete.

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator
State Archives of North Carolina Date

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

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4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

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Raleigh, N.C. 27601-2823

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	State Courier 51-81-20	

Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Jeremy Crawford, Town Clerk

Requestor name

Town of Ayden, NC

Location and Agency [e.g., County/Municipality + Department of Social Services]

252-481-5826 / jcrawford@ayden.com

Phone and email

Town Hall, 4144 West Ave., Ayden, NC 28513

Mailing Address

In accordance with the provisions of G.S. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD
Utility Billing	FY 20-21	1 Box (B17)	N/A	Once audit is complete.
Utility Billing	FY 19-20	1 Box (B18)	N/A	Once audit is complete.

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator
State Archives of North Carolina Date

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

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	State Courier 51-81-20	



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Approval of 4th Quarter FY25 Budget Adjustments

Item Explanation

4th Quarter Fiscal Year 2025 Budget Adjustments. Per FY25 Town Ordinance, budget adjustments require Board approval.

Staff Comments

Approval of 4th 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: 04/01/2025 - 06/30/2025

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						
10-4110-1920	PROFESSIONAL SERVICES			62,000.00	-1,357.20	60,642.80
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		-273.20	
BA0000863	BAGov Board reallocation	GLPKT22254	05/02/2025		-244.00	
BA0000878	Reallocate BA Governing Board	GLPKT22529	06/01/2025		-840.00	
10-4110-2600	SUPPLIES			750.00	-465.40	284.60
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		-224.70	
BA0000863	BAGov Board reallocation	GLPKT22254	05/02/2025		-197.90	
BA0000878	Reallocate BA Governing Board	GLPKT22529	06/01/2025		-42.80	
10-4110-3100	TRAVEL-TRAINING			8,000.00	417.40	8,417.40
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		384.71	
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		10.74	
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		21.95	
10-4110-4501	WORKERS COMP			100.00	-21.95	78.05
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		-21.95	
10-4110-4910	DUES & SUBSCRIPTIONS			10,000.00	-10.74	9,989.26
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		-10.74	
10-4110-4990	MISCELLANEOUS			1,500.00	-244.91	1,255.09
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		-384.71	
BA0000878	Reallocate BA Governing Board	GLPKT22529	06/01/2025		42.80	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		97.00	
10-4110-6100	LOCAL SUPPORT FOR ORG.			750.00	-250.00	500.00
BA0000863	BAGov Board reallocation	GLPKT22254	05/02/2025		-250.00	
10-4110-6102	SPECIAL EVENTS			3,000.00	868.10	3,868.10
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		273.20	
BA0000863	BAGov Board reallocation	GLPKT22254	05/02/2025		691.90	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-97.00	
10-4110-6104	COLLARD FESTIVAL			10,000.00	224.70	10,224.70
BA0000862	Governing Board BA	GLPKT22253	05/02/2025		224.70	
10-4110-6105	CHAMBER OF COMMERCE			20,000.00	840.00	20,840.00
BA0000878	Reallocate BA Governing Board	GLPKT22529	06/01/2025		840.00	
10-4120-1210	FULL TIME SALARIES			233,000.00	-720.00	232,280.00
BA0000864	BAAAdminReallocation	GLPKT22255	05/02/2025		-720.00	
10-4120-1850	RETIREE INSURANCE			21,600.00	-1,500.00	20,100.00
BA0000876	BAGF	GLPKT22433	05/01/2025		-1,500.00	
10-4120-3100	TRAVEL-TRAINING			8,000.00	-7.87	7,992.13
BA0000864	BAAAdminReallocation	GLPKT22255	05/02/2025		-7.87	
10-4120-3210	TELEPHONE			1,200.00	1,380.00	2,580.00
BA0000864	BAAAdminReallocation	GLPKT22255	05/02/2025		720.00	
BA0000876	BAGF	GLPKT22433	05/01/2025		500.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		160.00	
10-4120-3910	ADVERTISING			5,000.00	1,362.00	6,362.00
BA0000876	BAGF	GLPKT22433	05/01/2025		1,000.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		362.00	
10-4120-4910	DUES & SUBSCRIPTIONS			2,300.00	7.87	2,307.87
BA0000864	BAAAdminReallocation	GLPKT22255	05/02/2025		7.87	

Budget Adjustment Report

For Date Range: 04/01/2025 - 06/30/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
10-4120-4990	MISCELLANEOUS			3,000.00	-362.00	2,638.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-362.00	
10-4130-1830	EMPLOYEE GROUP INS.			15,768.00	8.00	15,776.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		8.00	
10-4130-2600	SUPPLIES			6,000.00	-8.00	5,992.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-8.00	
10-4130-6000	CONTRACTS			124,900.00	-10,087.45	114,812.55
BA0000898	BAFIREGenerator Switch	GLPKT22762	06/30/2025		-10,087.45	
10-4140-1830	EMPLOYEE GROUP INS.			7,884.00	40.00	7,924.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		40.00	
10-4140-2600	SUPPLIES			150.00	98.00	248.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		98.00	
10-4140-2601	EMPLOYEE SCREENING			3,050.00	243.00	3,293.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		243.00	
10-4140-3100	TRAVEL-TRAINING			2,700.00	-1,021.00	1,679.00
BA0000889	BAFY25 Rollover FY26	GLPKT22733	06/30/2025		-640.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-381.00	
10-4140-3210	TELEPHONE			720.00	-160.00	560.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-160.00	
10-4210-3210	TELEPHONE			52,500.00	13,616.00	66,116.00
BA0000874	BAIT	GLPKT22431	05/01/2025		10,000.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		3,616.00	
10-4210-3211	INTERNET			25,000.00	-3,616.00	21,384.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-3,616.00	
10-4210-6000	CONTRACTS			167,000.00	20,000.00	187,000.00
BA0000880	Move funds to cover IT Support	GLPKT22574	06/23/2025		20,000.00	
10-4210-6001	CONTRACTS - COPIERS			49,000.00	-30,000.00	19,000.00
BA0000874	BAIT	GLPKT22431	05/01/2025		-10,000.00	
BA0000880	Move funds to cover IT Support	GLPKT22574	06/23/2025		-20,000.00	
10-4250-5000	CAPITAL OUTLAY			125,000.00	-25,000.00	100,000.00
BA0000852	BA to adjust equipment repairs for sanitaton...	GLPKT22094	04/04/2025		-10,000.00	
BA0000871	BA for AC	GLPKT22390	05/22/2025		-15,000.00	
10-4260-1210	FULL TIME SALARIES			99,595.00	-4,500.00	95,095.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-4,500.00	
10-4260-1220	OVERTIME			2,000.00	-2,000.00	0.00
BA0000874	BAIT	GLPKT22431	05/01/2025		-2,000.00	
10-4260-2600	SUPPLIES			18,000.00	-103.00	17,897.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-103.00	
10-4260-3300	UTILITIES - PROPANE			17,000.00	2,603.00	19,603.00
BA0000874	BAIT	GLPKT22431	05/01/2025		2,000.00	
BA0000874	BAIT	GLPKT22431	05/01/2025		500.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		103.00	
10-4260-3301	UTILITIES - ELECTRIC			26,000.00	30,525.00	56,525.00
BA0000874	BAIT	GLPKT22431	05/01/2025		24,000.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		6,525.00	
10-4260-3510	BLDGS REPAIRS & MAINT			110,000.00	-36,575.00	73,425.00
BA0000868	BA for AC	GLPKT22377	05/08/2025		-30,000.00	
BA0000869	Reverse GLPKT22377	GLPKT22387	05/08/2025		30,000.00	
BA0000871	BA for AC	GLPKT22390	05/22/2025		15,000.00	
BA0000872	BAAC	GLPKT22391	05/08/2025		20,000.00	
BA0000889	BAFY25 Rollover FY26	GLPKT22733	06/30/2025		-69,550.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-2,025.00	
10-4260-3520	REPAIRS & MAINT - EQUIP			2,000.00	-500.00	1,500.00

Budget Adjustment Report

For Date Range: 04/01/2025 - 06/30/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000874	BAIT	GLPKT22431	05/01/2025		-500.00	
10-4260-4500	GENERAL LIB/FIRE			175,000.00	-24,000.00	151,000.00
BA0000874	BAIT	GLPKT22431	05/01/2025		-24,000.00	
10-4260-6000	CONTRACTS			125,000.00	-20,000.00	105,000.00
BA0000868	BA for AC	GLPKT22377	05/08/2025		-20,000.00	
BA0000869	Reverse GLPKT22377	GLPKT22387	05/08/2025		20,000.00	
BA0000872	BAAC	GLPKT22391	05/08/2025		-20,000.00	
10-4310-1270	LESSOA EXPENSE			58,700.00	251.00	58,951.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		251.00	
10-4310-1330	LEO 401K CONTRIBUTION			0.00	36,270.00	36,270.00
BA0000876	BAGF	GLPKT22433	05/01/2025		34,000.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		2,270.00	
10-4310-1810	SOCIAL SECURITY			176,000.00	-2,521.00	173,479.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-2,270.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-251.00	
10-4310-1821	401K - SUPPLEMENTAL RETIRMENT			68,100.00	-34,000.00	34,100.00
BA0000876	BAGF	GLPKT22433	05/01/2025		-34,000.00	
10-4310-1830	EMPLOYEE GROUP INS.			204,950.00	-1,297.00	203,653.00
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		-1,297.00	
10-4310-2120	UNIFORMS			17,100.00	2,500.00	19,600.00
BA0000856	BA DCI Terminal to Uniforms vest replaceme...	GLPKT22235	04/28/2025		2,500.00	
10-4310-3300	ELEC COST 20% T HALL			4,000.00	1,997.00	5,997.00
BA0000876	BAGF	GLPKT22433	05/01/2025		700.00	
BA0000903	BAFY25 GF Adjustments	GLPKT22826	06/30/2025		1,297.00	
10-4310-4210	DCI TERMIAL RENTAL			3,100.00	-2,500.00	600.00
BA0000856	BA DCI Terminal to Uniforms vest replaceme...	GLPKT22235	04/28/2025		-2,500.00	
10-4310-4990	MISCELLANEOUS			8,000.00	-700.00	7,300.00
BA0000876	BAGF	GLPKT22433	05/01/2025		-700.00	
10-4340-1210	FULL TIME SALARIES			29,000.00	18,130.00	47,130.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		18,130.00	
10-4340-1810	SOCIAL SECURITY			2,400.00	1,215.00	3,615.00
BA0000907	BAFIREFY25	GLPKT22834	06/30/2025		1,215.00	
10-4340-1890	VOLUNTEER - CALL PAY			31,000.00	-19,345.00	11,655.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		-16,916.00	
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		-1,214.00	
BA0000907	BAFIREFY25	GLPKT22834	06/30/2025		-1,215.00	
10-4340-3300	UTILITIES - PROPANE			5,450.00	802.00	6,252.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		802.00	
10-4340-3520	EQUIPMENT REP & MAINT			20,000.00	3,947.00	23,947.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		3,947.00	
10-4340-4501	WORKERS COMP			7,500.00	-2,740.00	4,760.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		-2,740.00	
10-4340-6000	CONTRACTS FIRE			3,000.00	620.00	3,620.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		620.00	
10-4340-6920	GRANT APPROPRIATIONS			15,000.00	-2,430.37	12,569.63
BA0000893	BAFY25toFY26 Rollover	GLPKT22735	06/30/2025		-2,787.37	
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		357.00	
10-4340-7500	CAPITAL LEASES			61,000.00	-1,127.00	59,873.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		-1,127.00	
10-4340-7510	DEBT - INTEREST- VEHICLES			9,350.00	-1,859.00	7,491.00
BA0000906	BAFY25FIREadsutments	GLPKT22833	06/30/2025		-1,859.00	
10-4510-1210	FULL TIME SALARIES			427,000.00	-3,418.00	423,582.00

Budget Adjustment Report

For Date Range: 04/01/2025 - 06/30/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000852	BA to adjust equipment repairs for sanitaton...	GLPKT22094	04/04/2025		-3,100.00	
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-318.00	
10-4510-2311	SAFETY			1,000.00	-450.95	549.05
BA0000858	BA Streets	GLPKT22237	04/23/2025		-549.95	
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		99.00	
10-4510-3100	TRAVEL-TRAINING			5,000.00	-4,461.00	539.00
BA0000858	BA Streets	GLPKT22237	04/23/2025		-4,461.00	
10-4510-3520	EQUIPMENT REP & MAINT			37,000.00	10,010.95	47,010.95
BA0000858	BA Streets	GLPKT22237	04/23/2025		549.95	
BA0000858	BA Streets	GLPKT22237	04/23/2025		4,461.00	
BA0000858	BA Streets	GLPKT22237	04/23/2025		5,000.00	
10-4510-3590	CEMETERIES - MAINTENANCE			58,000.00	-3,750.00	54,250.00
BA0000852	BA to adjust equipment repairs for sanitaton...	GLPKT22094	04/04/2025		-3,750.00	
10-4510-4990	MISCELLANEOUS			5,000.00	-4,781.00	219.00
BA0000858	BA Streets	GLPKT22237	04/23/2025		-5,000.00	
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		219.00	
10-4511-5912	TRAFFIC CONTROL			2,500.00	1,830.00	4,330.00
BA0000867	Annual fee for XX crossing	GLPKT22374	05/20/2025		1,830.00	
10-4511-5913	SIDEWALKS			21,000.00	-1,830.00	19,170.00
BA0000867	Annual fee for XX crossing	GLPKT22374	05/20/2025		-1,830.00	
10-4710-1210	FULL TIME SALARIES			114,000.00	4,520.00	118,520.00
BA0000874	BAIT	GLPKT22431	05/01/2025		1,200.00	
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		3,320.00	
10-4710-1220	OVERTIME			10,000.00	-1,200.00	8,800.00
BA0000874	BAIT	GLPKT22431	05/01/2025		-1,200.00	
10-4710-1820	RETIREMENT CONTRIBUTION			16,100.00	485.00	16,585.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		485.00	
10-4710-1830	EMPLOYEE GROUP INS.			23,652.00	-3,805.00	19,847.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-3,805.00	
10-4710-3520	EQUIPMEMT REP & MAINT			20,000.00	13,750.00	33,750.00
BA0000852	BA to adjust equipment repairs for sanitaton...	GLPKT22094	04/04/2025		3,750.00	
BA0000852	BA to adjust equipment repairs for sanitaton...	GLPKT22094	04/04/2025		10,000.00	
10-4710-6000	CONTRACTS			6,000.00	3,100.00	9,100.00
BA0000852	BA to adjust equipment repairs for sanitaton...	GLPKT22094	04/04/2025		3,100.00	
10-4920-1820	RETIREMENT CONTRIBUTION			12,900.00	-117.00	12,783.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-117.00	
10-4920-1830	EMPLOYEE GROUP INS.			7,884.00	117.00	8,001.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		117.00	
10-6110-1210	FULL TIME SALARIES			67,000.00	1,696.00	68,696.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		1,696.00	
10-6110-1260	Salaries Part Time			18,000.00	622.00	18,622.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		622.00	
10-6110-1810	SOCIAL SECURITY			6,500.00	84.00	6,584.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		84.00	
10-6110-1820	RETIREMENT CONTRIBUTION			9,200.00	7.00	9,207.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		7.00	
10-6110-1830	EMPLOYEE GROUP INS.			7,884.00	69.00	7,953.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		69.00	
10-6110-3105	TRAVEL-TRAINING			2,000.00	-490.00	1,510.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-490.00	
10-6110-3300	PROPANE			1,000.00	-1,000.00	0.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-1,000.00	

Budget Adjustment Report

For Date Range: 04/01/2025 - 06/30/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
10-6110-3301	UTILITIES-ELECTRIC			2,500.00	4.00	2,504.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		4.00	
10-6110-3520	EQUIPMENT REPAIRS			700.00	-700.00	0.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-700.00	
10-6110-4501	WORKERS COMP			150.00	154.00	304.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		154.00	
10-6110-4990	MISCELLANEOUS			1,600.00	-446.00	1,154.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-288.00	
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-158.00	
10-6120-1260	PART-TIME SALARIES			65,000.00	-9,500.00	55,500.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-9,500.00	
10-6120-1990	INSTRUCTOR AND OFFICIAL FEES			65,000.00	-20,500.00	44,500.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-20,500.00	
10-6120-2310	MISC SUPPLIES-PROGRAM SUP			26,000.00	-535.35	25,464.65
BA0000873	BARec	GLPKT22399	05/27/2025		-535.35	
10-6120-2312	PROGRAM AWARDS			6,500.00	535.35	7,035.35
BA0000873	BARec	GLPKT22399	05/27/2025		535.35	
10-6120-3301	UTILITIES-ELECTRIC			27,000.00	35,035.00	62,035.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		35,035.00	
10-6120-3520	EQUIPMENT REP & MAINT			36,000.00	-4,000.00	32,000.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-4,000.00	
10-6120-4501	WORKERS COMP			9,000.00	-1,035.00	7,965.00
BA0000904	BAGFFY25 Adjustments	GLPKT22828	06/30/2025		-1,035.00	
10-6120-6920	GRANT APPROPRIATIONS			5,000.00	-8,612.28	-3,612.28
BA0000889	BAFY25 Rollover FY26	GLPKT22733	06/30/2025		-910.78	
BA0000889	BAFY25 Rollover FY26	GLPKT22733	06/30/2025		-7,701.50	
Expense Total:				3,391,187.00	-91,677.10	3,299,509.90
Fund 10 Total:				3,391,187.00	-91,677.10	3,299,509.90
Fund: 61 - Electric Fund						
Revenue						
61-3900-9000	FUND BALANCE APPROPRIATED			-183,215.00	850,000.00	666,785.00
BA0000883	Account for last Electric Payment	GLPKT22628	06/27/2025		850,000.00	
Revenue Total:				-183,215.00	850,000.00	666,785.00
Expense						
61-7210-1210	FULL TIME SALARIES			129,500.00	8,410.00	137,910.00
BA0000900	BAELECTRIC	GLPKT22823	06/30/2025		8,410.00	
61-7210-1260	PART-TIME SALARIES			21,500.00	7,840.00	29,340.00
BA0000861	Adjust PTSal Electric Admin	GLPKT22243	04/01/2025		3,000.00	
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025		4,840.00	
61-7210-1820	RETIREMENT CONTRIBUTION			17,900.00	619.00	18,519.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025		619.00	
61-7210-1830	EMPLOYEE GROUP INS.			23,508.00	1,882.00	25,390.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025		1,882.00	
61-7210-2600	SUPPLIES			7,000.00	-2,014.00	4,986.00
BA0000857	BA Adjusting Electric Admin	GLPKT22236	04/15/2025		-14.00	
BA0000861	Adjust PTSal Electric Admin	GLPKT22243	04/01/2025		-2,000.00	
61-7210-3100	TRAVEL-TRAINING			2,250.00	-1,000.00	1,250.00
BA0000861	Adjust PTSal Electric Admin	GLPKT22243	04/01/2025		-1,000.00	
61-7210-3250	POSTAGE			27,500.00	7,000.00	34,500.00
BA0000860	BA toi adjust Postage	GLPKT22242	04/15/2025		1,000.00	
BA0000865	BAObrien	GLPKT22286	04/01/2025		6,000.00	
61-7210-4501	WORKERS COMP			1,500.00	164.00	1,664.00

Budget Adjustment Report

For Date Range: 04/01/2025 - 06/30/2025

Account Number	Account Name	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date	Amount
BA0000857	BA Adjusting Electric Admin	GLPKT22236	04/15/2025	164.00
61-7210-4990	MISCELLANEOUS			250.00
BA0000857	BA Adjusting Electric Admin	GLPKT22236	04/15/2025	-150.00
61-7210-6000	CONTRACTS			60,000.00
BA0000860	BA toi adjust Postage	GLPKT22242	04/15/2025	-1,000.00
61-7220-1820	RETIREMENT CONTRIBUTION			131,100.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025	7,070.00
61-7220-1830	EMPLOYEE GROUP INS.			109,704.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025	7,687.00
61-7220-1900	PROFESSIONAL SERVICES			62,000.00
BA0000853	fix ba glpkt22083	GLPKT22149	04/04/2025	20,000.00
61-7220-3310	POWER PURCHASED-ELEC			8,540,000.00
BA0000883	Account for last Electric Payment	GLPKT22628	06/27/2025	850,000.00
61-7220-4500	INSURANCE			63,600.00
BA0000865	BAObrien	GLPKT22286	04/01/2025	-6,000.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025	-20,800.00
61-7220-4501	WORKERS COMP			31,255.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025	-9,708.00
61-7220-5000	CAPITAL OUTLAY			640,000.00
BA0000885	Moving Funds FY25 to FY26 Open POs	GLPKT22730	06/30/2025	-409,545.71
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025	23,536.00
61-7220-6000	CONTRACTS			37,600.00
BA0000900	BAELECTRICFY25	GLPKT22823	06/30/2025	-23,536.00
61-9700-9809	INTRAGOV'T UTIL FRAN TAX PMT			600,000.00
BA0000908	BAFY25 GOV Electric Transfer	GLPKT22835	06/30/2025	-600,000.00
BA0000910	BAElectricFY25	GLPKT22837	06/30/2025	-600,000.00
BA0000911	BA to fix	GLPKT22838	06/30/2025	600,000.00
Expense Total:		10,506,167.00	-139,545.71	10,366,621.29
Fund 61 Total:		10,322,952.00	710,454.29	11,033,406.29

Fund: 62 - Water and Sewer Fund

Expense	Expense Description	Original Budget	Budget Adjustments	Current Budget
62-7130-1210	FULL TIME SALARIES	411,000.00	-23,328.00	387,672.00
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025	-2,500.00
BA0000901	BAWaterFY25	GLPKT22824	06/30/2025	-9,318.00
BA0000902	FY25Water/Sewer	GLPKT22825	06/30/2025	-11,510.00
62-7130-1260	PART TIME SALARIES	0.00	2,500.00	2,500.00
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025	2,500.00
62-7130-1900	PROFESSIONAL SERVICES	20,000.00	-20,000.00	0.00
BA0000854	wATER pROFESSTIONAL	GLPKT22150	04/04/2025	-20,000.00
62-7130-2120	UNIFORMS	5,500.00	-1,000.00	4,500.00
BA0000877	BA Water/Sewer	GLPKT22508	06/09/2025	-1,000.00
62-7130-2510	MOTOR FUELS & LUBRICANTS	10,000.00	-2,000.00	8,000.00
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025	-2,000.00
62-7130-3100	TRAVEL-TRAINING	4,800.00	-3,000.00	1,800.00
BA0000877	BA Water/Sewer	GLPKT22508	06/09/2025	-3,000.00
62-7130-3150	PERMITS & FEES	3,500.00	500.00	4,000.00
BA0000866	BA Water/Sewer Permit	GLPKT22344	05/15/2025	500.00
62-7130-3300	UTILITIES	45,000.00	20,318.00	65,318.00
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025	11,000.00
BA0000901	BAWaterFY25	GLPKT22824	06/30/2025	9,318.00
62-7130-3540	MAINT & REPAIR SYSTEM	150,000.00	3,426.20	153,426.20
BA0000853	fix ba glpkt22083	GLPKT22149	04/04/2025	-20,000.00

Budget Adjustment Report

For Date Range: 04/01/2025 - 06/30/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000854	Water Sewer BA Professional need for lift stat..	GLPKT22150	04/04/2025		20,000.00	
BA0000877	BA Water/Sewer	GLPKT22508	06/09/2025		17,000.00	
BA0000887	BAFY25 RolIOver Pos FY26 WaterSewer	GLPKT22732	06/30/2025		-10,000.00	
BA0000887	BAFY25 RolIOver Pos FY26 WaterSewer	GLPKT22732	06/30/2025		-3,573.80	
62-7130-4500	AUTO AND G/L INSUR			6,000.00	2,623.00	8,623.00
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025		2,623.00	
62-7130-4501	WORKERS COMP			17,000.00	-11,623.00	5,377.00
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025		-2,623.00	
BA0000879	BAWaterSewer Adjustments	GLPKT22537	06/17/2025		-9,000.00	
62-7130-4990	MISCELLANEOUS			4,527.00	-1,990.00	2,537.00
BA0000866	BA Water/Sewer Permit	GLPKT22344	05/15/2025		-500.00	
BA0000877	BA Water/Sewer	GLPKT22508	06/09/2025		-13,000.00	
BA0000902	FY25Water/Sewer	GLPKT22825	06/30/2025		11,510.00	
62-7130-5000	CAPITAL OUTLAY			344,046.00	-102,677.80	241,368.20
BA0000887	BAFY25 RolIOver Pos FY26 WaterSewer	GLPKT22732	06/30/2025		-102,677.80	
62-9100-7100	DEBT PRINCIPAL			433,991.00	8,200.00	442,191.00
BA0000870	BA USDA	GLPKT22389	04/25/2025		8,200.00	
62-9100-7200	DEBT INTEREST			198,515.00	-8,200.00	190,315.00
BA0000870	BA USDA	GLPKT22389	04/25/2025		-8,200.00	
Expense Total:				1,653,879.00	-136,251.60	1,517,627.40
Fund 62 Total:				1,653,879.00	-136,251.60	1,517,627.40
Budget Code 2024-2025 Total:				15,368,018.00	482,525.59	15,850,543.59

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	10	3,391,187.00	-91,677.10	3,299,509.90
	61	10,322,952.00	710,454.29	11,033,406.29
	62	1,653,879.00	-136,251.60	1,517,627.40
Budget Code 2024-2025 Total:		15,368,018.00	482,525.59	15,850,543.59



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

2026 Budget Amendment - 1 - Rolling FY25 Purchase Orders

Item Explanation

Annual rollover of Purchase Orders from FY25. The budget must be amended for purchases that the town has obligated through the issuance of purchase orders from the previous fiscal year. Without the approval of this amendment, the purchases that were started in last year's budget would have to be funded from this current fiscal year, reducing the amount of funds in each of the operation budgets that are presented.

Staff Comments

Staff recommends the approval of the proposed Ordinance, 25-26-01, Amending the Town's 2025-2026 Budget Ordinance, Budget Amendment No.1.

Action Requested

Motion to Approve Proposed Ordinance, 25-26-01, Amending the Town's 2025-2026 Budget Ordinance, Budget Amendment No.1.

TOWN OF AYDEN

ORDINANCE No. 25-26-01

**ORDINANCE TO AMEND THE TOWN OF AYDEN
FY 2025-2026 BUDGET ORDINANCE**

BUDGET AMENDMENT - 1

ACCOUNT #	ACCOUNT TITLE	REVENUE	EXPENSE
10-3900-9000	Fund Balance	\$ 12,874.81	\$ -
26-4130-9000	Fire Fund Balance	\$ 17,997.38	
10-4130-6000	Contracts- Fire Generator Capital Outla	\$ -	\$ 10,087.45
26-4130-3520	Repairs & Maintenance Fire Gen	\$ -	\$ 15,210.01
10-4340-6920	Grant Appropriations		\$ 2,787.36
26-4340-5920	Grant Appropriations		\$ 2,787.37
10-3900-9000	Fund Balance	\$ 78,802.28	
10-4140-3100	Travel-Training		\$ 640.00
10-6120-6920	Grant Appropriations		\$ 910.78
10-6120-6920	Grant Appropriations		\$ 7,701.50
10-4260-3510	Building Repairs		\$ 69,550.00
61-3900-9000	Fund Balance	\$ 409,545.71	\$ -
61-7220-5000	Capital Outlay	\$ -	\$ 409,545.71
32-4000-0000	ARP- Expenses	\$ 19,870.62	
32-4000-0000	ARP- Expenses		\$ 19,870.62
62-3900-9000	Fund Balance	\$ 116,251.60	
62-7130-3540	Maint. &Repair System		\$ 10,000.00
62-7130-3540	Maint. & Repair System		\$ 3,573.80
62-7130-5000	Capital Outlay		\$ 102,677.80
30-4130-7000	Police Vehicles	\$ 486,717.95	
30-4130-7000	Police Vehicle Upfitting	\$ 151,448.57	
30-4130-7000			\$ 638,166.52
	\$ 1,293,508.92		\$ 1,293,508.92
APPROVAL	ACCOUNTING USE ONLY		
Approved:	Budget Revision # 1 Fiscal Year: 2025-2026 Date Posted: Posted by: Marsha Hall		
Disapproved:			
Adopted this 11th day of August, 2025.			
		Ivory Mewborn, Mayor	
Jeremy Crawford, Town Clerk			



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

2025 Budget Amendment - 4 - FY24/25

Item Explanation

The Town's annual budget for Fiscal Year 2024-2025, appropriated \$8,540,000 for power purchased electric. Due to the unprecedented winter weather, this amount needs to be increased. We need additional funds \$707,962 to cover June's invoice to close out FY25.

Staff Comments

Staff recommends the approval of the proposed Ordinance, 24-25-01, Budget Amendment No. 4.

Action Requested

Consideration to approve the proposed Ordinance, 24-25-01, amending the Town's 2024-2025 Budget Ordinance, Budget Amendment No. 4.

TOWN OF AYDEN

ORDINANCE No. 24-25-01

**ORDINANCE TO AMEND THE TOWN OF AYDEN
FY 2024-2025 BUDGET ORDINANCE**

BUDGET AMENDMENT - 4

ACCOUNT #	ACCOUNT TITLE	ACCOUNT TYPE	INCREASE	DECREASE
61-3900-9000	Fund Balance Appropriated	Revenue	\$ 707,962.00	\$ -
61-7220-3310	Power Purchased Electric	Expense	\$ 707,962.00	\$ -

APPROVAL	ACCOUNTING USE ONLY	
Approved:		Budget Revision # 4 FY 2024-2025
Disapproved:		Date Posted:
		Posted by: Marsha Hall
Adopted this 11th day of August, 2025.		
Ivory Mewborn, Mayor		
Jeremy Crawford, Town Clerk		



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

American Rescue Plan Act Policies Approval

Item Explanation

The American Rescue Plan Act allocated funds to support recovery from the impact of the Coronavirus pandemic. All municipal governments received a direct appropriation of funds. Additionally, North Carolina received an appropriation for the purposes of distributing to public infrastructure owners (grants awarded through the Division of Water Infrastructure). Ayden received both a direct appropriation and grant awards from the Division of Water Infrastructure. Federal legislation included requirements that all American Rescue Plan Act recipients agree to provisions. In compliance with the Federal legislation, the State of North Carolina is requiring all financial assistance recipients to approve policies related to American Rescue Plan Act funds. The following policies (based on templates generated by the State of North Carolina) are enclosed for Board review and consideration of approval:

- Record Retention Policy
- Cost Principle – Allowable Cost Policy
- Conflict of Interest Policy
- Internal Control Policy
- Nondiscrimination Policy

Staff Comments

Acceptance (and expenditure) of original direct appropriation funds through the American Rescue Plan Act included conditions of compliance with Federal legislation, which includes requirements outlined in the attached policies.

Action Requested

Approval of ARPA Policies.

RESOLUTION FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS

WHEREAS the Town of Ayden, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the [Assistance Listing](#); and

WHEREAS the [Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds](#) provides, in relevant part:

Allowable Costs/Cost Principles. As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

ARP Funds may be, but are not required to be, used along with other funding sources for a given project. Note that ARP Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. Administrative costs: Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the ARP Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the ARP program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the ARP award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
- b. Salaries and Expenses: In general, certain employees' wages, salaries, and covered benefits are an eligible use of ARP award funds; and

WHEREAS Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

WHEREAS Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for

employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.

- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award;

BE IT RESOLVED that the governing board of the Town of Ayden hereby adopts and enacts the following US Cost Principles Policy for the expenditure of ARP funds.

OVERVIEW

[Title 2 U.S. Code of Federal Regulations Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 ARP; (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

The Town of Ayden shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with the Ayden Town Manager and Ayden Assistant Town Manager, who are charged with the administration and financial oversight of the

ARP. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Ayden Town Manager and Ayden Assistant Town Manager. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP funds must meet the following general criteria:

1. Be necessary and reasonable for the proper and efficient performance and administration of the grant program.

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant project.
- Whether the cost is identified in the approved project budget or application.
- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Ayden or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP award.
- Market prices for comparable goods or services for the geographic area.
- Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Ayden, its employees, the public at large, and the federal government.
- Whether the Town of Ayden significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP award's cost.

2. **Be allocable to the ARP federal award.** A cost is allocable to the ARP award if the goods or services involved are chargeable or assignable to the ARP award in accordance with the relative benefit received. This means that the ARP grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARP, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

3. **Be authorized and not prohibited under state or local laws or regulations.**
4. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARP award terms, and other governing regulations as to types or amounts of cost items.**
5. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARP federal award and other activities of the Town of Ayden.**
6. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.
7. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**
8. **Be net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARP award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms.
9. **Be adequately documented.**

SELECTED ITEMS OF COST

The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-.475.

Ayden officials responsible for determining cost allowability must be familiar with the Selected Items of Cost. The Town of Ayden must follow the applicable regulations when charging these

specific expenditures to the ARP/CSLFRF grant. Town personnel will check costs against the selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, Town of Ayden regulations, and program-specific rules may deem a cost as unallowable, and Town personnel must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.

DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

Direct costs are expenses that are specifically associated with a particular ARP-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

Indirect costs are (1) costs incurred for a common or joint purpose benefitting more than one ARP-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

For indirect costs, the Town of Ayden may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of

SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.444 General costs of government.

(a) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in [§ 200.475](#)). Unallowable costs include:

- (1)** Salaries and expenses of the Office of the Governor of a [state](#) or the chief executive of a [local government](#) or the chief executive of an [Indian tribe](#);
- (2)** Salaries and other expenses of a [state](#) legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;
- (3)** Costs of the judicial branch of a government;

(4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in [§ 200.435](#)); and

(5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

(b) For [Indian tribes](#) and Councils of Governments (COGs) (see definition for *Local government* in [§ 200.1](#) of this part), up to 50% of salaries and expenses directly attributable to managing and operating [Federal programs](#) by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

§ 200.416 COST ALLOCATION PLANS AND INDIRECT COST PROPOSALS.

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

(1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and

(2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 INTERAGENCY SERVICE.

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

COST ALLOWABILITY REVIEW PROCESS

PREAPPROVAL COST ALLOWABILITY REVIEW

Before an ARP-funded project is authorized, Town of Ayden officials must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and *before* obligating or expending any ARP funds.

- Local government personnel must submit proposed ARP projects to the Ayden Town Manager and/or Ayden Assistant Town Manager for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.
- Along with a general review of project eligibility and conformance with other governing board management directives, if required, the Ayden Town Manager and/or Ayden Assistant Town Manager must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury.
- If a proposed project includes a request for an unallowable cost, the Ayden Town Manager and/or Ayden Assistant Town Manager will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.
- Once a proposed project budget is pre-approved by the Ayden Town Manager and/or Ayden Assistant Town Manager, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

POST-EXPENDITURE COST ALLOWABILITY REVIEW

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the Ayden Town Manager and/or Ayden Assistant Town Manager must perform a second review to ensure that actual expenditures comprise allowable costs.

- All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Ayden Town Manager and/or Ayden Assistant Town Manager will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.
- The Ayden Town Manager and/or Ayden Assistant Town Manager must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.

- If all cost items are deemed allowable and properly allocable, the Ayden Town Manager and/or Ayden Assistant Town Manager must proceed through the local government's normal disbursement process.
- If any cost item is deemed unallowable, the Ayden Town Manager and/or Ayden Assistant Town Manager will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARP funds. The Ayden Town Manager and/or Ayden Assistant Town Manager may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. The Town of Ayden's governing board must approve any allocation of other funds for this purpose.
- The Town must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

COST TRANSFERS

Any costs charged to the ARP federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

EXHIBIT A

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Advertising and public relations costs	2 CFR § 200.421	Allowable with restrictions
Advisory councils	2 CFR § 200.422	Allowable with restrictions
Alcoholic beverages	2 CFR § 200.423	Unallowable
Alumni/ae activities	2 CFR § 200.424	Not specifically addressed
Audit services	2 CFR § 200.425	Allowable with restrictions
Bad debts	2 CFR § 200.426	Unallowable
Bonding costs	2 CFR § 200.427	Allowable with restrictions
Collection of improper payments	2 CFR § 200.428	Allowable
Commencement and convocation costs	2 CFR § 200.429	Not specifically addressed
Compensation – personal services	2 CFR § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))
Compensation – fringe benefits	2 CFR § 200.431	Allowable with restrictions
Conferences	2 CFR § 200.432	Allowable with restrictions
Contingency provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and donations	2 CFR § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent	2 CFR § 200.435	Allowable with restrictions

infringements		
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee health and welfare costs	2 CFR § 200.437	Allowable with restrictions
Entertainment costs	2 CFR § 200.438	Unallowable with exceptions
Equipment and other capital expenditures	2 CFR § 200.439	Allowability based on specific requirement
Exchange rates	2 CFR § 200.440	Allowable with restrictions
Fines, penalties, damages and other settlements	2 CFR § 200.441	Unallowable with exceptions
Fund raising and investment management costs	2 CFR § 200.442	Unallowable with exceptions
Gains and losses on disposition of depreciable assets	2 CFR § 200.443	Allowable with restrictions
General costs of government	2 CFR § 200.444	Unallowable with exceptions
Goods and services for personal use	2 CFR § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 CFR § 200.446	Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions
Insurance and indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for

		allocation of indirect costs)
Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations
Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439
Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allowabilities and with prior approval of the federal awarding agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Not specifically addressed
Selling and marketing costs	2 CFR § 200.467	Unallowable with exceptions

Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Student activity costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Termination costs	2 CFR § 200.471	Allowable with restrictions
Training and education costs	2 CFR § 200.472	Allowable for employee development
Transportation costs	2 CFR § 200.473	Allowable with restrictions
Travel costs	2 CFR § 200.474	Allowable with restrictions
Trustees	2 CFR § 200.475	Not specifically addressed

CONFLICT OF INTEREST POLICY APPLICABLE TO CONTRACTS AND SUBAWARDS OF THE TOWN OF AYDEN SUPPORTED BY FEDERAL FINANCIAL ASSISTANCE

1. Scope of Policy

- a. Purpose of Policy. This Conflict of Interest Policy ("*Policy*") establishes conflict of interest standards that (1) apply when the Town of Ayden ("*Unit*") enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).
- b. Application of Policy. This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

2. Definitions

Capitalized terms used in this Policy shall have the meanings ascribed thereto in this Section II: Any capitalized term used in this Policy but not defined in this Section II shall have the meaning set forth in 2 C.F.R. § 200.1.

- a. "*CO/ Point of Contact*" means the individual identified in Section III(a) of this Policy.
- b. "*Contract*" means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award. *Contractor*" means an entity or individual that receives a Contract.
- c. "*Covered Individual*" means a Public Officer, employee, or agent of the Unit.

- d. *"Covered Nonprofit Organization"* means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or any political subdivision of the State (including the Unit).
- e. *"Direct Benefit"* means, with respect to a Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.
- f. *"Federal Financial Assistance"* means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
- g. *"Governing Board"* means the Board of Commissioners of the Unit.
- h. *"Immediate Family Member"* means, with respect to any Covered Individual, (i) a spouse, and parent's thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
- i. *"Involved in Making or Administering"* means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.
- j. *"Pass-Through Entity"* means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.

- k. *"Public Officer"* means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.
- l. *"Recipient"* means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.
- m. *"Related Party"* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.
- n. *"Subaward"* means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- o. *"Subcontract"* means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- p. *"Subcontractor"* means an entity that receives a Subcontract.
- q. *"Subrecipient"* means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- r. *"Unit"* has the meaning specified in Section I hereof.

3. **COI Point of Contact.**

- a. Appointment of COI Point of Contact. Scott Howard, Town Manager, an employee of the Unit, shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that Scott Howard is unable to serve in such capacity, Stephen S. Smith, Assistant Town Manager shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under this Section III (a) shall be known as the *"COI Point of Contact"*.

- b. Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.

4. Conflict of Interest Standards in Contracts and Subawards

- i. North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the North Carolina General Statutes and restated in this Section III.
 - ii. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.
 - iii. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.
 - iv. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.
- b. Federal Standards.
- 1. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.
 - 1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.
 - 2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.
 - ii. Identification and Management of Conflicts of Interest.

1. Duty to Disclose and Disclosure Forms

- a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact potential real or apparent conflicts of interest arising under this Policy.
- b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.
- c. If the value of a proposed Contract or Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.

2. Identification Prior to Award of Contract or Subaward.

- a. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall complete the appropriate Compliance Checklist contained in Exhibit B (for Contracts) and Exhibit D (for subawards) attached hereto and file such Compliance Checklist in the records of the Unit.

3. Management Prior to Award of Contract or Subaward

- a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to Scott Howard and to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:
 - i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or
 - ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall in writing document a justification supporting such rejection.
- b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward.

- a. If the COI Point of Contact discovers that a real or apparent conflict of interest has arisen after the Unit has entered into a Contract or Subaward, the COI Point of Contact shall, as soon as possible, disclose such finding to the Town Manager and to each member of the Governing Board. Upon discovery of

such a real or apparent conflict of interest, the Unit shall cease all payments under the relevant Contract or Subaward until the conflict of interest has been resolved.

5. Management After Award of Contract or Subaward.

- a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(ii)(4) , the Governing Board may reject the finding of the COI Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:
 1. if Unit is a Recipient of Federal Financial Assistance funding the Contract or Subaward, disclose the conflict to the Federal awarding agency providing such Federal Financial Assistance in accordance with 2 C.F.R. §200.112 and/or applicable regulations of the agency, or
 11. if Unit is a Subrecipient of Federal Financial Assistance, disclose the conflict to the Pass-Through Entity providing a Subaward to Unit in accordance with 2 C.F.R. § 200.112 and applicable regulations of the Federal awarding agency and the Pass-Through Entity.

5. Oversight of Subrecipient's Conflict of Interest Standards

- a. Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.
- b. Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

6. Gift Standards

- a. Federal Standard. Subject to the exceptions set forth in Section VI(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.
- b. Exception. Notwithstanding Section VI(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section VI.(h) does not exceed \$50 in a calendar year:
 1. honorariums for participating in meetings;
 - ii. advertising items or souvenirs of nominal value; or

111. meals furnished at banquets.

- c. Internal Reporting. A Covered Individual shall report any gift accepted under Section VI(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass- Through Entity for which the Unit is a Subrecipient.

7. **Violations of Policy.**

- a. Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.
- b. Disciplinary Actions for Contractors and Subcontractors. The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.
- c. Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, the Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; or (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

EXHIBIT A

Examples

<i>Potential Examples of a "Financial or Other Interest" in a Firm or Organization Considered for a Contract or Subaward</i>	<i>Potential Examples of a "Tangible Personal Benefit" From a Firm or Organization Considered for a Contract or Subaward</i>
Direct or indirect equity interest in a firm or organization considered for a Contract or Subaward, which may include: - Stock in a corporation. - Membership interest in a limited liability company. - Partnership interest in a general or limited partnership. - Any right to control the firm or organization's affairs. For example, a controlling equity interest in an entity that controls or has the right to control a firm considered for a contract. - Option to purchase any equity interest in a firm or organization.	Opportunity to be employed by the firm considered for a contract, an affiliate of that firm, or any other firm with a relationship with the firm considered for a Contract. A position as a director or officer of the firm or organization, even if uncompensated.
Holder of any debt owed by a firm considered for a Contract or Subaward, which may include: - Secured debt (e.g., debt backed by an asset of the firm (like a firm's building or equipment)) - Unsecured debt (e.g., a promissory note evidencing a promise to repay a loan). - o Holder of a judgment against the firm.	A referral of business from a firm considered for a Contract or Subaward.
Supplier or contractor to a firm or organization considered for a Contract or Subaward.	Political or social influence (e.g., a promise of appointment to a local office or position on a public <u>board or private board</u>). --

EXHIBIT B

COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST

The Town of Ayden ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Scott Howard, Town Manager as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Contracts (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Contract exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to Scott Howard and to each member of the Governing Board.

Definitions.

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step

1

Identify the proposed Contract, counterparty, and the subject of the Contract.

Name of Contract:

Name of Counterparty

Subject of Contract:

2

Identify all individuals involved in the selection, award, or administration of the Contract. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.

Public Officials

Employees

Agents

3

Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Contract. [If the estimated Contract amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]

Any identified interest in Step 3 is a potential "real" conflict of interest.

Public Officials

Employees

Agents

4

Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Contract. If the estimated Contract amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.

Any identified interest in Step 4 is a potential "real" conflict of interest.

Public Officials - Related

Employees - Related Party

Agents - Related Party

5

Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain.

Any identified
interest in Step 5 is
a potential
"apparent" conflict
of interest.

Public Officials

Employees

Agents

COI Point of Contact:

Signature of COI Point of Contact:

Date of Completion:

EXHIBIT C

**CONTRACT CONFLICT OF INTEREST DISCLOSURE FORM
FOR OFFICIALS, EMPLOYEES, AND AGENTS**

The Town of Ayden ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Scott Howard, Town Manager as the "COI Point of Contact."

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following contract: _____ (the "*Contract*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Contract. Using the Exhibit A to the Policy as a guide, please answer the following questions:

-
1. Do you have a financial or other interest in a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

- a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the appearance that you have a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the appearance that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the appearance that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the appearance that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the appearance that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name: _____

Print Name: _____

Name of Employer: _____

Job Title: _____

Date of Completion: _____

* * * * *

EXHIBITD

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

The Town of Ayden ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Scott Howard, Town Manager as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Subawards (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the Mayor and to each member of the Governing Board.

Definitions.

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step

1

Identify the proposed Subaward, Subrecipient, and the subject of the Subaward.

Name of Contract:

Name of Counterparty

Subject of Subaward:

2

Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.

Public Officials

Employees

Agents

3

Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds \$100,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]

Any identified interest in Step 3 is a potential "real" conflict of interest.

Public Officials

Employees

Agents

4

Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds \$100,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]

Any identified interest in Step 4 is a potential "real" conflict of interest.

Public Officials - Related

Employees - Related Party

Agents - Related Party

5

Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain.

Any identified
interest in Step 5 is
a potential
"apparent" conflict
of interest.

Public Officials

Employees

Agents

COI Point of Contact:

Signature of COI Point of Contact:

Date of Completion:

EXHIBIT E

SUBAWARD CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Town of Ayden ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Scott Howard, Town Manager as the COI Point of Contact.

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following subaward: _____ (the "*Subaward*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Subaward. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

- a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

- d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the appearance that you have a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the appearance that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the appearance that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the appearance that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the appearance that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes ____ No ____ Unsure: ____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____

* * * * *

**AMERICAN RESCUE PLAN ACT – NONDISCRIMINATION POLICY
TOWN OF AYDEN**

Recitals

WHEREAS, the Town of Ayden has received an allocation of funds from the “Coronavirus State Fiscal Recovery Fund” or “Coronavirus Local Fiscal Recovery Fund” (together “CSLFRF funds”), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the “ARP/CSLFRF award”).

WHEREAS, CSLFRF funds are subject to the U.S. Department of Treasury (“Treasury”) regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

WHEREAS, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the Town of Ayden agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

RESOLVED, That the governing board of the Town of Ayden hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award.

Nondiscrimination Policy Statement

It is the policy of the Town of Ayden to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Ayden, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF"), which the Town of Ayden received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

I. Governing Statutory & Regulatory Authorities

As required by the CSLFRF [Award Terms and Conditions](#), the Town of Ayden shall ensure that each "activity," "facility," or "program"¹ that is funded in whole, or in part, with CSLFRF and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

¹ 22 C.F.R. § 22.3 defines "program" and "activity" as all operations of an entity, including local governments, that receive Federal financial assistance, and the departments, agencies, or special purpose districts of the local governments to which Federal financial assistance is distributed. "Federal financial assistance" includes, among other things, grants and loans of federal funds. "Facility" includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.

II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town of Ayden shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause;
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program.
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

III. Reporting & Enforcement

1. The Town of Ayden shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Ayden shall comply with information requests, on-site compliance reviews, and reporting requirements.
2. The Town of Ayden shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Ayden shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Ayden in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

All complaints shall be overseen by the Town of Ayden appointed Human Resources officer, Toni Heffner at (252) 481-5824, theffner@ayden.com.

Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

Retention of Records: The Coronavirus Local Fiscal Recovery Funds (“CSLFRF”) [Award Terms and Conditions](#) and the [Compliance and Reporting Guidance](#) set forth the U.S. Department of Treasury’s (“Treasury”) record retention requirements for the ARP/CSLFRF award.

It is the policy of the Town of Ayden to follow Treasury’s record retention requirements as it expends CSLFRF pursuant to the APR/CSLFRF award. Accordingly, the Town of Ayden agrees to the following:

- Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
- Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act “ARPA,” Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town of Ayden’s expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
- Documentation of rational to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);

- Documentation of administrative costs charged to the ARP/CSLFRF award;
- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
- Subaward agreements and documentation of subrecipient monitoring;
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329;
- Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
- Indirect cost rate proposals

Storage: Town of Ayden's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Departmental Responsibilities: Any department or unit of the Town of Ayden, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town of Ayden to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Ayden Town Manager is responsible for identifying the documents that the Town of Ayden must or should retain and arrange for the proper storage and retrieval of records. The Ayden Town Manager shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The Town of Ayden is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Ayden Town Manager. The Town of Ayden prohibits, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

Questions About the Policy: Any questions about this policy should be referred to Scott Howard, Town Manager, (252) 481-5826, showard@ayden.com, who is in charge of administering, enforcing, and updating this policy.

RESOLUTION
APPROVING AMERICAN RESCUE PLAN ACT POLICIES AND PROCEDURES
TOWN OF AYDEN

WHEREAS, the Town of Ayden has been awarded financial assistance through the American Rescue Plan Act and as administered through the North Carolina Department of Environmental Quality; and

WHEREAS, the Department of Environmental Quality has performed a compliance review of required policies and procedures for financial assistance recipients to comply with American Rescue Plan legislation; and

WHEREAS, American Rescue Plan policies and procedures have been developed through templates provided by the University of North Carolina School of Government;

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

That the following policies and procedures are approved:

- Record Retention Policy
- ARPA Cost Principle-Allowable Cost Policy
- Conflict of Interest Policy
- Internal Control Policy
- Nondiscrimination Policy

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

Ivory Mewborn, Mayor
Town of Ayden

(Seal)

ATTEST:

Jeremy Crawford
Town Clerk

TOWN OF AYDEN INTERNAL CONTROL POLICY

Goals

The Town of AYDEN has set forth the following internal control procedures to ensure compliance with all applicable laws and regulations.

Internal control means a process, affected by an entity's governing board, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations.
- Reliability of financial reporting.
- Compliance with applicable laws and regulations.
- Segregation of Duties.

Effectiveness and efficiency of operations:

Controls within the Town organization are meant to encourage efficient and effective use of its resources, including personnel, to optimize the Town organization's goals. Good internal controls should also provide for a more streamlined operational system. Unnecessary duplication of effort or inefficient processing of work can be detected by a good internal control system.

Physical assets of an entity can be stolen, misused, or accidentally destroyed unless they are protected by adequate controls. The same is true in other assets, such as cash, accounts receivable, records, tax scrolls, journals and other important documents. Safeguarding information stored electronically has also become increasingly important. The subsequent increase in electronic transactions and "electronic access" will require increased security for electronic information resources.

Reliability of financial reporting:

Management of the Town organization is responsible for preparing financial statements. Management has both a legal and professional responsibility to be sure that the information is fairly prepared in accordance with Generally Accepted Accounting Principles (GAAP). Information concerning the operations and financial condition of the unit must be accurate in order to be useful.

Compliance with applicable laws and regulations:

For units of local government, a good system of internal controls should identify applicable laws and regulations and provide reasonable assurance that the local government complies with those laws and regulations. These laws include the Local Government Budget and Fiscal Control Act, (G.S. 159), other general statutes, and grant agreements applicable to local units of government.

Segregation of Duties

Adequate segregation of duties reduces the opportunities for someone to be in a position to both commit and hide errors or irregularities in their duties. Generally this is achieved by dividing the responsibilities of authorizing transactions, recording transactions, and maintaining custody of assets between staff members.

Internal controls in smaller units of government, presents a problem in that there are not enough financial management staff members to adequately segregate duties while performing day-to-day tasks. Recognizing this limitation, the Town organization strives to take the necessary precautions in order to adequately protect its assets.

Internal Control in the Accounting System

- The Town maintains an accounting system according to the N. C. Local Government Budget and Fiscal Control Act.
- All general ledger accounts are reconciled monthly and match the subsidiary ledgers.
- The Finance Officer provides the Town Manager with a monthly financial report showing all budget revenues and expenditures along with cash and investment balances.
- All journals, ledgers and other accounting records are kept up-to-date and balanced.
- A designated Town Finance Department Assistant receives all cash and records cash transactions on a daily collection sheet and then enters in the computer system. The designated Town Finance Department Assistant balances the cash drawer and money is sent to the bank for deposit. Once that is completed, all cash reports are posted to the General Ledger. The Finance Officer, after all transactions have been posted, verifies that all cash has been properly recorded, but is not involved in the actual posting of cash transactions.
- A designated Town Hall Administrative Assistant handles all mail and distributes it accordingly. All money received via mail is opened by the designated Town Hall Administrative Assistant.
- Development fees are collected in the Planning and Inspections Department and all money collected is turned over to the Finance Department Assistant on a daily basis. The money is verified for accuracy and deposited along with all other cash. The Finance Officer reconciles all money received by the Planning Department monthly to insure all transactions are in balance and are posted to the proper receivable accounts. The Finance Officer meets with the Planning Director periodically to review all transactions to make sure all monies have been properly recorded.

- Parks and Recreation fees are collected by a full and/or part time employee in the Parks and Recreation Department. The employee enters the amount in the cash register with the appropriate code. A two-part receipt is then written and the cash register receipt is stapled to the hard copy of the receipt that remains in the book. The top copy of the receipt is given to the customer. Every morning, the cash register is totaled out by the Parks and Recreation Director or Program Supervisor and the money is sent to Town Hall for deposit by the Finance Department. The Finance Officer meets with the Parks and Recreation Director periodically to review all transactions to make sure all monies have been properly accounted for.
- Bank deposits are made daily in accordance with NCGS 159-32, unless the amount of money to be deposited is less than \$250.
- Bank statements are received from the bank monthly and are reconciled by an outside CPA firm. If adjustments and/or journal entries are required, the Finance Officer makes the necessary adjustments on the advice of the CPA firm.
- Journal entries, except for standard entries, are approved by the Town Manager and properly supported with documentation.
- All subsidiary records are periodically reconciled to the control accounts.

The Town maintains an official Fiscal Policy that was adopted by the Board of Commissioners and amended from time to time.

Internal Control Procedures - General and Statutory

- The Town of AYDEN develops and approves an annual budget according to NCGS 159-13. The budget shows in detail the revenues and expenditures to fund the operations of the Town.
- All minutes of the governing body are approved by the Board of Commissioners and become permanent records of the Town.
- All funds remaining unclaimed are escheated to the State as required by N.C.G.S. 116B.
- All employees who handle public money or have access to inventories are bonded under a blanket bond. The Finance Officer is bonded as required under NCGS 159-29.
- Records filing, retention, and disposal policies are in compliance with Public Records Law.
- A complete schedule of insurance coverage and limits are maintained showing expiration dates, premiums, co-insurance clauses and other essential information. The Town Finance Officer maintains all insurance schedules and they are reviewed periodically by the Town Manager.

Internal Control in Cash Disbursements / Accounts Payable

- Expenditures are controlled using the budget ordinance. All expenditures have a sufficient budgeted revenue or available fund balance to cover the expenditure.
- All budget appropriations in the current year are recorded in the appropriate expenditure account.
- All expenditures are charged against an appropriation account.
- All accounts payable are reconciled to the general ledger on a monthly basis.
- All adjustments are fully documented.
- Department Heads approve all invoices before payment is made.
- The Finance Officer prepares all check disbursements.
- The Town Manager and Town Finance Office are signers of the disbursement checks. The Mayor and Mayor Pro-Tem are authorized to sign disbursement checks as well.
- Pre-numbered checks are used for all cash disbursements.
- Voided checks are marked "VOID" across the face of the check so that no one can use them. Voided checks are maintained on file in numerical order with other cancelled checks.
- Blank checks are never signed in advance.
- Check signers review documentation supporting the disbursements prior to signing the checks.
- All checks have properly signed pre-audit certificates (NCGS 159-28) stamped on the face of the check.
- Two signatures are required on all checks.
- Prior to making disbursements to a vendor, the Town requires the necessary IRS Form 1099 information.
- All wire transfers are made by the Finance Officer and reviewed by the Town Manager.
- Department head must approve all requests for travel reimbursement for an employee along with supporting documentation. The Town Manager approves all travel requests for department heads.

Internal Control Procedures Specific to Payroll Disbursements

- An individual seeking employment with the Town will complete an application which will be kept on file with the Town Human Resources Department.
- All positions will have a job description outlining his/her responsibilities along with the following:
 - Hiring Authorization
 - Salary history
 - All salary amounts are approved by the Town Manager
 - Hours authorized to work
 - Federal and State withholding forms.
 - Health Insurance and Retirement deduction information.
 - Authorization for all other payroll deductions.
- Any changes in an employee's status should be supported by the appropriate documentation in the employees' personnel file.
- Payroll checks are handled like other cash disbursements except that a time sheet or card signed by the employee and approved by the appropriate supervisor will be supporting documentation for disbursement.
- All payroll payments are made by direct deposit to the employee's chosen bank account.
- Payroll checks for employees are processed by the Town and checks are written using the information obtained from the supervisor.
- Payroll checks are signed by the Town Manager and Finance Officer. The Mayor and Mayor Pro-Tem are authorized to sign payroll checks as well.

The Town maintains an official Personnel Policy that was adopted by the Board of Commissioners and amended from time to time.

Internal Control Procedures for Purchasing

- Department Heads are authorized to purchase small items less than \$1,000 without a purchase order. Department Heads must submit an invoice or receipt to the Finance Officer to request payment.
- Purchases less than \$1,000 are not required to submit competitive price quotes, however, Town staff is encouraged to be economical in all smaller purchasing decisions.
- All purchases of \$1,000 or more must be made with the use of a purchase order / requisition issued by the Finance Officer.

- The Finance Officer shall have the authority to approve all purchases orders / requisitions of \$1,000 to \$5,000.
- Purchases of \$1,000 - \$5,000 must have price quotes from at least three (3) vendors. In case of limited availability for the supplies needed, every effort will be made to obtain price quotes from at least two (2) vendors. The price quotes should be documented on the purchase order/requisition.
- Purchases over the \$5,000 limit will be handled in accordance with NCGS.
- If items can be purchased under State contract, then price quotes are not required.
- The Town Manager must approve all purchases from \$5,000 to \$90,000.
- The Board of Commissioners must grant approval of all purchases greater than \$90,000.

The Town maintains an official Purchasing and Contracting Policy that was adopted by the Board of Commissioners and amended from time to time.

Internal Control Procedures for Investment Management

- All investments are made in compliance with NCGS 159-30.
- The Finance Officer shall be responsible for the investment of idle funds.
- The Finance Officer maintains sufficient funds in the Town's checking account to meet current liabilities.

The Town maintains an official Fiscal Policy that was adopted by the Board of Commissioners and amended from time to time.

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

(Seal)

Attest:

Jeremy Crawford
Town Clerk

Ivory Mewborn
Mayor



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Voluntary Annexation Petition - East Ridge Section 2 Phase 4

Item Explanation

For your consideration, the Town has received a petition requesting a voluntary annexation submitted by A.T. Venters Properties, LLC. The request includes a total of 24.76 acres consisting of a portion of Parcel #91624, located within the East Ridge Subdivision, south of 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 - June 9, 2025
- **The Town Clerk provides the Board of Commissioners with the Certificate of Sufficiency - August 11, 2025**
- **The Board of Commissioners adopts a Resolution Setting a Public Hearing - August 11, 2025**
- The Board of Commissioners considers Annexation Ordinance - September 8, 2025

Action Requested

Adopt Resolution setting a Public Hearing on the annexation request for the September 8, 2025, Town Board Meeting

PETITION REQUESTING ANNEXATION



Date: 5-19-2025

Parcel #(s): 91624

To the Board of Commissioners of the Town of Ayden:

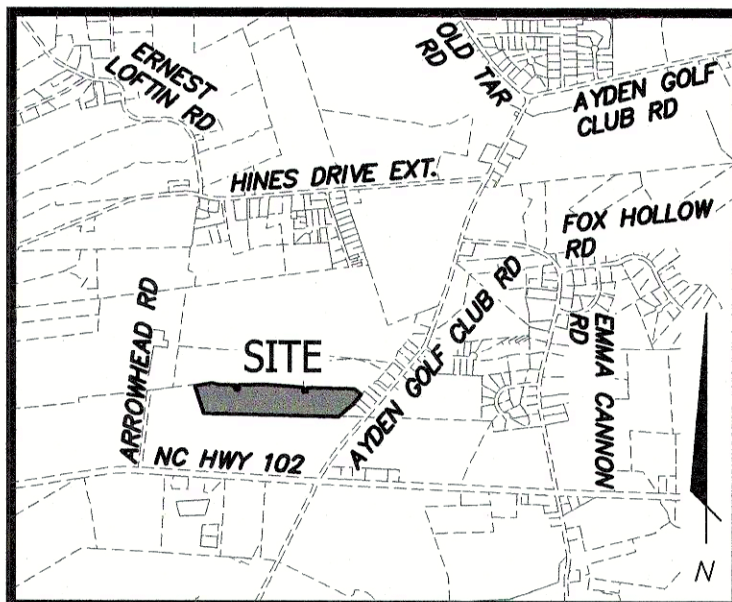
1. We the undersigned owners of real property respectfully request that the area described in Paragraph 3 below be annexed to the Town of Ayden.
2. The area to be annexed is () contiguous (X) non-contiguous to the Town of Ayden and the boundaries of such territory are as follows:

DESCRIPTION OF BOUNDARIES
METES AND BOIUNDS
(Attach additional pages if necessary)
(see attached)

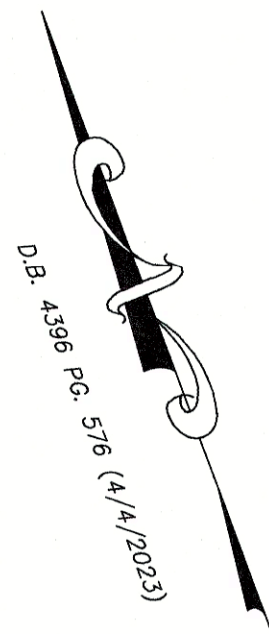
3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the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

Name(s) of Property Owner	Property Owner Address	Do you declare Vested Rights? (yes or no)	Signature
A.T. Venters Properties, LLC	1700 Tottenham Court Winterville, NC 28590	Yes	

* 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".



VICINITY MAP
1" = 3000'

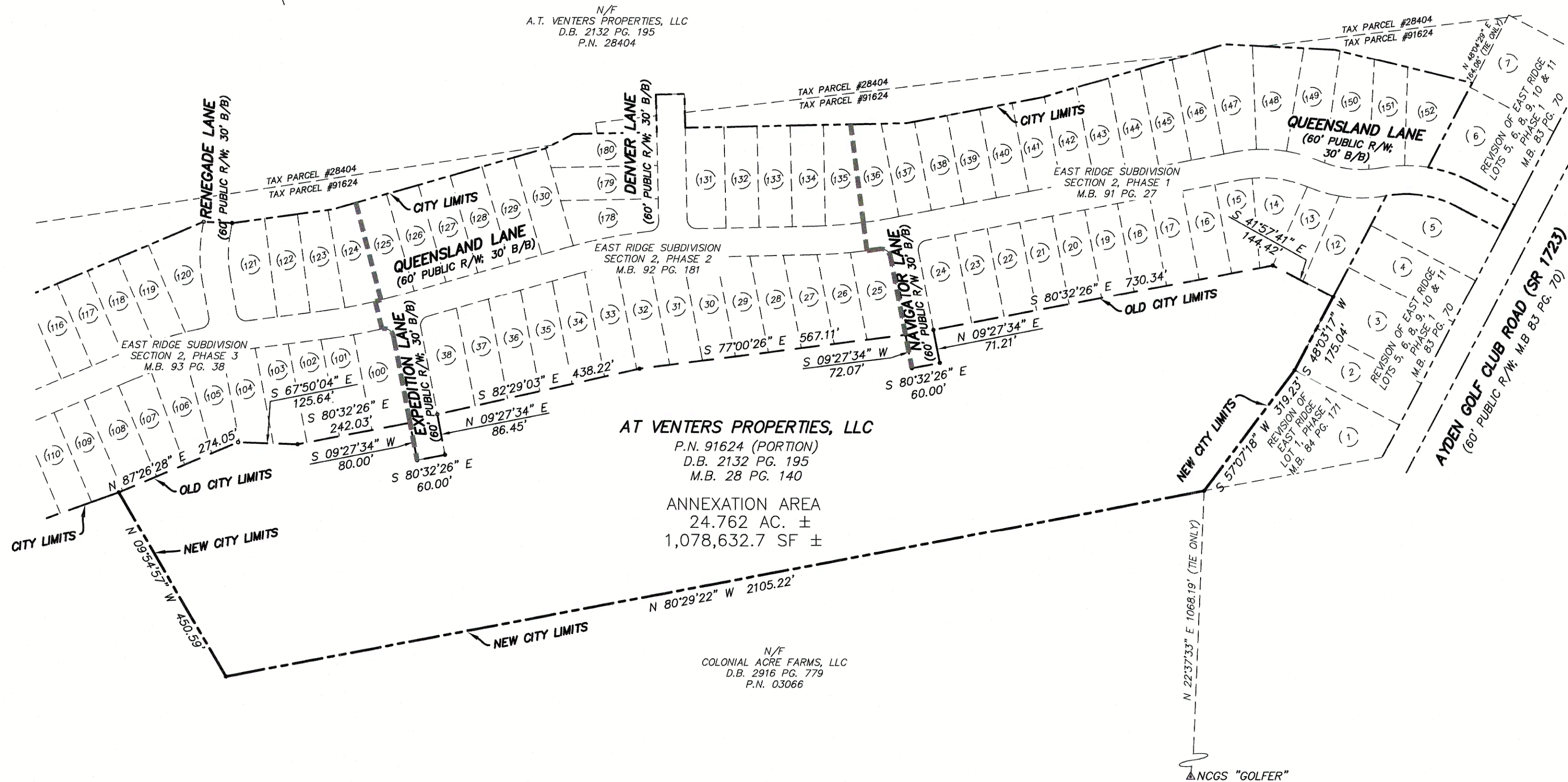


LEGEND

---	CITY LIMITS
---	NEW CITY LIMITS
---	OLD CITY LIMITS
---	RIGHT OF WAY (R/W)
---	GIS PARCEL LINES
---	PLATTED PHASE LINE
M.B.	MAP BOOK
D.B.	DEED BOOK
PG.	PAGE
P.N.	PARCEL NUMBER
N/F	NOW OR FORMERLY
R/W	RIGHT-OF-WAY

NOTES

1. AREA DETERMINED BY COORDINATES.
2. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
3. NO POINT SET AT ANY CORNER.
4. 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.
5. CITY LIMITS WAS TAKEN FROM PITT COUNTY GEOGRAPHIC INFORMATION SYSTEM.



AT VENTERS PROPERTIES, LLC
P.N. 91624 (PORTION)
D.B. 2132 PG. 195
M.B. 28 PG. 140
ANNEXATION AREA
24.762 AC. ±
1,078,632.7 SF ±

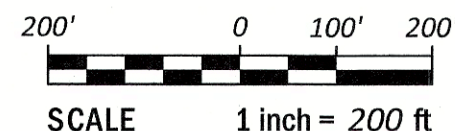
N/F
COLONIAL ACRE FARMS, LLC
D.B. 2916 PG. 779
P.N. 03066

STATE OF NORTH CAROLINA
COUNTY OF PITT

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

DATE _____

REVIEW OFFICER _____



REVISIONS: #1 - 5/16/2025: REVISED PER TOWN OF AYDEN COMMENTS

TOWN OF AYDEN ANNEXATION MAP
FOR PROPERTY OF
EAST RIDGE SUBDIVISION SECTION 2, PHASE 4
BEING A PORTION OF PARCEL NUMBER 91624 AND
PURSUANT TO TOWN ORDINANCE NO. _____
AYDEN TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER **AT VENTERS PROPERTIES, LLC**
ADDRESS **4202 WESTHAVEN AVENUE**
AYDEN, NC 28513
PHONE **(252) 327-8100**

Rivers
& ASSOCIATES, INC.
107 East Second Street
Greenville, NC 27656
(252) 792-4135
Since 1918

Engineers
Planners
Surveyors
Landscape Architects
Since 1918

SURVEYED	N/A	APPROVED	JSJ
DRAWN	KB	DATE	5/1/25
CHECKED	PH	SCALE	1" = 200'

TOWN OF AYDEN, NC
ACCEPTANCE OF ANNEXATION

I, HEREBY ACCEPT THE AREA SHOWN ON THIS MAP FOR
ANNEXATION INTO THE TOWN OF AYDEN, N.C.

DATE _____

MAYOR, TOWN OF AYDEN, N.C.

MAP SHOWING AREA ANNEXED BY

THE TOWN OF AYDEN, N.C.

EFFECTIVE DATE _____

ORDINANCE NO. _____

24.762 AC.
AREA

AYDEN TOWNSHIP, PITT COUNTY, N.C.

REFERENCES

P.N. 91624
P.N. 28404
D.B. 4396 PG. 516
D.B. 4031 PG. 195
D.B. 2132 PG. 195
M.B. 28 PG. 140
M.B. 88 PG. 69

CERTIFICATION

NORTH CAROLINA PITT COUNTY

I, PATRICK W. HARTMAN, CERTIFY THAT THIS
MAP WAS DRAWN UNDER MY SUPERVISION
FROM DEED DESCRIPTIONS RECORDED IN
DEED BOOK _____ PAGE _____ OR 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 15TH DAY OF MAY, 2025.

SIGNED **Patrick W. Hartman**
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER **L-4262**

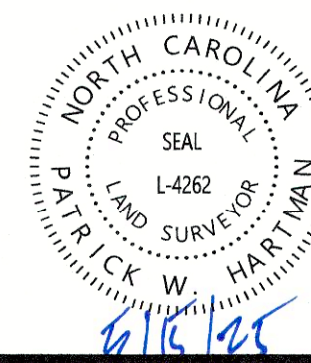


Exhibit "A"

Legal Description – Annexation

East Ridge Section 2, Phase 4 Ayden Township, Pitt County, North Carolina

Being a tract of land lying and being situated in Ayden Township, Pitt County, N.C., bounded on the north by East Ridge Subdivision Section 2, Phases 1, 2 and 3, on the south and west by Colonial Acre Farms, LLC, and on the east by East Ridge Subdivision, Phase 1 and being described by metes and bounds as follows:

Beginning at a point located on the southeastern corner of Lot 12, East Ridge Subdivision Section 2, Phase 1, property recorded Map Book 91 Page 27 and the western line of Lot 3, East Ridge Subdivision, Phase 1, recorded in Map Book 83 Page 70 of the Pitt County Registry, thence from the **POINT OF BEGINNING** with the western line of the aforementioned East Ridge Subdivision, Phase 1 S 48°03'17" W 175.04 feet to a point, said point being the common corner of Lot 2 and Lot 3 East Ridge Subdivision, Phase 1 and being marked by an existing (#5) iron rod; thence continuing with said western line of East Ridge Subdivision, Phase 1 S 57°07'18" W 319.23 feet to a point located on the northern line of the Colonial Acre Farms, LLC property recorded in Deed Book 2916 Page 779 of the Pitt County Registry; thence with said northern line of Colonial Acre Farms, LLC N 80°29'22" W 2105.22 feet to a point; thence N 09°54'57" W 450.59 feet to a point located on the southern line of Lot 109, East Ridge Subdivision Section 2, Phase 3, recorded in Map Book 93 Page 38, Pitt County Registry, said point being marked by an existing nail at the base of a disturbed 1" outside diameter existing iron pipe; thence with the southern line of East Ridge Subdivision Section 2, Phase 3 N 87°26'28" E 274.05 feet to a point located on the southern line of Lot 105 of the above mentioned East Ridge Subdivision Section 2, Phase 3; thence S 67°50'04" E 125.64 feet to a point located on the southern line of Lot 103 of the above mentioned East Ridge Subdivision Section 2 Phase 3; thence S 80°32'26" E 242.03 feet to a point located on the western right of way of Expedition Lane, said point being the southeastern corner of Lot 100 of said East Ridge Subdivision Section 2, Phase 3; thence with said western right of way of Expedition Lane S 09°27'34" W 80.00 feet to a point at the terminus of expedition of Expedition Lane; thence cornering with the terminus of Expedition Lane S 80°32'26" E 60.00 feet to a point located on the eastern terminus right of way of Expedition Lane; thence continuing with said eastern right of way N 09°27'34" E 86.45 feet to a point located on the southern line of East Ridge Subdivision Section 2, Phase 2, recorded in Map Book 92 Page 181, Pitt County Registry, said point being the southwestern corner of Lot 38; thence continuing with said southern line of East Ridge Subdivision Section 2, Phase 2 S 82°29'03" E 438.22 feet to a point located on the southern line of Lot 32; thence S 77°00'26" E 567.11 feet to a point located on the western right of way of Navigator Lane, said point being the southeastern corner of Lot 25 of said East Ridge Subdivision Section 2, Phase 2; thence continuing with said western right of way of Navigator Lane S 09°27'34" W 72.07 feet to a point at the terminus of Navigator Lane; thence cornering with the terminus of Navigator Lane S 80°32'26" E 60.00 feet to a point located on the eastern terminus right of way of Navigator Lane; thence continuing with said eastern right of way of Navigator Lane N 09°27'34" E 71.21 feet to a point located on the southern line of East Ridge Subdivision Section 2, Phase 1, recorded Map Book 91 Page 27, Pitt County Registry, said point being the southwestern corner of Lot 24; thence with said southern line of the aforementioned East Ridge Subdivision Section 2, Phase 1

S 80°32'26" E 730.34 feet to a point, said point being the common corner of Lot 13 and Lot 14; thence continuing S 41°57'41" E 144.42 feet to the **POINT OF BEGINNING**, containing an area of 24.762 acres (1,078,632.7 square feet) more or less and being a portion of the A.T. Venters Properties, LLC property recorded in Deed Book 2132 Page 195 and Map Book 28 Page 140, Pitt County Registry, identified as Pitt County Parcel Number 91624 to be annexed into the Town of Ayden, and further shown on a map by Rivers and Associates, Inc. drawing Z-2743 dated May 1, 2025, entitled Town of Ayden Annexation Map for Property of East Ridge Subdivision Section 2, Phase 4, last revised May 16, 2025, which by reference is made a part hereof.



Patrick W. Hartman, PLS, L-4262
Rivers and Associates, Inc., F-0334



5/16/25

CERTIFICATE OF SUFFICIENCY

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

I, Jeremy Crawford, Town Clerk, do hereby certify that I have investigated the attached petition from A. T. Venters Properties, LLC, for Parcel Number 91624, and hereby make the following findings:

I further find that the area meets the standards for a noncontiguous area as specified in G.S. 160A-58.1(b), in that:

- a. The petition contains an adequate property description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits.
- b. The petition includes the names and addresses of all owners of real property lying in the area described therein.
- c. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a).
- d. The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the Town;
- e. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town of Ayden;
- f. The satellite area is so situated that the Town will be able to provide the same services as are provided within its primary corporate limits;
- g. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;
- h. The satellite corporate limit area restrictions provided in G.S. 160A-58.1(b)5, do not apply.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Ayden, this 9th day of June, 2025.

(SEAL)





Jeremy Crawford, Town Clerk

RESOLUTION NO. 25-26-01
RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-31

WHEREAS, a petition filed by East Ridge Development Corporation 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 September 8th, 2025.

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

Being a tract of land lying and being situated in Ayden Township, Pitt County, N.C., bounded on the north by East Ridge Subdivision Section 2, Phases 1, 2 and 3, on the south and west by Colonial Acre Farms, LLC, and on the east by East Ridge Subdivision, Phase 1 and being described by metes and bounds as follows:

Beginning at a point located on the southeastern corner of Lot 12, East Ridge Subdivision Section 2, Phase 1, property recorded Map Book 91 Page 27 and the western line of Lot 3, East Ridge Subdivision, Phase 1, recorded in Map Book 83 Page 70 of the Pitt County Registry, thence from the **POINT OF BEGINNING** with the western line of the aforementioned East Ridge Subdivision, Phase 1 S 48°03'17" W 175.04 feet to a point, said point being the common corner of Lot 2 and Lot 3 East Ridge Subdivision, Phase 1 and being marked by an existing (#5) iron rod; thence continuing with said western line of East Ridge Subdivision, Phase 1 S 57°07'18" W 319.23 feet to a point located on the northern line of the Colonial Acre Farms, LLC property recorded in Deed Book 2916 Page 779 of the Pitt County Registry; thence with said northern line of Colonial Acre Farms, LLC N 80°29'22" W 2105.22 feet to a point; thence N 09°54'57" W 450.59 feet to a point located on the southern line of Lot 109, East Ridge Subdivision Section 2, Phase 3, recorded in Map Book 93 Page 38, Pitt County Registry, said point being marked by an existing nail at the base of a disturbed 1" outside diameter existing iron pipe; thence with the southern line of East Ridge Subdivision Section 2, Phase 3 N 87°26'28" E 274.05 feet to a point located on the southern line of Lot 105 of the above mentioned East Ridge Subdivision Section

2, Phase 3; thence S 67°50'04" E 125.64 feet to a point located on the southern line of Lot 103 of the above mentioned East Ridge Subdivision Section 2 Phase 3; thence S 80°32'26" E 242.03 feet to a point located on the western right of way of Expedition Lane, said point being the southeastern corner of Lot 100 of said East Ridge Subdivision Section 2, Phase 3; thence with said western right of way of Expedition Lane S 09°27'34" W 80.00 feet to a point at the terminus of expedition of Expedition Lane; thence cornering with the terminus of Expedition Lane S 80°32'26" E 60.00 feet to a point located on the eastern terminus right of way of Expedition Lane; thence continuing with said eastern right of way N 09°27'34" E 86.45 feet to a point located on the southern line of East Ridge Subdivision Section 2, Phase 2, recorded in Map Book 92 Page 181, Pitt County Registry, said point being the southwestern corner of Lot 38; thence continuing with said southern line of East Ridge Subdivision Section 2, Phase 2 S 82°29'03" E 438.22 feet to a point located on the southern line of Lot 32; thence S 77°00'26" E 567.11 feet to a point located on the western right of way of Navigator Lane, said point being the southeastern corner of Lot 25 of said East Ridge Subdivision Section 2, Phase 2; thence continuing with said western right of way of Navigator Lane S 09°27'34" W 72.07 feet to a point at the terminus of Navigator Lane; thence cornering with the terminus of Navigator Lane S 80°32'26" E 60.00 feet to a point located on the eastern terminus right of way of Navigator Lane; thence continuing with said eastern right of way of Navigator Lane N 09°27'34" E 71.21 feet to a point located on the southern line of East Ridge Subdivision Section 2, Phase 1, recorded Map Book 91 Page 27, Pitt County Registry, said point being the southwestern corner of Lot 24; thence with said southern line of the aforementioned East Ridge Subdivision Section 2, Phase 1 S 80°32'26" E 730.34 feet to a point, said point being the common corner of Lot 13 and Lot 14; thence continuing S 41°57'41" E 144.42 feet to the **POINT OF BEGINNING**, containing an area of 24.762 acres (1,078,632.7 square feet) more or less and being a portion of the A.T. Venters Properties, LLC property recorded in Deed Book 2132 Page 195 and Map Book 28 Page 140, Pitt County Registry, identified as Pitt County Parcel Number 91624 to be annexed into the Town of Ayden, and further shown on a map by Rivers and Associates, Inc. drawing Z-2743 dated May 1, 2025, entitled Town of Ayden Annexation Map for Property of East Ridge Subdivision Section 2, Phase 4, last revised May 16, 2025, which by reference is made a part hereof.

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: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Zoning Text Amendment - Major Site Plan & Major Subdivision Approval Process

Item Explanation

The Town of Ayden Planning Board has requested reversal of text amendments passed 4/12/21 which removed the quasi-judicial process for major subdivisions and site plans, and moved approval to an administrative process. The requested text amendment is as follows:

1. Reverse amendments to UDO Article 2, entitled "Administration"
2. Reverse amendments to UDO Article 8, entitled "Development Processes"

The proposed text amendments are as shown in Ordinance 25-25-12 (attached).

Staff Comments

North Carolina General Statute 160D-803 dictates the processes by which local governments may review and process subdivision plats. The statute is as follows:

§ 160D-803. Review process, filing, and recording of subdivision plats.

(a) Any subdivision regulation adopted pursuant to this Article shall contain provisions setting forth the procedures and standards to be followed in granting or denying approval of a subdivision plat prior to its registration.

(b) A subdivision regulation shall provide that the following agencies be given an opportunity to make recommendations concerning an individual subdivision plat before the plat is approved:

(1) The district highway engineer as to proposed State streets, State highways, and related drainage systems.

(2) The county health director or local public utility, as appropriate, as to proposed water or sewerage systems.

(3) Any other agency or official designated by the governing board.

(c) The subdivision regulation may provide that final decisions on preliminary plats and final plats are to be made by any of the following:

- (1) The governing board.
- (2) The governing board on recommendation of a designated body.
- (3) A designated planning board, technical review committee of local government staff members, or other designated body or staff person.

If the final decision on a subdivision plat is administrative, the decision may be assigned to a staff person or committee comprised entirely of staff persons, and notice of the decision shall be as provided by G.S. 160D-403(b). If the final decision on a subdivision plat is quasi-judicial, the decision shall be assigned to the governing board, the planning board, the board of adjustment, or other board appointed pursuant to this Chapter, and the procedures set forth in G.S. 160D-406 shall apply.

NCGS 160D-301 (d)(7), regulates the powers and duties of the Planning Board, and permits the Planning Board “To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board.” Further, NCGS 160D-406, entitled Quasi-Judicial Procedures, states that “Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. Each quasi-judicial decision shall be reduced to writing, reflect the board’s determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board.”

Per NCGS 160D-405, appeals to administrative decisions shall be made to the Board of Adjustment. NCGS 160D-406 requires that appeals to quasi-judicial decisions shall be subject to review by the superior court.

At their May meeting, the Planning Board voted unanimously to approve the text amendment.

Action Requested

Conduct a public hearing.

Consider approval or denial of the proposed zoning text amendment.



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: May 27, 2025

- 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: 4144 West Ave.
AYDEN NC 28513
Telephone: (252) 481-5826
Email: rsparrow@ayden.com

AD INFORMATION

Ad ID: 484814
Run Dates: 05/29/25 to 06/05/25

Total Cost: \$211.40
of Inserts: 4
of Lines: 40

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

Ad Class: 42

Publications	Start Date	End Date	# of Insertions
Daily Reflector	05/29/25	06/05/25	2
Reflector.com	05/29/25	06/05/25	2

Your ad

Ad shown is not actual print size

TOWN OF AYDEN Notice of Public Hearings

The following items will be considered, and Public Hearings conducted by the Town of Ayden Governing Board at its regularly scheduled meeting on Monday, June 9 th , 2025 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 a Zoning Map Amendment (Rezoning) application submitted by Kenneth Smith requesting to change the zoning classification for approximately 1.64 acres located at 4012 Emma Cannon Road from RA-20 (Residential/Agricultural) to B-2 (Highway Business District). This request consists entirely of parcel# 21270 and is located at the intersection of Emma Cannon Road and NC-102 E.

2. Conduct a Public Hearing and consider a Zoning Text Amendment filed by The Town of Ayden Planning Board. The applicant is requesting to amend Article 2 and Article 8 of the Unified Development Ordinance to require a quasi-judicial process for major site plan and major subdivision preliminary plat approval.

The meeting is open to the public and citizens wishing to speak will be given an opportunity to be heard.

*Citizens requiring special accommodations should contact the Town Manager's Office at (252) 481-5826 at least 3 business days prior to the meeting.
05/29,06/05/2025



ORDINANCE NO. 25-26-03
AN ORDINANCE ADOPTED BY
THE GOVERNING BOARD OF THE TOWN OF AYDEN, NC
AMENDING THE TOWN OF AYDEN OFFICIAL UNIFIED DEVELOPMENT ORDINANCE

- WHEREAS, following due advertisement announcing a public hearing as provided by law, the Town of Ayden Governing Board held a public hearing on June 9th, 2025, to receive public comments regarding a request for a zoning text amendment to the Unified Development Ordinance (UDO) submitted by the Town of Ayden Planning Board to modify Article 2 – Administration and Article 8 – Development Processes, and
- WHEREAS, the Town of Ayden Planning Board at its May 12th, 2025, meeting voted unanimously to recommend approval of the Zoning Text Amendment; and
- WHEREAS, the Town of Ayden Governing Board heard all evidence and arguments presented and all reports from Town Staff pertaining to said application and hereby approves the Zoning Text Amendment as follows.

NOW, THEREFORE, BE IT ORDAINED, by the Town of Ayden Governing Board that Article 2 – Administration and Article 8 – Development Processes of the Town of Ayden Unified Development Ordinance are hereby amended as follows:

ARTICLE 2

210.020 Administrator

B. Powers and Duties

1. The Administrator shall have the following powers and duties, to be carried out in accordance with the terms of this ordinance:

~~s. Determine the establishment of vested rights where applicable per NCGS 106D-108.~~

210.030 Technical Review Committee

A. Powers and Duties

The TRC shall serve as the a reviewing, and recommending and approving body of the applicable applications for development approval where designated in this ordinance. assisting the Administrator, Board of Commissioners, Planning Board and other boards where appropriate, with the review of applications for development approval.

...

C. UDO Review

1. The Technical Review Committee shall serve as the reviewing entity for the following plans ~~associated with a conditional district rezoning or special use permit request:~~
 - a. Major Site Plans
 - b. Major Subdivision Preliminary Plats

D. UDO Decisions

1. The Technical Review Committee shall render final decisions regarding the following ~~plans not associated with a conditional district or special use permit request:~~
 - a. Minor Site Plans
 - b. Minor Subdivisions
 - c. ~~Major Site Plans~~ Site Construction Plans
 - d. ~~Major Subdivision Preliminary Plats~~ Subdivision Construction Plans
 - e. ~~Site Construction Plans~~

...

210.050 Board of Commissioners

B. UDO Decisions

2. The Board of Commissioners shall render final decisions regarding the following:
 - a. Major Site Plans ~~(associated with conditional district rezonings and special use permits)~~
 - b. Major Site Plans ~~(associated with conditional district rezonings and special use permits)~~
 - c. Special Use Permits
 - d. Text Amendments
 - e. Zoning Map Amendments and Rezonings
 - f. Conditional District Rezonings
 - g. Vested Rights

...

210.060 Planning Board

C. UDO Reviews and Recommendations

1. The Planning Board shall review and make recommendations regarding the following:
 - a. Major Site Plans ~~(associated with conditional district rezonings)~~
 - b. Major Subdivision Preliminary Plats ~~(associated with conditional district rezonings)~~
 - c. Special Use Permits
 - d. Text Amendments
 - e. Zoning Map Amendments and Rezonings
 - f. Conditional District Rezonings

...

ARTICLE 8**810.010 Development Processes and Permits****B. Provisions and Applicability**

The provisions of this section shall be applicable to all development activity under the planning and development regulation jurisdiction of the Town of Ayden.

3. Permits and Processes Table:

Development/Permit Process	Process Type	Review/Recommendation	Final Action	Appeal Process	Public Notice Level
Appeal of Administrative Decision	Evidentiary [Quasi-Judicial]	N/A	Board of Adjustment	Superior Court	1
Certificate of Compliance	Administrative	Administrator	Administrator	Board of Adjustment	N/A
Conditional District Rezoning	Legislative	Planning Board	Board of Commissioners	Superior Court	1, 2 & 3
Special Use Permit	Evidentiary [Quasi-Judicial]	Administrator/TRC	Board of Commissioners	Superior Court	1, 2 & 3
Erosion & Sediment Control Permit	Administrative	Administrator/Pitt County	See Pitt County Soil Erosion & Sedimentation Control Ordinance	See Pitt County Soil Erosion & Sedimentation Control Ordinance	N/A
Final Plat	Administrative	Administrator/TRC	Administrator/TRC	Board of Adjustment	N/A
Floodplain Development Permit	Administrative	Administrator/Pitt County	See Pitt County Ayden Flood Damage Prevention Ordinance	See Pitt County Ayden Flood Damage Prevention Ordinance	See Pitt County Ayden Flood Damage Prevention Ordinance
Minor Site Plan	Administrative	Administrator/TRC	Administrator/TRC	Board of Adjustment	N/A
Major Site Plan	*Administrative Quasi-Judicial	*Administrator/TRC Planning Board	*Administrator/TRC Board of Commissioners	Board of Adjustment Superior Court	N/A 1, 2, & 3
Major Subdivision Preliminary Plat	*Administrative Quasi-Judicial	*Administrator/TRC Planning Board	*Administrator/TRC Board of Commissioners	Board of Adjustment Superior Court	N/A 1, 2, & 3
Minor Subdivision	Administrative	Administrator/TRC	Administrator/TRC	Board of Adjustment	N/A
Rezoning (Zoning Map Amendment)	Legislative	Planning Board	Board of Commissioners	Superior Court	1, 2 & 3
Site Construction Plans	Administrative	Administrator/TRC	Administrator/TRC	Board of Adjustment	N/A
Stormwater Permit	Administrative	Administrator/TRC	Administrator/TRC	Board of Adjustment	N/A
Subdivision Construction Plan	Administrative	Administrator/TRC	Administrator/TRC	Board of Adjustment	N/A
Text Amendment	Legislative	Planning Board	Board of Commissioners	Superior Court	1, 2 & 3
Variance	Evidentiary [Quasi-Judicial]	Board of Adjustment	Board of Adjustment	Superior Court	1, 2 & 3
Vested Right	Administrative Legislative	Administrator Planning Board	Administrator Board of Commissioners	Board of Adjustment Superior Court	N/A 1
Zoning Compliance Permit	Administrative	Administrator	Administrator	Board of Adjustment	N/A

**Requires Board of Commissioners approval if associated with a conditional district rezoning or special use permit.*

...

810.020 Requirements for Hearings and Decisions

A. Standards for Conduct of Evidentiary Hearings and Quasi-Judicial Decisions

In accordance with 160D-705, an evidentiary hearing and therefore, a quasi-judicial decision is a process that involves the finding of facts regarding a specific application of an ordinance and the exercise of discretion when applying the standards of the ordinance. Quasi-judicial decisions include decisions involving variances, special use permits, and appeals of administrative decisions. **In accordance with NCGS 160D-803, decisions on the approval of major site plans and major subdivision preliminary plats are quasi-judicial in nature if the ordinance authorizes a decision-making board to approve or deny the application based on one or more generally stated standards requiring a discretionary decision on the findings of fact to be made by the decision-making board.** As a result, the following standard procedures shall be incorporated as appropriate.

...

810.040 Site Plan and Design Review

B. Major Site Plan Review

The Major Site Plan Review process shall apply to all multi-family dwelling developments and to all development applications which require a Transportation Impact Analysis according to *Article 7 – Subdivisions & Infrastructure*. Applications not meeting this threshold shall proceed directly to the minor site plan or construction plan review process.

...

2. **Process Type:** ~~Administrative (unless associated with a conditional district rezoning or special use permit).~~ **Quasi-Judicial**

...

3. Determination of Compliance

a. The Technical Review Committee shall review the plan to ensure that it is complete.

The Administrator shall prepare a report and recommendation on the application for Planning Board review & recommendation. After review and recommendation on the application by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposal for official action. Upon approval, the applicant may submit a site construction plan.

4. Review Process & Public Hearing

a. Planning Board Recommendation

(1) Upon determination of compliance by the Administrator, the Planning Board shall review and provide a recommendation to the Board of Commissioners on the major site plan at the next available, regularly scheduled meeting.

(2) If the Planning Board is able to reach a recommendation without further deliberation, the Planning Board shall submit a recommendation on the plan and refer it to the Board of Commissioners for their consideration at the next available public hearing.

(3) If the Planning Board determines that further deliberation on the plan is required, the Planning Board shall deliver its recommendation to the Board of Commissioners within 45 days of its first consideration on the matter. If no recommendation is received from the Planning Board within 45 days of its first consideration on the matter, the Board of Commissioners shall proceed in its consideration of the matter without a recommendation from the Planning Board.

b. Public Hearing

(1) Upon consideration by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposal. The applicant and other property owners likely to be affected by the application shall be given an opportunity to be heard.

c. Decision

(1) The Board of Commissioners shall approve, deny or approve with conditions the Major Site Plan. No Major Site Plan approval shall be granted unless it complies with the following:

- (a) All applicable provisions of this UDO; and
- (b) Provides adequate infrastructure (transportation, utilities, etc.) to support the plan as proposed; and
- (c) The plan will not be detrimental to the use or development of adjacent properties.

d. Review Period

(1) The Board of Commissioners shall take action (approve, deny, or approve with conditions) within 60 days of the delivery of the Planning Board recommendation. Should the Board of Commissioners fail to act on the Site Master Plan within the prescribed period, the application shall be considered approved.

(2) Decisions

(a) If the Board of Commissioners approves the Major Site Plan, the applicant will be directed to proceed to the preparation of Construction Plans. If the Board of Commissioners disapproves or approves conditionally the plan, the reasons for such action shall be stated in writing by the Administrator and entered in the records of the Board, and the applicant may make changes and submit a revised plan for consideration in accordance with the procedures set forth in this section.

(3) (4) Appeals

~~(a) Appeals of decisions of the Technical Review Committee shall be heard by the Board of Adjustment. An appeal must be made in writing by the applicant within thirty (30) days of the receipt of the Administrators/TRC's determination of compliance.~~

(a) An appeal from the decision of the Board of Commissioners regarding a Major Site Plan may be made by an aggrieved party and shall be made to the Superior Court of Pitt County in the nature of certiorari. Any such petition shall be filed with the clerk of the Superior Court within 30 days after the decision of the Board is filed with the Town Clerk, or after written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the secretary or chairman of the Board at the time of its hearing of the case, whichever is later. The decision of the Board may be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.

(4) (5) Validity & Extensions

...
(b) Per NCGS 160D-108(d)(4), The Administrator Board of Commissioners may grant a single extension of this time period of up to one (1) year upon submittal by the applicant of sufficient justification for the extension. Sufficient justification may include, but is not limited to, delays in other outside agency permits, financing institution delays, or other similar reasons beyond the control of the applicant.
...

(5) (6) Substantial Changes

(a) Any substantial change to a Major Site Plan as noted below shall be reviewed by the ~~Administrator/TRC~~ **Planning Board and approved or denied by the Board of Commissioners.**

(b) The following changes to a Major Site Plan shall be considered substantial and require ~~reapproval by the Administrator/TRC~~ **approval by the Board of Commissioners:**

- i. When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
- ii. Modification of special performance criteria, design standards, or other requirements specified in the original approval.
- iii. When there is an increase in density from the total number of residential dwelling units originally authorized.
- iv. When the total floor area of a development is increased more than 10% beyond the total floor area last approved by the ~~Administrator/TRC~~ **Board of Commissioners.**

C. Site Construction Plan Review

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7. Substantial Changes

a. Any substantial change to a Site Construction Plan as noted below shall be reviewed by the ~~Administrator/TRC~~ **Board of Commissioners.**

b. The following changes to a Site Construction Plan shall be considered substantial and require reapproval by the ~~Administrator/TRC~~ **Board of Commissioners:**

- i. When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
- ii. Modification of special performance criteria, design standards, or other requirements specified in the original approval.
- iii. When there is an increase in density from the total number of residential dwelling units originally authorized.
- iv. When the total floor area of a development is increased more than 10% beyond the total floor area last approved by the ~~Administrator/TRC~~ **Board of Commissioners.**

810.050 Subdivisions

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b. Major Subdivision Preliminary Plat

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3. Process Type: Administrative **Quasi-Judicial**

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5. Determination of Compliance

a. The Technical Review Committee shall review the plan to ensure that it is completed. **The Administrator shall prepare a report and Recommendation on the plan for Planning Board review & recommendation. After review and recommendation on the plan by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposal for official action.** ~~Upon approval, the applicant may submit a subdivision construction plan.~~

b. Appeals

~~Appeals of decisions of the Administrator shall be heard by the Board of Adjustment. An appeal must be made in writing by the applicant within 30 days of the receipt of the Administrator's/TRC's determination of compliance.~~

6. Review Process & Public Hearing

a. Planning Board Recommendation

(1) Upon determination of compliance by the Administrator, the Planning Board shall review and provide a recommendation to the Board of Commissioners on the major subdivision preliminary plat at the next available, regularly scheduled meeting.

(2) If the Planning Board is able to reach a recommendation without further deliberation, the Planning Board shall submit a recommendation on the plan and refer it to the Board of Commissioners for their consideration at the next available public hearing.

(3) If the Planning Board determines that further deliberation on the plan is required, the Planning Board shall deliver its recommendation to the Board of Commissioners within 45 days of its first consideration on the matter. If no recommendation is received from the Planning Board within 45 days of its first consideration on the matter, the Board of Commissioners shall proceed in its consideration of the matter without a recommendation from the Planning Board.

b. Public Hearing

(1) Upon consideration by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposal. The applicant and other property owners likely to be affected by the application shall be given an opportunity to be heard.

c. Decision

(1) The Board of Commissioners shall approve, deny or approve with conditions the major subdivision preliminary plat. No major subdivision preliminary plat approval shall be granted unless it complies with the following:

(a) All applicable provisions of this UDO, and

(b) Provides adequate infrastructure (transportation, utilities, etc.) to support the plan as proposed; and

(c) The plan will not be detrimental to the use or development of adjacent properties.

d. Review Period

(1) The Board of Commissioners shall take action (approve, deny, or approve with conditions) within 60 days of the delivery of the Planning Board recommendation. Should the Board of Commissioners fail to act on the major subdivision preliminary plat within the prescribed period, the application shall be considered approved.

e. Decisions

(1) If the Board of Commissioners approves the major subdivision preliminary plat, the applicant will be directed to proceed to the preparation of Construction Plans. If the Board of Commissioners disapproves or approves conditionally the plan, the reasons for such action shall be stated in writing by the Administrator and entered in the records of the Board, and the applicant may make changes and submit a revised plan for consideration in accordance with the procedures set forth in this section.

f. Appeals

An appeal from the decision of the Board of Commissioners regarding a major subdivision preliminary plat may be made by an aggrieved party and shall be made to the Superior Court of Pitt County in the nature of certiorari. Any such petition shall be filed with the Clerk of the Superior Court within 30 days after the decision of the Board is filed with the Town Clerk, or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the secretary or chairman of the Board at the time of its hearing or the case, whichever is later. The decision of the Board may

be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.

6. 7. Validity & Extensions

- a. Per NCGS 160D-108(d)(3) Approval of a major subdivision preliminary plat shall be valid for two (2) years from the date of approval. Construction Plans shall be presented for approval prior to the end of this two (2) year period.
- b. Per NCGS 160D-108(d)(4), if the approved major subdivision preliminary plat provides for multiple construction phases within the subdivision, contains 100 acres or more, and is subject to committed elements with a requirement to offer land for public use as a condition of approval, the multi-phase development shall be vested for a period of seven (7) years from the time of approval.
- c. The ~~Administrator~~ **Board of Commissioners** may grant a single extension of this time period of up to one (1) year upon submittal by the applicant of sufficient justification for the extension. Sufficient justification may include, but is not limited to, delays in other outside agency permits, financing institution delays, or other similar reasons beyond the control of the applicant.

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7. 8. Substantial Changes

- a. Any substantial change to a Major Subdivision Preliminary Plat as noted below shall be reviewed by the ~~Administrator/TRC~~ the **Planning Board and approved or denied by the Board of Commissioners**.
- b. The following changes to a Major Subdivision Preliminary Plat shall be considered substantial and require reapproval ~~by the Administrator/TRC~~:
 - (1) When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
 - (2) Modification of special performance criteria, design standards, or other requirements specified in the original approval.
 - (3) When there is an increase in density from the total number of residential dwelling units originally authorized.

810.110 Vested Rights and Permit Choice

Per NCGS 160D-108, a person claiming a statutory or common law vested right may submit information to substantiate that claim to the ~~Administrator~~ **Board of Commissioners**, who shall make an ~~initial~~ **a** determination as to the existence of the vested right. **An application for a vested rights determination shall be processed concurrently or after the approval of a special use permit, preliminary plat, planned development, or site plan. Obtaining a permit or plan approval through the vested right procedure gives the applicant the right to start construction of the development as approved and an additional 2 years, or up to 5 years to begin and/or complete work as appropriate. The Administrator's determination may be appealed under G.G. 160D-405.**

A. Application Procedures

- 1. Process Type: Legislative
- 2. Required Application Information
 - a. Sketch Plan (may be waived by Administrator) and Master Plan
- 3. Determination of Compliance
 - a. The Administrator shall review the application to ensure that it is completed. The Administrator shall prepare a report and recommendation on the application for Planning Board review & recommendation. After review and recommendation on the application by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposal for official action.

B. Review Process & Public Hearing

- 1. Planning Board Recommendation

- a. Upon determination of compliance by the Administrator, the Planning Board shall review and provide a recommendation to the Board of Commissioners on the application at the next available, regularly scheduled meeting.
- b. If the Planning Board is able to reach a determination without further deliberation, the Planning Board shall submit a recommendation on the application and refer it to the Board of Commissioners for their consideration at the next available public hearing.
- c. If the Planning Board determines that further deliberation on the application is required, the Planning Board shall deliver its recommendation to the Board of Commissioners within 45 days of its first consideration on the matter. If no recommendation is received from the Planning Board within 45 days of its first consideration on the matter, the Board of Commissioners shall proceed in its consideration of the matter without a recommendation from the Planning Board.

2. Public Hearing

- a. Upon consideration by the Planning Board, the Board of Commissioners shall hold a public hearing on the proposal. The applicant and other property owners likely to be affected by the application shall be given an opportunity to be heard.

3. Board of Commissioners Decision

- a. Following a public hearing, the Board of Commissioners shall take one of the following actions:
 - (1) Approve the vested rights request. The Administrator is then directed to issue a vested rights zoning permit.
 - (2) Approve the vested rights request subject to conditions which are necessary to protect the public health, safety and welfare. The Administrator is then directed to issue the vested rights zoning permit subject to the changes in the plan/plat to be made by the developer.
 - (3) Table the vested rights request pending the submittal of additional information.
 - (4) Deny the vested right request.

4. Appeals

- a. An appeal from the decision of the Board of Commissioners regarding vested rights may be made by an aggrieved party and shall be made to the Superior Court of Pitt County.

BE IT FURTHER ORDAINED, by the Town of Ayden Governing Board, that this ordinance shall take effect immediately upon its adoption.

Adopted this the 11th day of August 2025 in Ayden, North Carolina.

AYDEN, NORTH CAROLINA

ATTEST:

Ivory Mewborn, Mayor

Jeremy Crawford, Town Clerk



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Neuse River Regional Hazard Mitigation Plan Update - Adoption

Item Explanation

The attached Resolution of Adoption relates to the Neuse River Regional Hazard Mitigation Plan. The Neuse River Plan involves Greene, Jones, Lenoir, Pitt and Wayne Counties, as well as all incorporated municipalities throughout the Region. The planning process was initiated early last year (2024), and will be completed following adoption by the Board of Commissioners, followed by formal certification of the plan for the next five-year cycle.

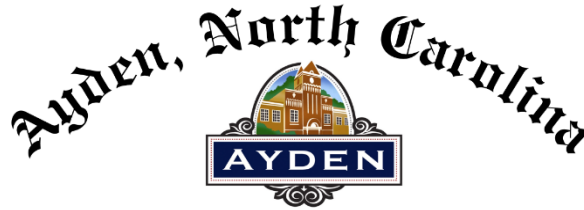
Staff Comments

Development of the draft document involved a series of four Hazard Mitigation Planning Committee meetings, as well as two public input meetings. Attached are the Mitigation Strategies relating to Pitt County and the Town of Ayden, as well as the proposed Resolution of Adoption. A full copy of the draft plan, as well as materials associated with the planning process can be viewed through the following web link:

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

Action Requested

Approve the attached Resolution of Adoption.



**RESOLUTION 25-26-02 ADOPTING THE
NEUSE RIVER BASIN REGIONAL HAZARD MITIGATION PLAN
TOWN OF AYDEN
August 11, 2025**

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

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

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

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

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

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

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

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Town of Ayden hereby:

1. Adopts the Neuse River Regional Hazard Mitigation Plan.
2. Vests the Town Manager with the responsibility, authority, and the means to:

- (a) Inform all concerned parties of this action.
- (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints the Town Manager to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Town of Ayden Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this 11th day of August, 2025 in Ayden, North Carolina

Ivory Mewborn, Mayor
Town of Ayden

ATTEST:

Jeremy Crawford
Town Clerk

D.3 MITIGATION STRATEGY

Table D.43 – Mitigation Action Plan, Pitt County

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P1	Review the County's Comprehensive Land Use Plan (adopted March 20, 2023 with an effective date of May 1, 2023) annually to ensure that the Future Land Use Map adequately delineates portions of the County deemed unsuitable for development due to existing environmental conditions.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms, Earthquake	High	1.3	P	Pitt County Planning Department, Pitt County Board of Commissioners, Municipal Administrations	Staff Time	General Fund	Ongoing – review annually	New	A new comprehensive land use plan was drafted and adopted in 2023 and takes into account areas that are unsuitable for development. These areas are shown clearly within the plan.
P2	Continue to coordinate and collaborate with East Carolina University and Pitt Community College through the development of their respective hazard mitigation plans. Through implementation of this update, Pitt County Planning will incorporate Vidant, GUC, and Duke Energy into the County's Mitigation Planning efforts.	Pitt County	All Hazards	High	3.2	P	Pitt County Administration, Municipal Administrations, East Carolina University, Pitt Community College	Staff Time	General Fund, NCDPS, UNC University System	Ongoing – over the next five years	Carry Forward	Planning staff continue to work closely with ECU & PCC on annual mitigation planning efforts, and grant applications for mitigation actions. Additionally, Planning staff will continue to educate students and staff about local hazards and mitigation opportunities.
P3	Continue to impose a two-foot freeboard requirement for all development located within a defined flood hazard area. Through this plan update, Pitt County will consider amending its Flood Damage Prevention Ordinance to require two feet finished floor elevation above the lowest adjacent grade within the FEMA defined shaded X zone.	Pitt County	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	1.3	P	Pitt County Board of Commissioners, Pitt County Planning Board	Staff Time	General Fund	Ongoing – Review Annually	Carry Forward	Pitt County continues to impose a two-foot freeboard requirement for development in the SFHA. Staff will include the language for the freeboard within the shaded X zone for the next update of the Flood Damage Prevention Ordinance.
P4	Maintain all FEMA Elevation Certificates and FEMA Floodproofing Certificates for residential and non-residential structures for all structures built or floodproofed since application to the CRS. Non-CRS communities will also carry out this strategy in an effort to prepare for a potential application to the CRS Program.	Pitt County, Farmville, Greenville, Grifton, Winterville, Ayden, Bethel, Falkland, Fountain, Grimesland, Simpson	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	2.2	P	Pitt County Planning Department, Municipal Administration	Staff Time	General Fund	Ongoing – over next five years	Carry Forward	Pitt County keeps all elevation certificates submitted for SFHA development in Pitt County's jurisdiction. County staff are currently researching electronic resources to help enhance tracking and recording of elevation certificates and how to make the information more accessible to the public.

ANNEX D: PITT COUNTY

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P5	Consider the data and recommendations outlined within this plan when preparing updates to the County's Capital Improvements Plan. All recommendations regarding capital expenditures will focus on siting all infrastructure and critical facilities outside of the Flood Hazard Area.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	1.3	P	Pitt County Planning Department, Pitt County Board of Commissioners, Municipal Administrations	Staff Time	General Fund, Grant Funds	Ongoing – Annually	Carry Forward	Pitt County will continue to consider all data within this plan when designing and reviewing projects to include within the County's Capital Improvements Plan.
P6	Continue to proactively seek out grant funding through NCEM and FEMA for mitigation of repetitive loss properties (RLP's) from future flooding events. The County will maintain a list of RLP's and will apply for funding for all structures that meet cost-benefit thresholds as defined by FEMA. Pitt County will assist all municipal jurisdictions in working through the structural mitigation grant funding process.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	1.2	PP	Pitt County Board of Commissioners, Municipal Administrations	To be Determined	General Fund, NCPS, FEMA	Ongoing – as opportunities arise	Carry Forward	This effort was carried out following the effects of Hurricanes Irene, Matthew, and Florence. Five properties were acquired after Hurricane Matthew through 1 HMGP grant cycle, and the grant was completed in 2022. The County is finalizing the process of acquiring and demolishing 5 units funded as a result of Florence.
P7	Coordinate with NCDEQ to enforce all NC State Erosion and Sedimentation and Erosion Control Regulations.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	2.2	P	Pitt County Planning Department, Municipal Administrations	Staff Time	General Fund, NCDEQ	Ongoing – over next five years	Carry Forward	Pitt County will continue to ensure the County's Soil Erosion and Sedimentation Control Ordinance is updated in accordance with state and federal regulations to protect residents and minimize impacts and development in high-hazard areas.
P8	Coordinate with NCDEQ to enforce State and local Stormwater Regulations.	Pitt County	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	2.2	P	Pitt County Planning Department, Municipal Administrations	Staff Time	General Fund, NCDEQ	Ongoing – over next five years	New	Pitt County will continue to ensure the County's Stormwater Ordinance is updated in accordance with state and federal regulations to protect residents, improve water quality, and minimize impacts and development in high-hazard areas.

ANNEX D: PITT COUNTY

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P9	Coordinate with NCDEQ to enforce State and local Riparian Buffer Regulations.	Pitt County	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	2.2	P	Pitt County Planning Department, Municipal Administrations	Staff Time	General Fund, NCDEQ	Ongoing – over next five years	New	Pitt County will continue to ensure the County's Riparian Buffer Ordinance is updated in accordance with state and federal regulations to protect residents, improve water quality, and minimize impacts and development in high-hazard areas,
P10	Continue to expand upon the Alert Emergency Notification System available to all residents. Pitt County Emergency Management will coordinate with all municipal jurisdictions regarding registration through the Pitt County Emergency Notification Registration Portal (https://pittcountync.onthealert.com). The County will work with NCDPS to incorporate the "Know Your Zone" program into this process. Efforts will be made to educate the public about the location and published resources defining evacuation zones and procedures.	Pitt County	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms, Earthquake	High	4.2	PIO	Pitt County Emergency Management, Municipal Administrations	Staff Time	General Fund, NCDPS	Ongoing – Review Annually	Carry Forward	Ongoing activity for Pitt County Emergency Management. A new program, Hyper-Reach, was implemented in 2023 to better reach the local populace.
P11	Pitt County Emergency Management, in conjunction with the County Planning Department, will evaluate and assess the availability and effectiveness of all critical facilities outlined within this plan. Pitt County will coordinate with NCEM, Red Cross, local animal shelters, local care homes etc. in making determinations relating to need and capacity.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms, Earthquake	High	4.1	ES	Pitt County Emergency Management, American Red Cross, Municipal Administrations	Staff Time	General Fund, American Red Cross	Ongoing – Review Annually	Carry Forward	The County is currently investigating the need and location for a Special Medical Needs Shelter, and potentially a new EOC. Refer to updated strategy P19 and the top priority.
P12	Pitt County Emergency Management, in conjunction with annual EOP updates, will determine if access to all critical facilities is readily available in the event of a flooding event. Careful consideration should be given to localized flooding issues that may restrict access along limited access thoroughfares. Where access issues are identified, Pitt County will establish a plan for alternative transportation.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	3.2	ES	Pitt County Emergency Management, American Red Cross, Municipal Administrations	Staff Time	General Fund, American Red Cross	Ongoing – Review Annually	Carry Forward	The County is continuing to research funding opportunities and logistics needed for a Special Medical Needs Shelter.

ANNEX D: PITT COUNTY

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P13	Continue to maintain the County's Continuity of Operations Plan (COOP). This effort will include an annual update addressing risk management, service retention, alternative staffing procedures and recovery checklist for each County department.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	All Hazards	High	2.2	ES	Pitt County Emergency Management, Municipal Administrations	Staff Time	General Fund, NCDPS	Ongoing – Review annually	Carry Forward	The County COOP is reviewed annually by each department and updated by Pitt County Emergency Management.
P14	Pitt County Emergency Management will review and update the County Emergency Operations Plan on an annual basis. This update will involve coordination with all municipalities to ensure that all emergency contacts are accurate.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	All Hazards	High	2.2	ES	Pitt County Emergency Management, Municipal Administrations	Staff Time	General Fund, NCDPS	Ongoing – Review annually	Carry Forward	The County EOP is reviewed annually and utilized during the County's annual tabletop exercise whereby EOP and COOP effectiveness are evaluated. The results of this effort are outlined in a detailed after-action report.
P15	Pitt County in coordination with all municipalities, will maintain the County's Special Medical Needs Registry (SMNR). The SMNR is available to all County residents. Effective participation will require close cooperation between County EM and local government staff members. All jurisdictions will work to advertise the availability of this service within their respective communities.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	All Hazards	High	4.2	PIO	Pitt County Social Services, Pitt County Emergency Management, Municipal Administrations	Staff Time	General Fund, NCDPS	Ongoing – over next five years	Carry forward	Pitt County Emergency Management maintains the Special Medical Needs Registry and it is utilized by Social Services.
P16	Continue to maintain the County's Local Emergency Planning Committee (LEPC) focused on monitoring the presence and proliferation of hazard materials throughout the County. The LEPC and County staff will continue to utilize E-Plan to monitor these materials. Pitt County will support efforts of the State of NC to develop an alternative to the Federal E-Plan system.	Pitt County	All Hazards	High	3.2	ES	Pitt County LEPC	Staff Time	General Fund	Ongoing – over next five years	Carry forward	The LEPC meets quarterly and monitors hazardous materials in Pitt County.

ANNEX D: PITT COUNTY

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P17	Continue to maintain a library of materials focused on educating citizens, builders, realtors and developers about the dangers associated with floodplain development. This information will also provide material outlining sound techniques for floodplain development and floodproofing of existing structures. The County will also maintain staff educated on these issues to work with prospective builders.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	4.2	PIO	Pitt County Planning Department, Municipal Administrations	Staff Time	General Fund, NCDPS	Ongoing – over next five years	Carry Forward	Pitt County continues to provide this information to interested parties and employs a certified floodplain manager to assist citizens with construction in the SFHA. Staff also administers and enforces the erosion control, stormwater, and riparian buffer ordinances to minimize development within high-hazard areas.
P18	Continue to work closely with real estate agents to ensure that prospective buyers are educated about development within a flood hazard area. The County will prepare materials for dissemination to local real estate agents to assist in this education process.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	4.2	PIO	Pitt County Planning Department, Municipal Administrations	Staff Time	General Fund, NCDPS	Ongoing – over next five years	Carry Forward	Pitt County regularly supplies floodplain certifications and other SFHA information to real estate agents.
P19	Utilize recently upgraded storm surge inundation data provided through NCEM. This data will be utilized when making changes to land use policy and regulatory documents. This data will also be utilized as a component of the NCDPS "Know Your Zone" program.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	Medium	4.2	P, PIO	Pitt County Emergency Management, Municipal Administrations	Staff Time	General Fund	2 to 3 years	Carry Forward	The new Land Use Plan integrates this data into the plan and is used to help determine unsuitable areas for development. Once the new flood maps from FEMA are announced showing the tidal flood areas, Staff will update the flood damage prevention ordinance accordingly.
P20	Work closely with the American Red Cross, NCDPS, and local care homes to identify a location for and ultimately establish a special medical needs shelter for County residents.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms, Earthquake	Low	4.2	ES	Pitt County Board of Commissioners, Municipal Administrations	\$6 to \$7 million dollars	General Fund, NCDPS, FEMA	3 to 5 years	Carry Forward	Staff have applied for BRIC funding twice for this project but were not selected during the process. Staff recognizes the need for this project and are continuing to explore funding options and opportunities for the project as they arise.

ANNEX D: PITT COUNTY

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P21	Work to proactively implement the recommendations of the Hurricane Matthew Resilient Redevelopment Plan developed in coordination with the NCDPS.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms, Earthquake	Low	1.3	SP	Pitt County Board of Commissioners, Municipal Administrations	To be determined	General Fund, NCDPS, FEMA, NCDEQ	3 to 5 years	Carry Forward	- HMRRP Infrastructure Action 1 has been completed, as a new lift station across from Ayden-Grifton High School was completed outside of the floodplain. - HMRRP Infrastructure Action 13 is near completion, as a gym is under construction at the District Park, and a second gym is under construction at the Office Complex. - HMRRP Infrastructure Action 15 continues to be implemented as funding is available, and waterways continue to be cleaned yearly. - HMRRP Infrastructure Action 16 is complete, as GUC has completed their new Operations Center.
P22	Create a Mid-East Regional Mobility Infrastructure Resilience Plan, which will inventory all infrastructure assets, categorize the assets by type and risk level, and provide options to increase resilience.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms, Earthquake	Medium	2.1	P	Mid-East Commission, Pitt County Planning Department	Staff Time	Grant Funding	1-3 years	New	The Mid-East Commission and Pitt County are currently exploring and applying for funding for this project and aim to have it completed by the next plan update.
P23	Using the new advisory flood maps provided by North Carolina Emergency Management, inform members of the general public of potential flood hazards on their property, especially those properties that are not included on FEMA flood Maps.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	Medium	1.3	PIO	Pitt County Planning Department	Staff Time	General Fund	Ongoing – Review Annually	New	Staff will use these maps for advisory purposes, until the changes are adopted by FEMA in future rounds of mapping.

ANNEX D: PITT COUNTY

Action #	Description	Applicable Jurisdictions	Hazards Addressed	Priority	Goal & Objective	Category	Lead/Participating Agencies	Estimated Cost	Potential Funding Sources	Implementation Schedule	2025 Status	2025 Status Comments/Explanation
P24	Repair the Lake Glenwood Dam, and monitor other high-hazard dams within the County	Pitt County, Greenville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	2.3	SP	Pitt County Board of Commissioners, Pitt County Planning Department	Staff Time	General Fund; Grant Funding	1-3 years	New	Pitt County acquired the high-hazard dam at Lake Glenwood in 2023 and are actively working on reconstruction plans for the dam. Staff are also searching for the funding to repair the dam and bring it into compliance.
P25	Maintain the County's Water Supply/Watershed plan to guide infrastructure and improvement projects.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	Medium	1.3	P	Pitt County Planning Department	Staff Time	General Fund	Ongoing – Review Annually	New	Staff will continue to reference the Water Supply/Watershed Plan to ensure development will not impact the water quality of the public's drinking water.
P26	Explore the logistics required to launch a neighborhood cooling center program to areas that are most vulnerable. Establish nighttime cooling centers through partnerships with faith-based organizations.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Excessive Heat	Medium	1.3	ES	Pitt County Planning Department	Staff Time	General Fund; Grant Funding	2-3 Years	New	Staff will explore how to feasibly create this program and locate funding sources.
P27	Create or Update Community Wildfire Protection Plans in each fire district.	Pitt County, Ayden, Bethel, Falkland, Farmville, Fountain, Greenville, Grifton, Grimesland, Simpson, Winterville	Wildfire	Med	4.1	P	County Emergency Management, Fire Departments, NC Forest Service	To Be Determined	Grant Funds	5 years	New	
P28	Continue to proactively seek out funding through NCEM, FEMA, and other sources to facilitate implementation of the Flood Mitigation Alternatives and Water Quality Recommendations of the most recent adopted City of Greenville Watershed Master Plans.	Greenville	Flooding, Hurricane & Tropical Storm, Dam Failure, Tornadoes & Thunderstorms	High	1.1, 1.3, 2.1, 2.3	P, PP, NRP, SP	City of Greenville	To Be Determined	General Fund, Grant Funds, Stormwater Utility	Ongoing as opportunities arise	New	The City of Greenville will continue to work towards implementation of capital improvements identified in the Watershed Master Plans. This include proactively seeking grant funding for these projects.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

City Limits Planning Board Appointment

Item Explanation

The Planning Board has a current vacancy for a city limits, alternate, non-voting Planning Board member position. Two 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.



Application for Town of Ayden Boards and Commissions

Please check the box next to the Board(s) you would like to serve on:

Planning Board ☒

Library Board ☐

Arts & Recreation Board ☐

Applicant Name: Doris L Conner Date: 06/09/2025

*Gender: F

I am a resident of Ward 1: ☐ Ward 2: ☐ Ward 3: ☐ Ward 4: ☐ Ward 5: ☐

Town of Ayden residency is required for appointment to most boards and commissions.

Address: 3888 N Hills Dr. Ayden, NC 28513
Street City/State/Zip

Phone No. 678-992-3100 Email Address: conneru1td@yahoo.com

How long have you been a resident of the Town of Ayden? 8+ years

Why are you interested in serving on this board? I see the board as paramount to Ayden's growth. I will add the desire to ensure planning NOW for Ayden's future. We need the earth. the earth doesn't need us.

Describe the experiences or qualifications you have that would be helpful to you and the Town in serving in this capacity (Education) B.S. ECU Correctional Services + Family Court Counseling. M.S.A CMU Health Care Administration. Experience NCDHS, DOD FORSCOM, FMEAP, VHA, Contracting

☒ By checking this box, I understand that a background check may be done on me.

Doris L. Conner 06/10/2025

Applicant's Signature

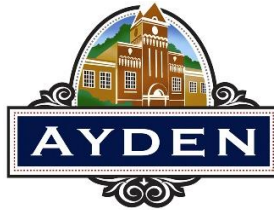
Date

☒ If I am not chosen for this board, I consent to submitting my information for consideration to other Town boards and/or committees.

For Office Use Only:

Application received on: _____

Return applications to Sarah Radcliff, Town Clerk, at 4144 West Avenue, Ayden, NC or mail to PO Box 219, Ayden, NC 28513. You may also email a copy of the application to sradcliff@ayden.com.



Application for Town of Ayden Boards and Commissions

Please check the box next to the Board(s) you would like to serve on:

Planning Board ☒

Library Board ☐

Arts & Recreation Board ☐

Applicant Name: Josh Richardson Date: 10-18-2023

*Gender: Male

I am a resident of Ward 1: ☐ Ward 2: ☐ Ward 3: ☐ Ward 4: ☒ Ward 5: ☐

Town of Ayden residency is required for appointment to most boards and commissions.

Address: 280 Bowen Circle, Ayden, NC 28513
Street City/State/Zip

Phone No. 252-347-8118 Email Address: josh@carolinacalibercompany.com

How long have you been a resident of the Town of Ayden? 36 Years / Entire Life

Why are you interested in serving on this board? To help improve and shape the future of Ayden by encouraging healthy growth and development, while making sure to protect the quality of life for current residents.

Describe the experiences or qualifications you have that would be helpful to you and the Town in serving in this capacity Local Business Owner. Born and raised in the Ayden Community, with no

intentions of leaving. Bachelor's Degree in Environmental Health and Safety from East Carolina University.

Two associate degrees from Pitt Community College. Experience working with Pitt County Planning Dept.

☒ By checking this box, I understand that a background check may be done on me.

Josh Richardson 10-18-2023
Applicant's Signature Date

For Office Use Only:

Application received on: _____

Return applications to Sarah Radcliff, Town Clerk, at 4144 West Avenue, Ayden, NC or mail to PO Box 219, Ayden, NC 28513. You may also email a copy of the application to sradcliff@ayden.com.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Action on Pursuing Sale of Real Property

Item Explanation

Staff asks for vote on selling some of town's unused real property

Staff Comments

The staff is seeking to increase the General Fund Balance, and reduce the town's liability,

Action Requested

Staff requests that a motion be made, such as "I make a motion to sell x lots using the Advertisement for Sealed Bid Method" and approved.

Article 12.

Sale and Disposition of Property.

§ 160A-265. Use and disposal of property.

In the discretion of the council, a city may: (i) hold, use, change the use thereof to other uses, or (ii) sell or dispose of real and personal property, without regard to the method or purpose of its acquisition or to its intended or actual governmental or other prior use. (1981 (Reg. Sess., 1982), c. 1236.)

§ 160A-266. Methods of sale; limitation.

(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, a city may dispose of real or personal property belonging to the city by:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

(b) Private negotiation and sale may be used only with respect to personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items. Real property, of any value, and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items may be exchanged as permitted by G.S. 160A-271, or may be sold by any method permitted in this Article other than private negotiation and sale, except as permitted in G.S. 160A-277 and G.S. 160A-279.

Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items by private negotiation and sale where (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and (iii) where a preservation agreement or conservation agreement as defined in G.S. 121-35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.

(c) A city council may adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items in substitution for the requirements of this Article. The regulations shall be designed to secure for the city fair market value for all property disposed of and to accomplish the disposal efficiently and economically. The regulations may, but need not, require published notice, and may provide for either public or private exchanges and sales. The council may authorize one or more city officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value, and to convey title to the property for the city in accord with the regulations. A city official authorized under this section to dispose of

property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

(d) A city may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1; 1983, c. 130, s. 1; c. 456; 1987, c. 692, s. 2; 1987 (Reg. Sess., 1988), c. 1108, s. 9; 1997-174, s. 6; 2001-328, s. 4; 2005-227, s. 3.)

§ 160A-267. Private sale.

When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 24.)

§ 160A-268. Advertisement for sealed bids.

The sale of property by advertisement for sealed bids shall be done in the manner prescribed by law for the purchase of property, except that in the case of real property the advertisement for bids shall be begun not less than 30 days before the date fixed for opening bids. (1971, c. 698, s. 1.)

§ 160A-269. Negotiated offer, advertisement, and upset bids.

A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)

§ 160A-270. Public auction.

(a) Real Property. – When it is proposed to sell real property at public auction, the council shall first adopt a resolution authorizing the sale, describing the property to be sold, specifying the date, time, place, and terms of sale, and stating that any offer or bid must be accepted and confirmed by the council before the sale will be effective. The resolution may, but need not, require the highest bidder at the sale to make a bid deposit in a specified amount. The council shall then publish a notice of the sale at least once and not less than 30 days before the sale. The notice shall contain a general description of the land sufficient to identify it, the terms of the sale, and a reference to the authorizing resolution. After bids have been received, the highest bid shall be reported to the council, and the council shall accept or reject it within 30 days thereafter. If the bid is rejected, the council may readvertise the property for sale.

(b) Personal Property. – When it is proposed to sell personal property at public auction, the council shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property at public auction. The resolution or order shall identify the property to be sold and set out the date, time, place, and terms of the sale. The resolution or order (or a notice summarizing its contents) shall be published at least once and not less than 10 days before the date of the auction.

(c) The council may conduct auctions of real or personal property electronically by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services. Notice of an electronic auction of property shall identify, in addition to the information required in subsections (a) and (b) of this section, the electronic address where information about the property to be sold can be found and the electronic address where electronic bids may be posted. Notice may be published in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to publish notice solely by electronic means for a particular auction or for all auctions under this subsection shall be approved by the governing board of the political subdivision. Except as provided in this subsection, all requirements of subsections (a) and (b) of this section apply to electronic auctions. (1971, c. 698, s. 1; 1973, c. 426, s. 43; 2001-328, s. 5; 2005-227, s. 4; 2006-264, s. 74.)

§ 160A-271. Exchange of property.

A city may exchange any real or personal property belonging to the city for other real or personal property by private negotiation if the city receives a full and fair consideration in exchange for its property. A city may also exchange facilities of a city-owned enterprise for like facilities located within or outside the corporate limits. Property shall be exchanged only pursuant to a resolution authorizing the exchange adopted at a regular meeting of the council upon 10 days' public notice. Notice shall be given by publication describing the properties to be exchanged, stating the value of the properties and other consideration changing hands, and announcing the council's intent to authorize the exchange at its next regular meeting. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1.)

§ 160A-272. Lease or rental of property.

(a) Any property owned by a city may be leased or rented for such terms and upon such conditions as the council may determine, but not for longer than 10 years (except as otherwise provided in subsection (b1) of this section) and only if the council determines that the property will not be needed by the city for the term of the lease. In determining the term of a proposed lease, periods that may be added to the original term by options to renew or extend shall be included.

(a1) Property may be rented or leased only pursuant to a resolution of the council authorizing the execution of the lease or rental agreement adopted at a regular council meeting upon 30 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the council's intent to authorize the lease or rental at its next regular meeting.

(b) No public notice as required by subsection (a1) of this section need be given for resolutions authorizing leases or rentals for terms of one year or less, and the council may delegate to the city manager or some other city administrative officer authority to lease or rent city property for terms of one year or less.

(b1) Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

(c) Notwithstanding subsection (b1) of this section, the council may approve a lease without treating that lease as a sale of property for any of the following reasons:

- (1) For the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 25 years.
- (2) For the siting and operation of a tower, as that term is defined in G.S. 146-29.2(a)(7), for communication purposes for a term up to 25 years.
- (3) For the operation and use of components of a wired or wireless network, for a term up to 25 years; provided, however, that the lease is entered into with a private broadband provider or a cooperative in connection with a grant agreement pursuant to G.S. 143B-1373 and is for a discrete and specific project located in an unserved area of an economically distressed county seeking to provide broadband service to homes, businesses, and community anchor points not currently served.

(d) Notwithstanding subsection (a) of this section, any lease by a city of any duration for components of a wired or wireless network shall be entered into on a competitively neutral and nondiscriminatory basis and made available to similarly situated providers on comparable terms and conditions and shall not be used to subsidize the provision of competitive service. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 26; 2009-149, ss. 2, 3; 2010-57, s. 2; 2010-63, s. 2(b); 2011-150, s. 1; 2014-120, s. 34; 2015-246, s. 9; 2018-5, s. 37.1(c).)

§ 160A-272.1. Lease of utility or enterprise property.

Subject to this Article and G.S. 160A-321, a city-owned utility or public service enterprise, or part thereof, may be leased. (1979, 2nd Sess., c. 1247, s. 27; 2018-5, s. 37.1(d).)

§ 160A-273. Grant of easements.

A city shall have authority to grant easements over, through, under, or across any city property or the right-of-way of any public street or alley that is not a part of the State highway system. Easements in a street or alley right-of-way shall not be granted if the easement would substantially impair or hinder the use of the street or alley as a way of passage. A grant of air rights over a street right-of-way or other property owned by the city for the purpose of erecting a building or other permanent structure (other than utility wires or pipes) shall be treated as a sale of real property, except that a grant of air rights over a street right-of-way for the purpose of constructing a bridge or passageway between existing buildings on opposite sides of the street shall be treated as a grant of an easement. (1971, c. 698, s. 1.)

§ 160A-274. Sale, lease, exchange and joint use of governmental property.

(a) For the purposes of this section, "governmental unit" means a city, county, school administrative unit, sanitary district, fire district, the State, or any other public district, authority, department, agency, board, commission, or institution.

(b) Any governmental unit may, upon such terms and conditions as it deems wise, with or without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property.

(c) Action under this section shall be taken by the governing body of the governmental unit. Action hereunder by any State agency, except the Department of Transportation, shall be

taken only after approval by the Department of Administration. Action with regard to State property under the control of the Department of Transportation shall be taken by the Department of Transportation or its duly authorized delegate. Provided, any county board of education or board of education for any city administrative unit may, upon such terms and conditions as it deems wise, lease to another governmental unit for one dollar (\$1.00) per year any real property owned or held by the board which has been determined by the board to be unnecessary or undesirable for public school purposes. (1969, c. 806; 1971, c. 698, s. 1; 1973, c. 507, s. 5; 1975, c. 455; c. 664, s. 9; c. 879, s. 46; 1977, c. 464, s. 34; 2001-328, s. 6.)

§ 160A-275. Warranty deeds.

Any city, county, or other municipal corporation is authorized to execute and deliver deeds to any real property with full covenants of warranty, without regard to how the property was acquired, when, in the opinion of the governing body, it is in the best interest of the city, county, or other municipal corporation to convey by warranty deed. Members of the governing boards of counties, cities, and other municipal corporations are hereby relieved of any personal or individual liability by reason of the execution of warranty deeds to governmentally owned property unless they act in fraud, malice, or bad faith. (1945, c. 962; 1955, c. 935; 1969, cc. 48, 223, 332; c. 1003, s. 5; 1971, c. 698, s. 1.)

§ 160A-276. Sale of stocks, bonds, and other securities.

A city may sell through a broker without complying with the preceding sections of this Article shares of common and preferred stock, bonds, options, and warrants or other rights with respect to stocks and bonds, and other securities, when the stock, bond, or other right or security has an established market and is traded in the usual course of business on a national stock exchange or over-the-counter by reputable brokers and securities dealers. The city may pay the usual fees and taxes incident to such transactions. Nothing in this section authorizes a city to deal in its own bonds in any manner inconsistent with Chapter 159 of the General Statutes, nor to invest in any securities not authorized by G.S. 159-30. (1973, c. 426, s. 44.)

§ 160A-277. Sale of land to volunteer fire departments and rescue squads; procedure.

(a) A city, upon such terms and conditions as it deems wise, with or without monetary consideration may lease, sell or convey to a volunteer fire department or to a volunteer rescue squad any land or interest in land, for the purpose of constructing or expanding fire department or rescue squad facilities, if the volunteer fire department or volunteer rescue squad provides fire protection or rescue services to the city.

(b) Any lease, sale or conveyance under this section must be approved by the city council by resolution adopted at a regular meeting of the council upon 10 days' public notice. Notice shall be given by publication describing the property to be leased or sold, stating the value of the properties, the proposed monetary consideration or lack thereof, and the council's intent to authorize the lease, sale or conveyance. (1979, c. 583.)

§ 160A-278. Lease of land for housing.

A city may lease land upon such terms and conditions as it deems wise to any person, firm or corporation who will use the land to construct housing for the benefit of persons of low income, or moderate income, or low and moderate income. Such a housing project may also provide housing

to persons of other than low or moderate income, as long as at least twenty percent (20%) of the units in the project are set aside for the exclusive use of persons of low income. Despite the provisions of G.S. 160A-272, a lease authorized pursuant to this section may be made by private negotiation and may extend for longer than 10 years. Property may be leased under this section only pursuant to a resolution of the council authorizing the execution of the lease adopted at a regular council meeting upon 10 days' public notice. Notice shall be given by publication describing the property to be leased, stating the value of the property, stating the proposed consideration for the lease, and stating the council's intention to authorize the lease. (1987, c. 464, s. 9.)

§ 160A-279. Sale of property to entities carrying out a public purpose; procedure.

(a) Whenever a city or county is authorized to appropriate funds to any public or private entity which carries out a public purpose, the city or county may, in lieu of or in addition to the appropriation of funds, convey by private sale to such an entity any real or personal property which it owns; provided no property acquired by the exercise of eminent domain may be conveyed under this section; provided that no such conveyance may be made to a for-profit corporation. The city or county shall attach to any such conveyance covenants or conditions which assure that the property will be put to a public use by the recipient entity. The procedural provisions of G.S. 160A-267 shall apply. Provided, however, that a city or county may convey to any public or private entity, which is authorized to receive appropriations from a city or county, surplus automobiles without compensation or without the requirement that the automobiles be used for a public purpose. Provided, however, this conveyance is conditioned upon conveyance by the public or private entity to Work First participants selected by the county department of social services under the rules adopted by the local department of social services. In the discretion of the public or private entity to which the city or county conveys the surplus automobile, when that entity conveys the vehicle to a Work First participant it may arrange for an appropriate security interest in the vehicle, including a lien or lease, until such time as the Work First participant satisfactorily completes the requirements of the Work First program. This subsequent conveyance by the public or private entity to the Work First participant may be without compensation. The participant may be required to pay for license, tag, and/or title.

(b) Notwithstanding any other provision of law, this section applies only to cities and counties and not to any other entity which this Article otherwise applies to.

(c) Repealed by Session Laws 1993, c. 491, s. 1.

(d) This section does not limit the right of any entity to convey property by private sale when that right is conferred by another law, public, or local. (1987, c. 692, s. 1; 1993, c. 491, s. 1; 1998-195, s. 1.)

§ 160A-280. Donations of personal property to other governmental units.

(a) A city may donate to another governmental unit within the United States, a sister city, or a nonprofit organization incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused. The governing board of the city shall post a public notice at least five days prior to the adoption of a resolution approving the donation. The resolution shall be adopted prior to making any donation of surplus, obsolete, or unused personal property. For purposes of this section a sister city is a city in a nation other than the United States that has entered into a formal, written agreement or memorandum of understanding

with the donor city for the purposes of establishing a long term partnership to promote communication, understanding, and goodwill between peoples and to develop mutually beneficial activities, programs, and ideas. The agreement or memorandum of understanding establishing the sister city relationship shall be signed by the mayors or chief elective officer of both the donor and recipient cities.

(b) For the purposes of this section, the term "governmental unit" shall have the same meaning as defined by G.S. 160A-274(a) and shall include North Carolina charter schools.

(c) The authority granted to a city under this section is in addition to any authority granted under any other provision of law. (2007-430, s. 1; 2009-141, ss. 1, 2, 3.)

Property Disposal Options For North Carolina Local Governments

General Disposal Methods	Personal Property UNDER \$30,000	Personal Property OVER \$30,000	ALL Real Property
Sale			
Competitive sale by public auction (<i>G.S. 160A-270</i>); sealed bid (<i>G.S. 160A -268</i>), or upset bid (<i>G.S. 160A-269</i>)	Yes	Yes	Yes
Private negotiated sale with governing board approval (<i>G.S. 160A-266(b)</i> and <i>160A-277</i>), or by local policy (<i>160A-266(c)</i>)	Yes	No	No
Exchange			
Exchange with public and private entities (<i>G.S. 160A-271</i>)	Yes	Yes	Yes
Lease			
Lease with term over 10 years treated as sale of real property (<i>G.S. 160A-272</i>)	Yes	Yes	Yes
Discard			
Discard because has no value, unable to sell, or poses threat to public health or safety (<i>G.S. 160A-266(d)</i>)	Yes	Yes	No
Raffle surplus property (<i>G.S. 14-309.15</i>)	Yes	Yes (\$125,000 limit)	Yes (\$500,000 limit)
Convey without Monetary Consideration (“donate”)			
Convey to non-profits, sister cities, and other units of government – does not apply to schools (<i>G.S. 160A-280</i>)	Yes	Yes	No
Convey or sell to public and private entities for continued public use – cities and counties only (<i>G.S. 160A-279</i>)	Yes	Yes	Yes
Convey to other units of government			
Convey to other units of government in NC under conditions “deemed wise” by governing boards (<i>G.S. 160A-274</i>)	Yes	Yes	Yes
Trade-In			
Trade-in included as part of bidding process for purchases of apparatus, supplies, materials, or equipment (<i>G.S. 143-129.7</i>)	Yes	Yes	No

Property Disposal Options For North Carolina Local Governments

Special Conveyances	Personal Property UNDER \$30,000	Personal Property OVER \$30,000	All Real Property
Sell artistic, historic, or scenic property to non-profit or trust for conservation or preservation (<i>G.S. 160A-266(b)</i>)	Yes	Yes	Yes
Lease property for affordable housing (<i>G.S. 160A-278</i>)	No	No	Yes
Sell property for affordable housing - Counties (<i>G.S. 153A-378</i>) - Cities (<i>G.S. 160A-279</i>)	No	No	Yes
Lease or sell property for economic development projects (<i>G.S. 158-7.1</i>)	No	No	Yes
Sell, exchange, or transfer property for community development projects – cities only (<i>G.S. 160A-457</i>)	No	No	Yes
Lease, sell or convey property to fire department & rescue squad for facilities (<i>G.S. 160A-277</i>)	No	No	Yes
Retiring law enforcement officer's weapon and badge (<i>G.S. 20-187.2</i>)	Yes	No	No
Retiring firefighter's helmet (<i>G.S. 160A-294.1–cities; G.S. 153A-236–counties</i>)	Yes	No	No

Special Considerations for Public School Property (real and personal):

- Must be sold for valuable consideration (cannot be donated)
- Real property must be offered first to county board of commissioners for fair market price or negotiated price; if county does not purchase, can be sold using property disposal procedures under Article 12 of Chapter 160A (*G.S. 115C-518*)
- Real property can be leased to another governmental unit for one dollar (\$1) per year (*G.S. 160A-274(c)*)

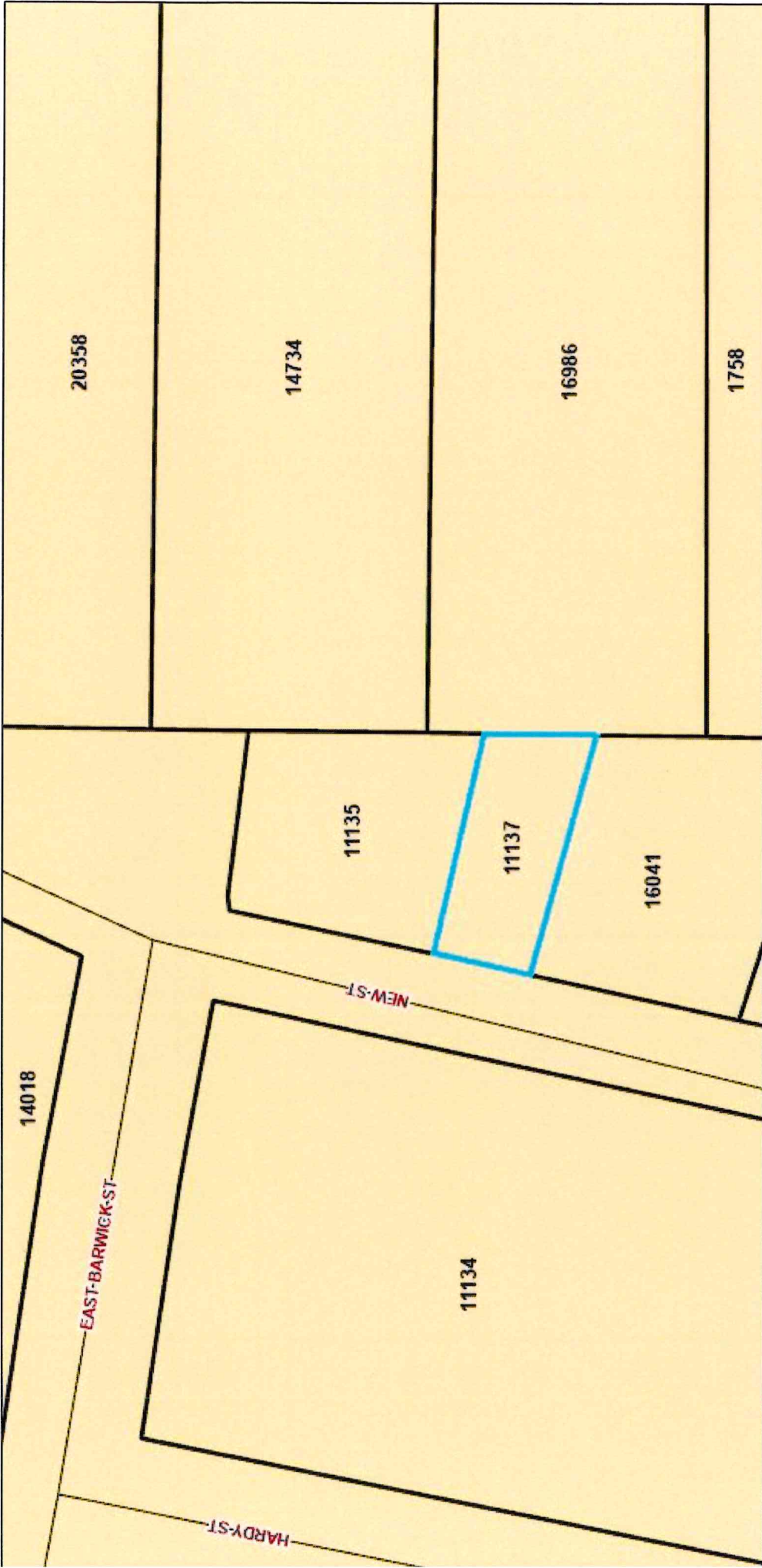
Special Considerations for Seized and Abandoned Property (personal):

- Seized or abandoned personal property held by law enforcement must be disposed of according to procedures set out in Article 2 of Chapter 15 (*G.S. 15-11 through 15-17*)

7/9/25, 1:00 PM

OPIS (Online Parcel Information System)

Parcel Number:	11137
Parcel Address:	0 NEW ST
NC PIN:	4672170263
Subdivision/Section/Phase:	
Prior Legal Description:	TOWN MINI PARKPARK
Owner:	AYDEN TOWN OF PO BOX 219 AYDEN NC 28513
Block/Lot:	
Tract:	
Building Number / Unit:	
Acreage:	0.03
Owner Deed/Document:	-
Map Book:	
Deed / Document Date:	05/01/2007
Deed / Document Sale Price:	\$0
Building Type / Use:	
Number of Buildings:	0
Year Built:	
Total Living Area:	0
Building Value:	\$0
Extra Features Value:	\$0
Total Current Market Value:	\$3,750
Total 2023 Market Value:	\$450
Land Value:	\$3,750
Municipality:	AYDEN



Parcel #:	11137	Building # / Unit:		Land Value:	3750
Physical Address:	0 NEW ST	Acreage:	0.03	Total Current Market Value:	3750
Owner(s):	AYDENTOWN OF	Current Owner:		Total 2023 Market Value:	450
Mail Address:	PO BOX 219	Map Book:		Municipality:	AYDEN
City/State/Zip:	AYDEN NC 28513	Deed/Doc. Date:	5/1/2007	Township:	AYDEN
NC PIN:	4672170263	Deed/Document:	0	Census Tract:	1401
Subdivision/Section/Phase:		Sales Price:		Neighborhood:	000552
Owner Legal Description:	TOWN MINI PARK PARK	Building Type/Use:		Elementary School:	Ayden ES
31k/Lot:		Number of Buildings:	0	Middle School:	Ayden MS
Foot:		Year Built:		High School:	Ayden-Grifton HS
		Total Living Area:	0	Fire Service District:	INSIDE MUNICIPALITY
		Building Value:	0		
		Extra Features Value:	0		

Scale: 1:383 1 inch = 32 feet

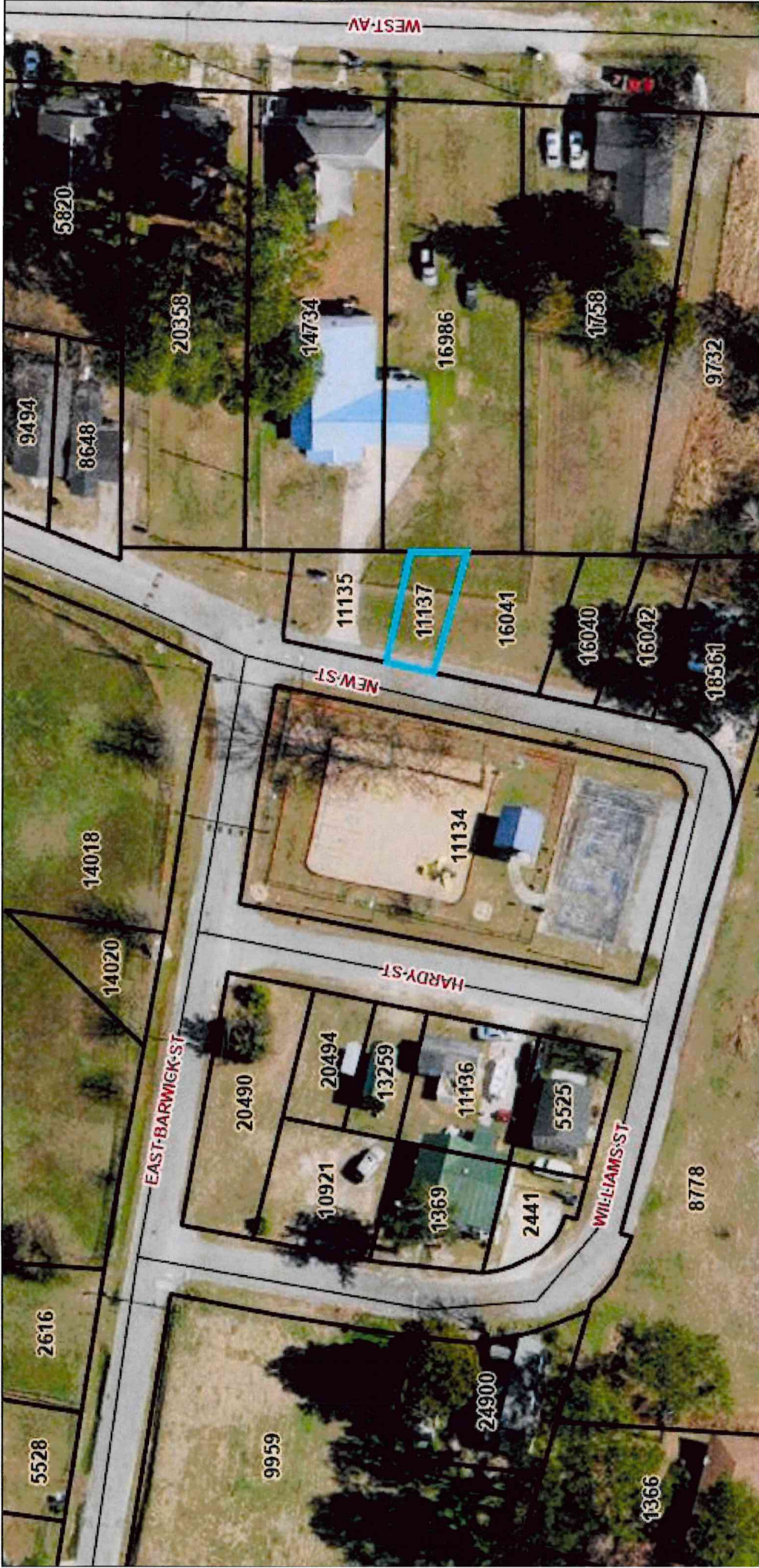
0 0.00275 0.0055 0.011 mi

0 25 50 Feet

Map Produced: July 30, 2025

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Parcel #:	11137	Building # / Unit:		Land Value:	3750
Physical Address:	0 NEW ST	Acreage:	0.03	Total Current Market Value:	3750
Owner(s):	AYDENTOWN OF	Current Owner:		Total 2023 Market Value:	450
		Dec'd/Document:		Municipality:	AYDEN
		Map Book:		Township:	AYDEN
		Dec'd/Doc. Date:	5/1/2007	Census Tract:	1401
		Dec'd/Document:	0	Neighborhood:	000552
		Sale Price:		Elementary School:	Ayden ES
		Building Type/Use:		Middle School:	Ayden MS
		Number of Buildings:	0	High School:	Ayden-Grifton HS
		Year Built:		Fire Service District:	INSIDE MUNICIPALITY
		Total Living Area:	0		
		Building Value:	0		
		Extra Features Value:	0		

Parcel #: 11137
Physical Address: 0 NEW ST
Owner(s): AYDENTOWN OF
Mail Address: PO BOX 219
City/State/Zip: AYDEN NC 28513
NC PIN: 4672170263
Subdivision/Section/Phase: TOWN MINI PARK PARK
Legal Description: 24
Block/Lot: 4
Tract: 4

Scale: 1:767 1 inch = 64 feet
0 0.005 0.01 0.02 mi
0 55 110 Feet

Map Produced: July 30, 2025

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Property Summary

Data last updated on: 7/29/2025 Ownership current as of: 7/28/2025 Tax Year: 2025

REID 11137

PIN # 4672-17-0263

Print Property Info Search Results New Search

Location Address
0 NEW ST

Property Description
TOWN MINI PARKPARK

Owner's Mailing Address
PO BOX 219
AYDEN NC 28513

Parcel

Buildings

Misc Improvements

Land

Deeds

Notes

Sales

Photos

Tax Bill

Map

Administrative Data

Plat Book & Page

Old Map#

Market Area

Township

Planning Jurisdiction

City

Fire District

Spec District

Land Class

History REID 1

History REID 2

Acreage

Permit Date

Permit #

Transfer Information

Deed Date

Deed Book

Deed Page

Revenue Stamps

Package Sale Date

Package Sale Price

Land Sale Date

Land Sale Price

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

Improvement Summary

Total Buildings

Total Units

Total Living Area

Total Gross Leasable Area

Ownership History

Data last updated on: 7/29/2025 Ownership current as of: 7/28/2025 Tax Year: 2025

REID 11137

PIN # 4672-17-0263

Print Property Info Search Results New Search

Location Address
0 NEW ST

Property Description
TOWN MINI PARKPARK

Property Owner
AYDEN TOWN OF

Owner's Mailing Address
PO BOX 219
AYDEN NC 28513

Parcel

Buildings

Misc Improvements

Land

Deeds

Notes

Sales

Photos

Tax Bill

Map

Owner Name		Deed Type	% Ownership	Stamps	Sale Price	Book	Page	Deed Date
Current	AYDEN TOWN OF	MIGRATION NAME CORR	100	0.00	\$0	000000	00000	05/01/2007
1 Back	AYDEN, TOWN OF/ AYDEN, TOWN CLERK	UNKNOWN	100	0.00	\$0	000145	00670	01/01/1977
2 Back	DUMMY MASTER	UNKNOWN	100	0.00	\$0	000T39	00566	01/01/1901



Pitt County Tax Administration

Version: 8.0.0

Bill Search Special Assessment Search Delinquent Bill Search Property Search

Search By Tax Year
Parcel Number 11137 ALL

Go e.g. 101102 or 101103A

New Search

NO DATA FOUND, PLEASE REDEFINE YOUR SEARCH CRITERIA

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Map: [Click Here](#)
www.pittcountync.gov/465/Tax-Administration

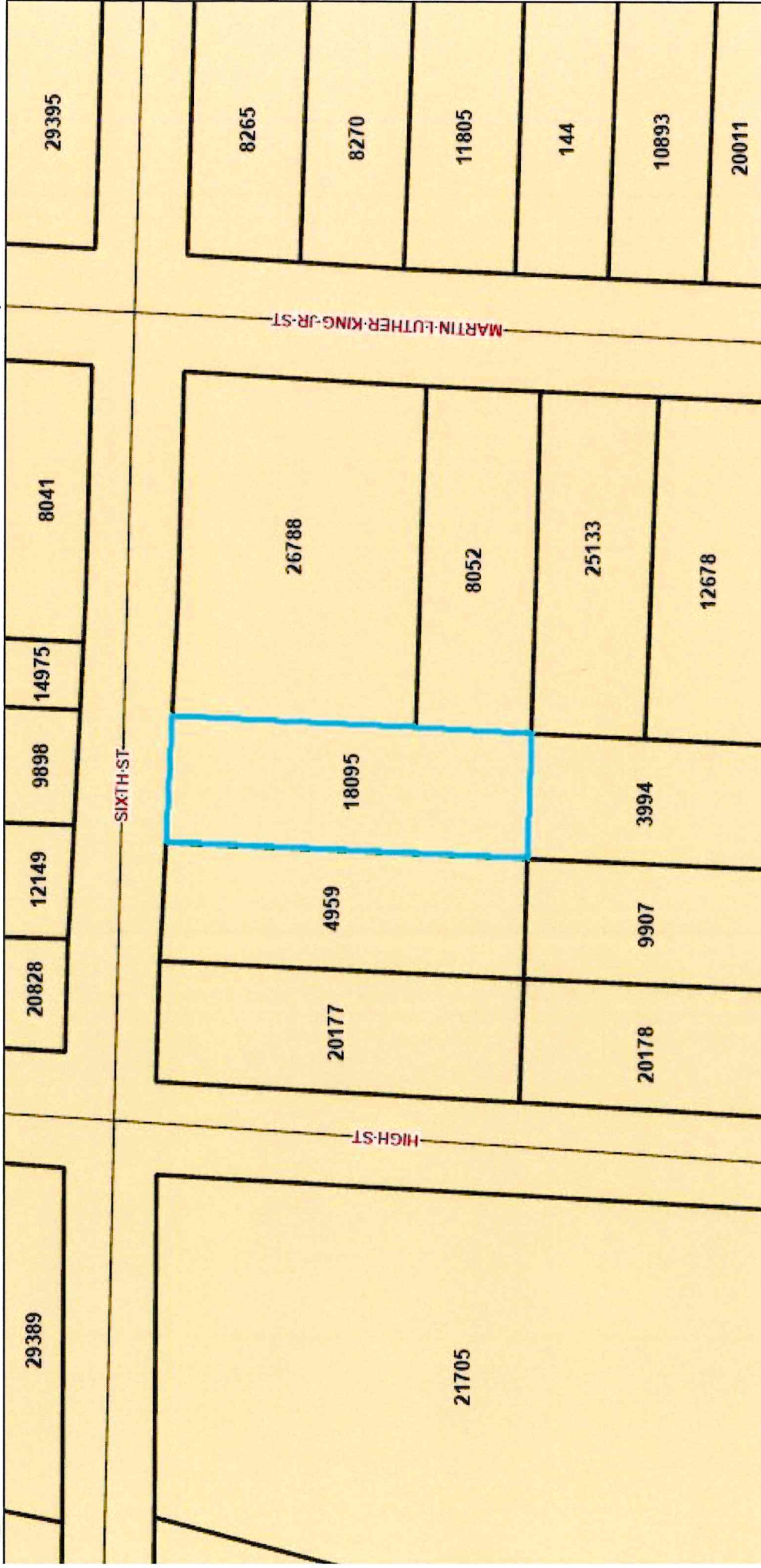
Mail payments to:
Pitt County Tax Collector
PO Box 875
Greenville, NC 27835

Collections: (252) 902-3425
pitttaxcollector@pittcountync.gov
Tax relief/deferred: (252) 902-3428
taxadmin@pittcountync.gov
Land records/mapping/estates: (252) 902-3401
taxadmin.landrecords@pittcountync.gov
Individual personal property: (252) 902-3398
taxadmin.ipp@pittcountync.gov
Business personal property: (252) 902-3409
taxadmin.bpp@pittcountync.gov
Real property: (252) 902-3380
taxadmin.realproperty@pittcountync.gov

7/9/25, 12:43 PM

OPIS (Online Parcel Information System)

Parcel Number:	18095
Parcel Address:	394 SIXTH ST
NC PIN:	4672080854
Subdivision/Section/Phase:	
Prior Legal Description:	RES. 307 W. 6TH ST.
Owner:	AYDEN TOWN OF PO BOX 219 AYDEN NC 28513
Block/Lot:	
Tract:	
Building Number / Unit:	
Acreage:	0.2
Owner Deed/Document:	2165 - 714
Map Book:	
Deed / Document Date:	08/01/2006
Deed / Document Sale Price:	\$16,000
Building Type / Use:	
Number of Buildings:	0
Year Built:	
Total Living Area:	0
Building Value:	\$0
Extra Features Value:	\$0
Total Current Market Value:	\$11,250
Total 2023 Market Value:	\$3,060
Land Value:	\$11,250
Municipality:	AYDEN



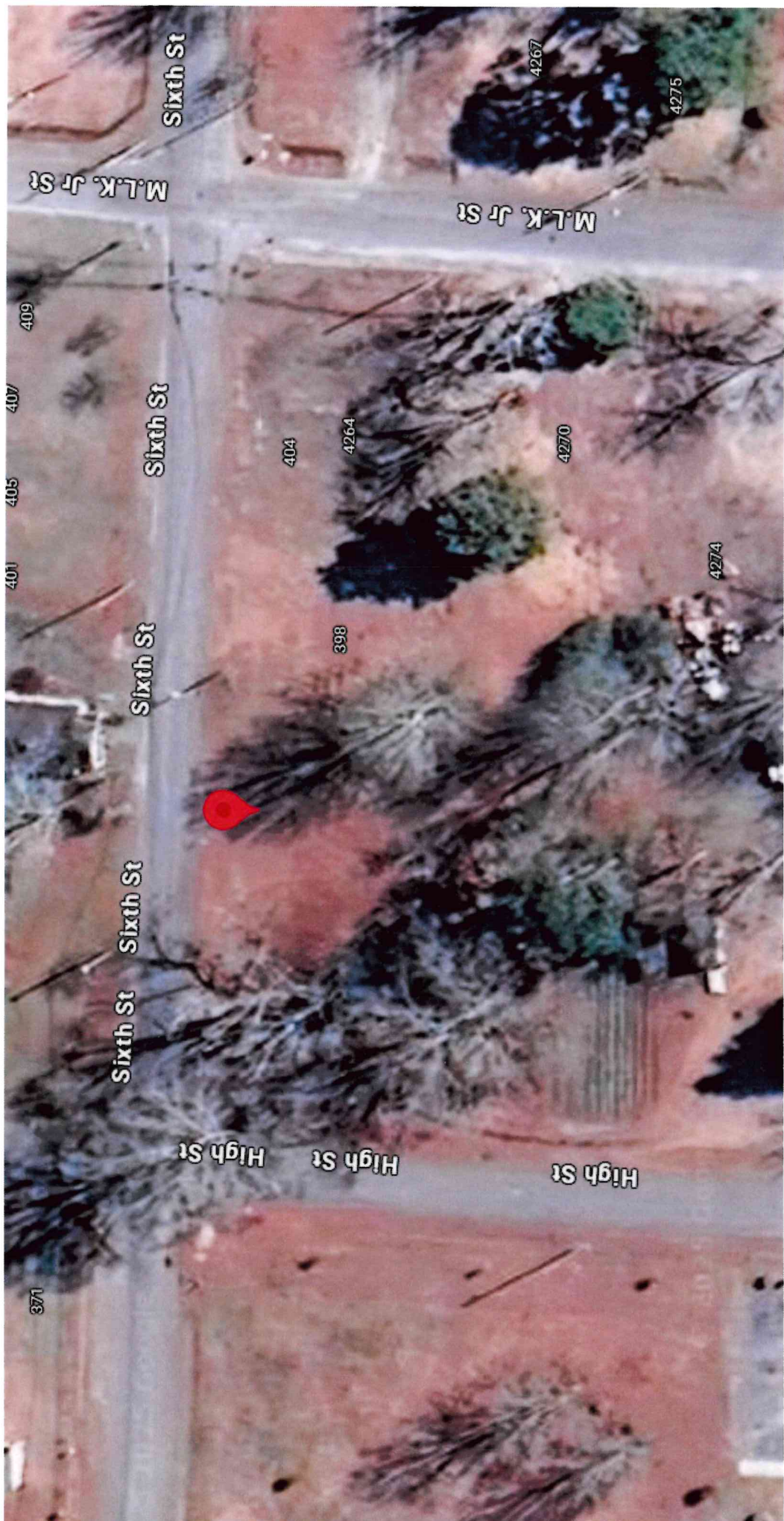
Parcel #:	18095	Building # / Unit:		Land Value:	11250
Physical Address:	394 SIXTH ST	Acreage:	0.2	Total Current Market Value:	11250
Owner(s):	AYDEN TOWN OF	Current Owner:		Total 2023 Market Value:	3060
Mail Address:	PO BOX 219	Map Book:		Municipality:	AYDEN
City/State/Zip:	AYDEN NC 28513	Dec'd/Doc. Date:	08/01/2006	Township:	AYDEN
QC PIN:	4672080854	Sale's Price:	16000	Census Tract:	1401
Subdivision/Block/Phase:		Building Type/Use:		Neighborhood:	000512
Legal Description:	RES, 307 W. 6TH ST.	Number of Buildings:	0	Elementary School:	Ayden ES
Block/Lot:		Year Built:		Middle School:	Ayden MS
Tract:		Total Living Area:	0	High School:	Ayden-Grifton HS
		Building Value:	0	Fire Service District:	INSIDE MUNICIPALITY
		Extra Features Value:	0		

Scale: 1:767 1 inch = 64 feet

Map Produced: July 30, 2025

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394 Sixth St

Ayden, North Carolina

Google Street View

Jun 2022

See more dates

Share

X

Flowers of Distinction

Sixth St

Planters St

Google

+

-

Image capture: Jun 2022 © 2025 Google United States Terms Privacy Report a problem

Page 221

Property Summary

Data last updated on: 7/29/2025 Ownership current as of: 7/28/2025 Tax Year: 2025

REID 18095

PIN # 4672-08-0854

Print Property Info Search Results New Search

Location Address
394 SIXTH ST

Property Description
RES. 307 W. 6TH ST.

Property Owner
AYDEN TOWN OF

Owner's Mailing Address
PO BOX 219
AYDEN NC 28513

Parcel Buildings Misc Improvements Land Deeds Notes Sales Photos Tax Bill Map

Administrative Data

Plat Book & Page

Old Map#

Market Area

Township

Planning Jurisdiction

City

Fire District

Spec District

Land Class

History REID 1

History REID 2

Acreage

Permit Date

Permit #

Transfer Information

Deed Date

Deed Book

Deed Page

Revenue Stamps

Package Sale Date

Package Sale Price

Land Sale Date

Land Sale Price

Property Value

Total Appraised Land Value

Total Appraised Building Value

Total Appraised Misc Improvements Value

Other Exemptions

Exemption Desc

Improvement Summary

Total Buildings

Total Units

Total Living Area

Total Gross Leasable Area

Use Value Deferred

Historic Value Deferred

Total Deferred Value

Total Taxable Value



Pitt County Tax Administration

Version: 8.0.0

Bill Search Special Assessment Search Delinquent Bill Search Property Search

[New Search](#)

Search By

Tax Year
ALL ▼

Parcel Number ▼ 18095

e.g. 101102 or 101103A

Go

[Page 1 of 1] First.. 1 ..						Bill Flags	Current Due
Bill #	Old Bill #	Parcel #	Name	Location			
0000334502-2010-2010-0000-00		18095	AYDEN TOWN OF	394 SIXTH ST AYDEN NC 28513			\$0.00
0000334502-2009-2009-0000-00		18095	AYDEN TOWN OF	394 SIXTH ST AYDEN NC 28513			\$0.00
0000334502-2008-2008-0000-00		18095	AYDEN TOWN OF	394 SIXTH ST AYDEN NC 28513			\$0.00
0000334502-2007-2007-0000-00		18095	AYDEN TOWN OF	394 SIXTH ST AYDEN NC 28513			\$0.00
0000334502-2007-2007-0001-00		18095	AYDEN TOWN OF	394 SIXTH ST AYDEN NC 28513			\$0.00
0000334502-2006-2006-0000-00		18095	GRIMES, BETTIE RUTH HEIRS	394 SIXTH ST NC			\$0.00
0000334502-2006-2006-0001-00		18095	AYDEN TOWN OF	394 SIXTH ST NC		Total:	\$0.00

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pitttaxcollector@pittcountync.gov
Tax relief/deferred: (252) 902-3428
taxadmin@pittcountync.gov
Land records/mapping/estates: (252) 902-3401
taxadmin.landrecords@pittcountync.gov

Ownership History

Data last updated on: 7/29/2025 Ownership current as of: 7/28/2025 Tax Year: 2025

REID 18095 PIN # 4672-08-0854 Print Property Info Search Results New Search

Location Address
394 SIXTH ST
Property Owner
AYDEN TOWN OF
Property Description
RES. 307 W. 6TH ST.
Owner's Mailing Address
PO BOX 219
AYDEN NC 28513

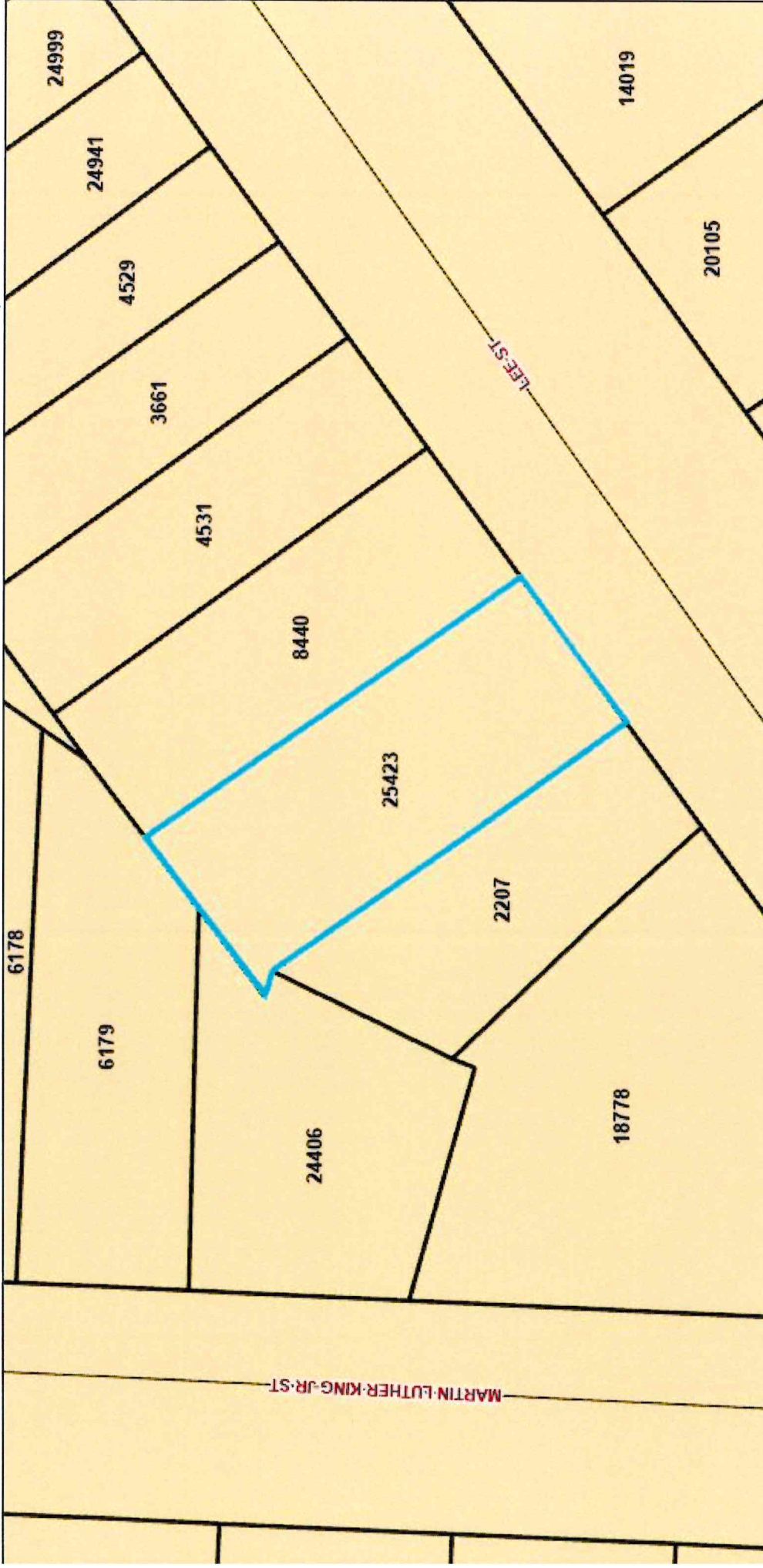
Parcel Buildings Misc Improvements Land Deeds Notes Sales Photos Tax Bill Map

	Owner Name	Deed Type	% Ownership	Stamps	Sale Price	Book	Page	Deed Date
Current	AYDEN TOWN OF	DEED	100	32.00	\$16,000	002165	00714	08/04/2006
1 Back	CURRY, RICHARD S/ CURRY, VENUS R	DEED	100	1.00	\$500	002117	00305	05/17/2006
2 Back	GRIMES, BETTIE RUTH HEIRS/ GRIMES, ETALS	UNKNOWN	100	0.00	\$0	00089E	00214	01/01/1901
3 Back	PHILLIPS, NINA SCOTT	UNKNOWN	100	0.00	\$0	000E17	00600	01/01/1901
4 Back	DUMMY MASTER	UNKNOWN	100	0.00	\$0	00090E	00581	01/01/1901

7/9/25, 12:44 PM

OPIS (Online Parcel Information System)

Parcel Number:	25423
Parcel Address:	4488 LEE ST
NC PIN:	4672073740
Subdivision/Section/Phase:	
Prior Legal Description:	
LOT 4 KINLAW-SAWYER	
Owner:	
AYDEN TOWN OF	
PO BOX 219	
AYDEN NC 28513	
Block/Lot:	
Tract:	
Building Number / Unit:	
Acreage:	0.08
Owner Deed/Document:	-
Map Book:	3-309
Deed / Document Date:	05/01/2007
Deed / Document Sale Price:	\$0
Building Type / Use:	
Number of Buildings:	0
Year Built:	
Total Living Area:	0
Building Value:	\$0
Extra Features Value:	\$0
Total Current Market Value:	\$3,750
Total 2023 Market Value:	\$2,160
Land Value:	\$3,750
Municipality:	AYDEN



Parcel #:	25423	Building # / Unit:		Land Value:	3750
Physical Address:	4488 LEE ST	Acreage:	0.08	Total Current Market Value:	3750
Owner(s):	AYDENTOWN OF	Current Owner:		Total 2023 Market Value:	2160
Mail Address:	PO BOX 219	Map Book:	3-309	Municipality:	AYDEN
City/State/Zip:	AYDEN NC 28513	Dec'd/Doc. Date:	05/01/2007	Township:	AYDEN
IC PIN:	4672073740	Dec'd/Document Sales Price:	0	Census Tract:	1401
Subdivision/Section/Phase:	LOT 4 KINLAWS-SAWYER	Building Type/Use:		Neighborhood:	000523
Legal Description:		Number of Buildings:	0	Elementary School:	Ayden ES
Block/Lot:		Year Built:		Middle School:	Ayden MS
Tract:		Total Living Area:	0	High School:	Ayden-Grifton HS
		Building Value:	0	Fire Service District:	INSIDE MUNICIPALITY
		Extra Features Value:	0		

Scale: 1:383 1 inch = 32 feet

0 0.00275 0.0055 0.011 mi

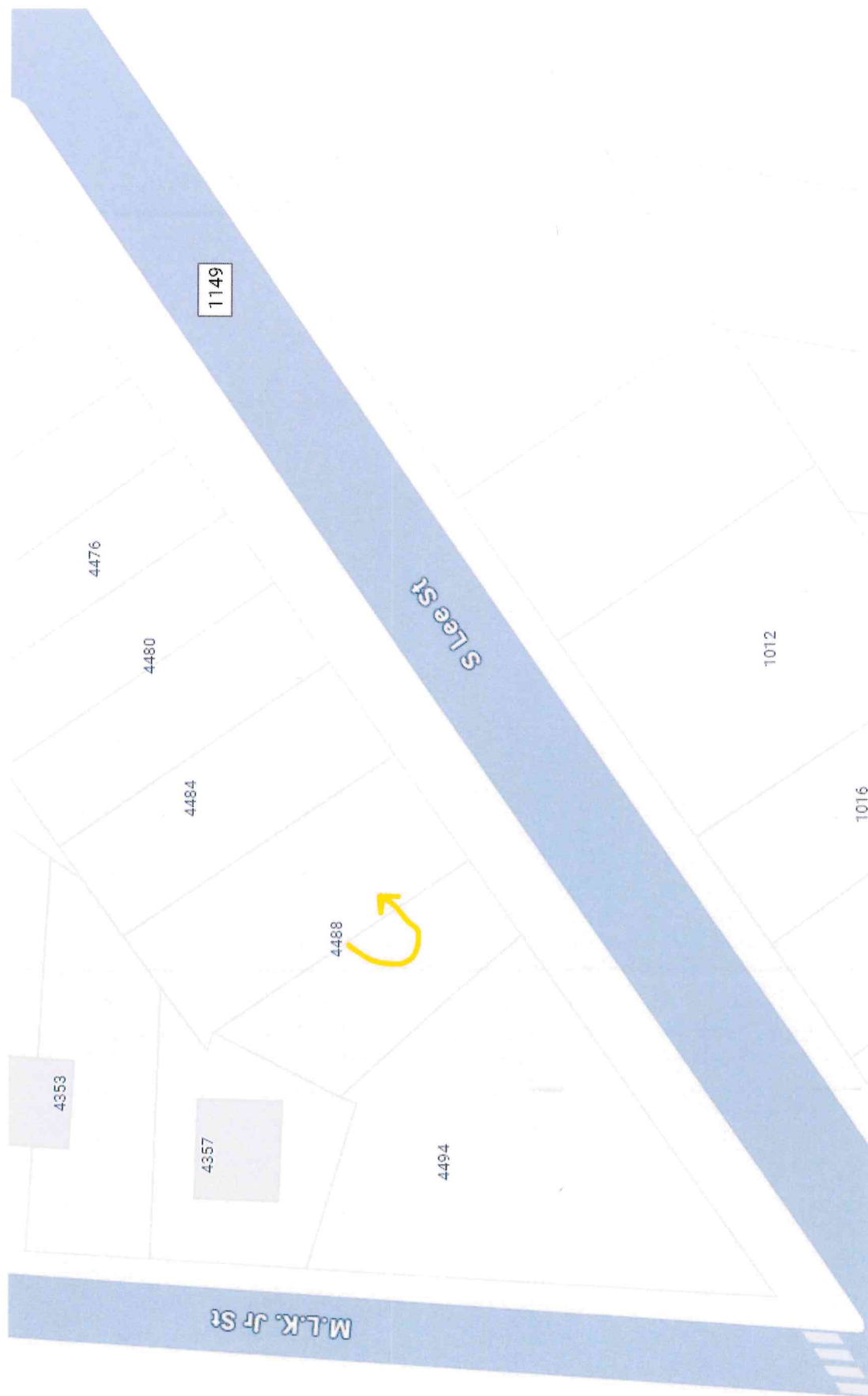
0 25 50 Feet

Map Produced: July 30, 2025

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Property Summary

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REID 25423

PIN # 4672-07-3740

Print Property Info Search Results New Search

Location Address

4488 LEE ST

Property Description

LOT 4 KINLAW-SAWYER

Property Owner

AYDEN TOWN OF

Owner's Mailing Address

PO BOX 219
AYDEN NC 28513

Parcel Buildings Misc Improvements Land Deeds Notes Sales Photos Tax Bill Map

Administrative Data

Plat Book & Page

Old Map#

Market Area

Township

Planning Jurisdiction

City

Fire District

Spec District

Land Class

History REID 1

History REID 2

Acreage

Permit Date

Permit #

Transfer Information

Deed Date

Deed Book

Deed Page

Revenue Stamps

Package Sale Date

Package Sale Price

Land Sale Date

Land Sale Price

Property Value

Total Appraised Land Value

Total Appraised Building Value

Total Appraised Misc Improvements Value

Other Exemptions

Exemption Desc

Improvement Summary

Total Buildings

Total Units

Total Living Area

Total Gross Leasable Area

Use Value Deferred

Historic Value Deferred

Total Deferred Value

Total Taxable Value



Pitt County Tax Administration

Version: 8.0.0

Bill Search Special Assessment Search Delinquent Bill Search Property Search

[New Search](#)

Search By

Parcel Number ▼

25423

Tax Year

ALL ▼

Go

e.g. 101102 or 101103A

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taxadmin@pittcountync.gov
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taxadmin.landrecords@pittcountync.gov
Individual personal property: (252) 902-3398
taxadmin.ipp@pittcountync.gov
Business personal property: (252) 902-3409
taxadmin.bpp@pittcountync.gov
Real property: (252) 902-3380
taxadmin.realproperty@pittcountync.gov

Ownership History

Data last updated on: 7/29/2025 Ownership current as of: 7/28/2025 Tax Year: 2025

REID 25423

PIN # 4672-07-3740

Print Property Info Search Results New Search

Location Address
4488 LEE ST

Property Owner
AYDEN TOWN OF

Property Description
LOT 4 KINLAWSAWYER

Owner's Mailing Address
PO BOX 219
AYDEN NC 28513

Parcel Buildings Misc Improvements Land Deeds Notes Sales Photos Tax Bill Map

Owner Name		Deed Type	% Ownership	Stamps	Sale Price	Book	Page	Deed Date
Current	AYDEN TOWN OF	MIGRATION NAME CORR	100	0.00	\$0	000000	00000	05/01/2007
1 Back	AYDEN, TOWN OF	UNKNOWN	100	48.00	\$24,000	001177	00647	07/01/2001
2 Back	MABRY, RALPH/ MABRY, PHYLLIS A	UNKNOWN	100	10.00	\$5,000	000771	00269	11/01/1997
3 Back	DUMMY MASTER	UNKNOWN	100	18.00	\$0	000153	00633	10/01/1987
4 Back	DUMMY MASTER	UNKNOWN	100	5.00	\$0	000153	00644	10/01/1987
5 Back	DUMMY MASTER	UNKNOWN	100	0.00	\$0	000G52	00423	10/01/1983
6 Back	DUMMY MASTER	UNKNOWN	100	19.00	\$18,500	000C51	00251	08/01/1982
7 Back	DUMMY MASTER	UNKNOWN	100	0.00	\$0	000D43	00351	12/01/1974
8 Back	DUMMY MASTER	UNKNOWN	100	0.00	\$0	000X24	00523	01/01/1901
9 Back	DUMMY MASTER	UNKNOWN	100	0.00	\$0	00096E	00235	01/01/1901



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Customer Service Guidelines - Deposit Waiver During Relocation

Item Explanation

This item is being added at the request of Mayor Mewborn.

Recently, an Ayden resident moved from one apartment unit to another unit within the same apartment complex. The resident received their deposit after closing out the account for the original location, and was required, by policy, to pay a new deposit for the new location. The resident requested the deposit be waived since they moved within the same complex. The current version of the Customer Service Guidelines, and the version in place at the time of the resident's relocation, does not allow for the waiving of deposits for anyone relocating within the town of Ayden.

As additional context, the resident's poor credit history meant that they were required to post a deposit when they initially moved into the original property. In the 12 months leading up to their recent relocation, the resident had a poor payment history with the Town of Ayden, and they were required to post a deposit for the new account.

Staff Comments

The Town of Ayden incurs extensive costs and delays when trying to recover abandoned or unpaid bills.

Historically, the Town has not waived the utility deposit for residents or businesses moving within Ayden.

Action Requested

Staff recommend no change to the current Customer Service Guidelines.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Staff Departmental Reports

Item Explanation

Staff Comments

Action Requested

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER

FROM: Thomas Duncan

CC: BOARD OF COMMISSIONERS

DATE: 8-11-25

SUBJECT: “Arts and Recreation” MONTHLY REPORT: August

Meetings & Special Event

6/13/25- Senior trip to Yoders – for Breakfast

7/23/25- Senior trip to Williamston/Washington, a day of shopping

The following Ayden Grifton High School students that have worked with the Arts and Recreation Department in the Rec Leader program will be leaving us at the end of the summer to attend college and the workforce:

Kameron Doe – North Carolina Central University
Alyssa Johnson - Pitt Community College
Madison Langemann – Pitt Community College
Alyssa Narron – East Carolina University
Nickolas Snare – Attindas Healthcare Products

Sports and Programs

Summer Basketball has 132 participants

6u - 4 teams

9u – 6 teams

12u – 6 teams

15u – 3 teams

Adult Kickball has 104 participants

7 teams

Summer Day Camp Week 1 = 33 campers

Summer Day Camp Week 2 = 33 campers

Summer Day Camp Week 3 = 30 campers

Tennis Camp = 5 campers

Twirling Camp has 7 = campers

Basketball Camp 1 & 2 = 39 campers

Dance Camp = 18 campers

AYDEN ECONOMIC DEVELOPMENT DEPARTMENT

TO: TOWN COUNCIL

FROM: THOMAS MALLORY DENHAM, ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: ECONOMIC DEVELOPMENT REPORT

DATE: 08/01/2025

CC: SCOTT HOWARD TOWN MANAGER

- Eagle Rock is open! This will certainly help the town's tax issues.
- Oak Tree Edwards Mural dedicated on Juneteenth. Big turnout for a memorable day in Ayden!
- South Ayden High School Mural is underway!
- Economic Development Department has brought in over \$2.8 million in grants to Ayden and the ETJ. This has happened in just 5.5 years.
- 2 big projects to be announced in the coming months in our ETJ. Will retain 100 jobs, move 105 jobs, and create 350 jobs over the next 5 years. This will certainly change the traffic numbers in Ayden.
- ElectriCites to recognize Ayden Economic Development Department at it's Annual Conference for work on the Rail Park.
- Car Cruise going to 2nd Tuesday and last Thursday of month.
- Town of Ayden has rejoined Greenville ENC Alliance.
- NC Main Street Annual Assessment complete! Certificate issued.
- NC Main Street Statistical Report complete and accepted.
- Pitt Co. African American Cultural Trail Committee included the 4A Cemetery. Tours of Pitt Cp begin on May 24th.
- Work continues improvement of our Electric system for the Rail Park.
- Ayden's Rail Park is a strategic industrial location and positioned to boost the local economy.

MEMORANDUM

TO: Scott Howard, Town Manager

FROM: David Dempsey, Chief of Police

CC: Board of Commissioners

DATE: August 01, 2025

SUBJECT: POLICE DEPARTMENT MONTHLY REPORTS –

Date	Incident Type	Location	Suspect	Ward
07/01/2025	Larceny	4283 Apt 2 Legacy Parkway	Mary Brown	5
07/02/2025	Assault on a Female	4204 Blount St	Jessie Edwards	1
07/04/2025	Domestic Violence	4465 Magellan Ct Unit A	Chanel Nobles	5
07/05/2025	Damage to property	4468 Magellan Ct Unit C	Chris Stancil	5
07/07/2025	Assault	329 5 th st	Stacey Serra	2
07/07/2025	Obtain Property/False Pretenses	721 Club Dr	Joey Williams	2
07/09/2025	DWI	NC 11 & NC 102	Kelvin Harrison	4
07/09/2025	Assault by Pointing Gun	NC 11 & Jacksontown	Jared Maciaszek	5
07/09/2025	Child Abuse	265 Allen Dr	Patricia Artis	5
07/10/2025	Indecent Liberties with Child	4268 West Ave	William Roach	5
07/10/2025	Weapon Violation	4241 Montaque	Jeremy Hoffman	4
07/10/2025	Drug Paraphernalia	2 nd & Milk	Johnica Edmonds	3
07/11/2025	Domestic Dispute	862 Country Club Dr	Lacey Caldwell	1
07/11/2025	Trespassing	Foodlion	Jose Gomez	3
07/12/2025	Damage to Property	296 2 nd St	Elvira Williams	3
07/13/2025	Larceny after B&E	305 Garris St	Unk	1
07/14/2025	PWISD Marijuana	Lee St/Country Aire	Quran Stewart	2
07/15/2025	Disorderly Conduct	Dollar General	Unknown	2
07/16/2025	B&E Motor Vehicle	3733 Countryside Dr	Unknown	2
07/16/2025	Theft from Coin Machine	Wash House	Chris Stancil	4
07/16/2025	Breaking and entering	640 Club Dr	Juvenile	2
07/16/2025	Communicating threats	Food Lion	Jamia Braxton	3
07/18/2025	Fraud	3809 Robin Rd	Unknown	2
07/18/2025	Suspicious Fire	306 Ormond St	Unknown	5
07/18/2025	Poss SCH II	Pitt St /Mckinley	Antre Jones	1
07/19/2025	Suspicious Fire	Stanley Steamer	Unknown	2
07/20/2025	Larceny	325 Second St	Juvenile	3

Date	Incident Type	Location	Suspect	Ward
07/21/2025	Shoplifting	Food Lion	Allison Derosier	2
07/22/2025	Trespassing	4500 Johnson Circle	Jacoby Crandall	5
07/24/2025	Release order Violation	144 3 rd St	Joseph Stocks	4
07/25/2025	Unauthorized Use of Motor Vehicle	4331 Joyner St	Juvenile	5
07/25/2025	Larceny	4311 B Joyner St	Unknown	5
07/25/2025	Call foe Service	4213 Wildwood Dr	Darlene Jackson	4
07/26/2025	B&E	3919 Woodcrest Dr	Steven Turner	3
07/28/2025	Larceny	4021 Greenbriar Dr Apt A	Unknown	3
07/29/2025	Communicating Threats	4468 Magellan Ct	Juvenile	4
07/29/2025	DWI	3 rd and Southeast College	Francisco Bernabe	1

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER
FROM: OPERATIONS CENTER
CC: BOARD OF COMMISSIONERS
DATE: 8/1/2025
SUBJECT: PUBLIC WORKS AND UTILITIES MONTHLY REPORT

Electric Department

- To Be Delivered at the August Board Meeting
-

Water/Sewer

July 1

- Put lift station 1 on bypass
- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Replaced cable on pump 1 at lift station 9
- Cleaned basket at lift station 10

July 2

- Replaced discharge hoses at lift station 15
- Took 4 discharge hoses to Greenville for repairs.
- Cut grass at wells
- Measured pool at 4448 Martha's Village Ln

July 3

- Draw downs on all 3 wells
- Pulled pumps at lift station 9

July 7

- Check wells
- MRT'S and NRWASA samples
- Replaced water meter at 697 Club Dr

July 8

- Cleaned suction hose basket at lift station 15 and installed cable to winch suction hose up.
- Installed floats at lift station 1
- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Switched out Thompson pumps at lift station 15
- Replaced water meter at 4554 Brown Rd
- Replaced water meter at 3858 Countryaire Dr
- Replaced water meter at 582 Hines Dr

July 9

- Cleaned grease out of lift station 15
- Cleaned basket at lift station 10
- Pulled pump 2 at lift station 10
- Checked sewer for J & W Pawn

- Replaced water meter at 4307 Joyner St
- July 10
- Switched out side mower to bush hog on tractor.
 - Buch hogged South Edge outfall
 - Cleaned off used hydrants and cut off old grip rings
 - Installed pump 1 at lift station 15
 - Flow tested hydrants
 - Installed check valve at 309 Jackson St #A
 - Flushed hydrants at Pepperbush CT
- July 11
- Pulled pumps at lift station 9
 - Flow tested hydrants
 - Jetted, camera, and located sewer lateral at 796 NC 102 E
 - Sampled all 3 wells
 - Replaced water meter at 4564 Wilson Dr
- July 14
- Checked wells
 - MRT'S and NRWASA samples
 - Work orders
- July 15
- Repaired broken sewer lateral at 796 NC 102E
 - Repaired water leak at 4412 Juanita Ave
 - Checked lift stations
 - Pulled pumps at lift stations 9 and 10
 - Cleaned basket at lift station 10
 - Replaced water meter at 249 Third St #A
- July 16
- Installed check valve at 4402 Lee St
 - Cut grass at well 1 and lift station 10
 - Weed eat manholes on Hines Dr
- July 17
- Cut grass at wells 3 and 4
 - Weed eat lift stations and manholes near lift station 10
 - Filled in void under sidewalk near 4402 Lee St
- July 18
- Pulled pumps at lift station 9 and 10
 - Cut grass
 - Replaced cable on pump 1 at lift station 10
- July 21
- Check wells
 - Sampled NRWASA and MRT'S
 - Replaced water meter at 388 Arbors Park Cir
 - Replaced water meter at 4151 Edgewood Dr
 - Replaced water meter at 4268 Montague Ave
- July 22
- Check all lift stations
 - Cleaned up tools and fittings at lift station 1
 - Pulled pumps at lift station 9 and 10

- Cleaned basket at lift station 10
- Replaced water meter at 4468 Magellan Ct #H
- Replaced water meter at 4034 Greenbriar Dr #A
- Replaced meter lid at 4292 Stanfield CT
- Replaced water meter at 4189 Terrace Dr
- Replaced water meter at 5039 Gum Swamp Rd
- Measured 2 pools for sewer adjustment
- Cleaned lift station 10 with Vac Truck
- Dumped Vac Truck at CMSD, filled with water and fuel

July 23

- Weed eat manholes on Jolly Rd and Ayden Golf Club Rd
- Cleaned and organized 3 bay building and shed
- Weed hydrants

July 24

- Painted hydrants in the Pines and off NC 102W
- Cut grass at all 3 wells and lift stations 20, 10

July 25

- Pulled pumps at lift station 9
- Assisted in working on tractor bush hog
- Cut grass

July 28

- NRWASA and MRT Samples
- Checked wells

July 29

- Well draw downs
- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10
- Changed out 6" suction hose at lift station 15 and refueled Thompson pump
- Cleaned basket at lift station 15

Streets/Sanitation

- 546 Wellington: cleaned ditch
- 544 Wellington: cleaned ditch
- Allen Dr.: put up neighborhood watch sign
- Lee St.: put up neighborhood watch sign
- J.J. Brown Park: put up neighborhood watch sign
- Juanita Ave.: put up neighborhood watch sign
- Countryside: put up neighborhood watch sign
- Hines & NE College: put up neighborhood watch sign
- Pitt by Arts & Rec: put up neighborhood watch sign
- Planters & Snow Hill: put up neighborhood watch sign
- East Ave. & Turnage: put up neighborhood watch sign
- Jolly Rd.: filled in pothole
- 1111 Cedar: storm water repair
- 774 Cedar: storm water repair

- High & Planters: storm water repair
- 373 Third: sidewalk repair
- Dover Ct.: replaced stop sign
- High St.: patch filled

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER

FROM: NOLA ROBERTS, TOWN PLANNER

CC: BOARD OF COMMISSIONERS

DATE: August 11, 2025

SUBJECT: PLANNING DEPARTMENT MONTHLY REPORT

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

Joseph & Jessica Ceravone – new single-family residence – 4983 Gum Swamp Rd.
D.R. Horton, Inc. – new single-family residence – 1038 Queensland Ln.
Amber Denning – above-ground pool – 4448 Marthas Village Ln.
Nicolas Jugganaikloo – privacy fence – 1114 Queensland Ln.
D.R. Horton, Inc. – new single-family residence – 1032 Queensland Ln.
Carly Brooks – above-ground pool – 4145 Fenner College St.
D.R. Horton, Inc. – new single-family residence – 1029 Queensland Ln.
Will Kuhn Homes, Inc. – new single-family residence – 1036 Seven Iron Dr.
Brittany Randolph – privacy fence – 4306 Stanfield Dr.
Raquel Monoz – above-ground pool – 3722 Highland Dr.
TAO Real Estate – hair salon & signage – 249-C Third St.
Vanessa Stange – privacy fence – 1148 Queensland Ln.
Lori Harris – privacy fence – 4305 Lee St.
Will Kuhn Homes, Inc. – new single-family residence – 1016 Seven Iron Dr.
Will Kuhn Homes, Inc. – new single-family residence – 1021 Seven Iron Dr.
First Colony Construction – new single-family residence – 4008 Regina Ln.

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

Address	Violation	Action Taken
322 Ormond St.	Grass	Sent letter
541 Snow Hill St.	Grass	Sent letter
819 Second St.	Grass/ Clean yard	Sent letter
296 Second St.	Grass	Sent letter
4357 MLK Jr. St.	Living in camper	Sent letter
465 First St.	Grass	Sent letter
455 First St.	Grass	Sent letter
4183 Lee St.	Grass	Sent letter

Preparing hearing letters for demolition.

LIBRARY CIRCULATION REPORT

June 2025

Ayden Library Page | 1

MEMORANDUM

TO: SCOTT HOWARD, TOWN MANAGER

FROM: RACHELLE MONDOVICH, LIBRARY DIRECTOR

CC: BOARD OF COMMISSIONERS

DATE: July 1, 2025

SUBJECT: AYDEN LIBRARY MONTHLY REPORT

- Hosted the Reading club at the library.
- Held meeting with all three school librarians.
- Held two senior outreaches at senior center.
- working on Summer Reading Program- program started June 23rd.
- Attended Commissioners meeting.
- Attended department head meeting.
- Attended the NC Live workshop at UNC-W: From Access to Impact Track.
 - >Supporting lifelong learning with transparent language
 - >Enhancements from Infobase: what's new for Films on Demand, Access Video, and Just for kids.
 - >Gale Literature Resource Center: Supporting Readers' Advisory and Academic Success
 - >Responding to Patron Scenarios with NC Live Resources
- Attended webinar for State survey overview.
- Boxed donations for book sale.
- Restocked the Little Free Libraries at the parks.
- Held one Storytime for Summer Reading week one.
- Held two Craft sessions for Summer Reading week one.

LIBRARY CIRCULATION REPORT

June 2025

Ayden Library Page | 2

ADULT FICTION.....218 (239)
ADULT NON-FICTION.....13 (16)

ADULT TOTAL.....231 (255)

JUVENILE FICTION.....227 (234)
JUVENILE NON-FICTION.....69 (85)

JUVENILE TOTAL.....296 (319)

BOOK TOTAL.....527 (574)

EBOOKS

ADULT FICTION.....298 (194)
ADULT NON-FICTION.....71 (39)

ADULT TOTAL.....369 (233)

JUVENILE FICTION.....46 (18)
JUVENILE NON-FICTION.....02 (01)

JUVENILE TOTAL.....48 (19)

EBOOK TOTAL.....417 (252)

GRAND TOTAL.....944 (826)

LIBRARY PATRONS.....723 (734)

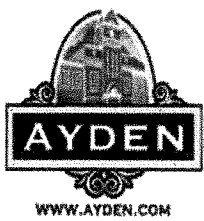
INTENET USERS.....177 (175)

WI-FI USERS.....40 (42)

NEW LIBRARY PATRONS.....36 (43)

REFERENCE QUESTIONS.....32 (27)

COMPUTER HELP.....31 (36)



Town of Ayden Finance Manager- Summary of Activity from 6/1/25

In Person Meetings:

Commissioners' Meeting 6/9/25
FY26 Budget workshop w/ Board 6/23/25
Department Head meeting 6/10/25
Budget Discussion w/ Mayor Newborn 6/11/25
BCBSNC Benefits 6/11/25
NCLM AIM Contractor T Orange 6/25/25
Capital Trust 6/30/25
GFL Operations 7/8/25
Records Management Planning – 7/16/25
NCLM-AIM IT Assessment 7/24/25

Webinars/Online/Conference Call Meetings:

Ayden AMI w Electricities 6/16/25
CWIT Last Pass Training 7/28/25
NCDIT Local Government Town Hall 6/5/25
Powell Bill Program Review 6/6/25
Doxim Bill Design 6/23/25
CWIT Support 6/27/25
Technology Business Review CWIT Support 7/25/25
Merchant Banking Discussion 7/17/25
SOG EFC Resource Library Focus Group 7/22/25

Misc:

Sam.Gov/Grants.Gov/DOJ.Gov
Payroll: 6/3/25, 6/17/25, 7/1/25, 7/15/25, 7/29/25
Departmental Report for CIVIC
Cemetery – Multiple interactions with Public, Funeral Home Directors/Monument
Companies/Staff Confirmations/Transfer of Deeds
360 Credit Card Management
Handled Multiple Customer Complaints and Situations
CDBG/DWI Grant work as requested/needed - Bank/Requisitions/Payments/Deposit/Pick up
Checks
Southern Bank- Positive Pay, ACH, Payroll, Corrections, Check Scan Issues, Deposit and PP
Threshold Increase
Upcoming Training: ElectriCities Annual Conference will be August 11-13



Town of Ayden

Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - General Fund							
Revenue							
<u>10-3100-1200</u>	VEHICLE TAXES	226,000.00	226,000.00	24,356.98	291,384.15	65,384.15	128.93 %
<u>10-3100-1250</u>	MUNI VEHICLE FEE	18,412.00	18,412.00	1,735.00	19,865.00	1,453.00	107.89 %
<u>10-3100-1700</u>	TAX PENALTIES	6,000.00	6,000.00	119.40	5,924.66	-75.34	1.26 %
<u>10-3100-1800</u>	TAX INTEREST	4,000.00	4,000.00	997.54	11,935.34	7,935.34	298.38 %
<u>10-3100-1900</u>	PRIOR YEARS PROPERTY TAXES	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<u>10-3100-2016</u>	2016 REAL PROPERTY TAXES	0.00	0.00	0.00	52.77	52.77	0.00 %
<u>10-3100-2017</u>	2017 REAL PROPERTY TAXES	0.00	0.00	0.00	96.26	96.26	0.00 %
<u>10-3100-2018</u>	2018 REAL PROPERTY TAXES	0.00	0.00	0.00	75.85	75.85	0.00 %
<u>10-3100-2019</u>	2019 REAL PROPERTY TAXES	0.00	0.00	0.00	199.83	199.83	0.00 %
<u>10-3100-2020</u>	2020 REAL PROPERTY TAXES	0.00	0.00	0.00	55.15	55.15	0.00 %
<u>10-3100-2021</u>	2021 REAL PROPERTY TAXES	0.00	0.00	0.00	333.52	333.52	0.00 %
<u>10-3100-2022</u>	2022 REAL PROPERTY TAXES	0.00	0.00	8.10	1,121.55	1,121.55	0.00 %
<u>10-3100-2023</u>	2023 REAL PROPERTY TAXES	10,000.00	10,000.00	863.35	10,657.72	657.72	106.58 %
<u>10-3100-2024</u>	2024 REAL PROPERTY TAXES	2,282,032.00	2,282,032.00	20,147.43	2,397,202.93	115,170.93	105.05 %
<u>10-3100-2025</u>	2025 REAL PROPERTY TAXES	0.00	0.00	0.00	2,232.05	2,232.05	0.00 %
<u>10-3231-3900</u>	1% SALES TAX ARTICLE 39	530,827.00	530,827.00	65,331.71	622,197.52	91,370.52	117.21 %
<u>10-3232-4000</u>	1/2% SALES TAX ARTICLE 40	332,150.00	332,150.00	33,590.31	372,877.91	40,727.91	112.26 %
<u>10-3233-4200</u>	1/2% SALES TAX ARTICLE 42	281,050.00	281,050.00	32,540.97	310,544.49	29,494.49	110.49 %
<u>10-3234-4400</u>	HOLD HARMLESS SALES TAX	337,260.00	337,260.00	31,447.12	376,684.71	39,424.71	111.69 %
<u>10-3300-3100</u>	UTILITIES SALES DISTRIBUTIONS	359,615.00	359,615.00	114,430.07	401,978.94	42,363.94	111.78 %
<u>10-3300-3110</u>	BEER AND WINE TAX	24,000.00	24,000.00	0.00	20,212.90	-3,787.10	15.78 %
<u>10-3300-3120</u>	CELL TOWER RENTAL FEES	98,000.00	98,000.00	0.00	105,005.86	7,005.86	107.15 %
<u>10-3300-3130</u>	CABLE TV FRANCHISE TAX	42,500.00	42,500.00	12,982.32	43,158.46	658.46	101.55 %
<u>10-3300-3140</u>	SOLID WASTE DISPOSAL TAX	4,284.00	4,284.00	0.00	3,922.43	-361.57	8.44 %
<u>10-3300-3311</u>	PIPED NATURAL GAS	2,388.00	2,388.00	0.00	2,702.79	314.79	113.18 %
<u>10-3300-4000</u>	SRO POLICE OFFICER PMT	180,000.00	180,000.00	0.00	169,137.96	-10,862.04	6.03 %
<u>10-3300-5000</u>	RURAL FIRE / EMS LEASE PMT	30,319.00	30,319.00	0.00	18,919.00	-11,400.00	37.60 %
<u>10-3327-2130</u>	CITATIONS	50.00	50.00	0.00	0.00	-50.00	100.00 %
<u>10-3400-1000</u>	POWELL BILL	412,000.00	412,000.00	0.00	198,821.36	-213,178.64	51.74 %
<u>10-3400-2000</u>	LOCAL & STATE GRANTS	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
<u>10-3474-2000</u>	CEMETERY SALES	2,500.00	2,500.00	0.00	160.00	-2,340.00	93.60 %
<u>10-3500-1000</u>	COURT FACILITIES FEES	3,000.00	3,000.00	90.50	2,062.96	-937.04	31.23 %
<u>10-3500-2000</u>	PLANNING FEES/PERMITS	7,000.00	7,000.00	0.00	7,900.00	900.00	112.86 %
<u>10-3500-3000</u>	CODE ENFORCEMENT FEES	25,000.00	25,000.00	2,520.00	33,251.50	8,251.50	133.01 %
<u>10-3600-1000</u>	GARBAGE COLLECTION FEES	448,000.00	448,000.00	42,771.00	502,492.15	54,492.15	112.16 %
<u>10-3600-2100</u>	OPENING & CLOSINGS	18,000.00	18,000.00	137.50	20,919.00	2,919.00	116.22 %
<u>10-3600-3000</u>	RECREATION ACTIVITY FEES	75,000.00	75,000.00	99,179.42	141,662.10	66,662.10	188.88 %
<u>10-3600-3100</u>	DONATION PROCEEDS	0.00	0.00	0.00	180.00	180.00	0.00 %
<u>10-3600-3200</u>	LIBRARY DONATIONS/BOOK SALES	1,250.00	1,250.00	0.00	1,410.00	160.00	112.80 %
<u>10-3600-4000</u>	COMM FACILITIES RENTAL FEES	16,000.00	16,000.00	-120.00	6,452.81	-9,547.19	59.67 %
<u>10-3700-1000</u>	INVESTMENT EARNINGS	40,000.00	40,000.00	6,024.56	70,946.15	30,946.15	177.37 %
<u>10-3800-1000</u>	MISCELLANEOUS REVENUES	50,000.00	50,000.00	3,648.37	11,142.77	-38,857.23	77.71 %
<u>10-3800-1200</u>	FINGERPRINTING - PD	10,000.00	10,000.00	1,360.00	18,120.00	8,120.00	181.20 %
<u>10-3800-2100</u>	SALE OF FIXED ASSETS - GF	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<u>10-3800-4000</u>	SHOP WITH A COP DONATIONS	8,000.00	8,000.00	0.00	9,750.00	1,750.00	121.88 %
<u>10-3800-9999</u>	OVER/SHORT	150.00	150.00	-15.00	-58.54	-208.54	139.03 %
<u>10-3837-3120</u>	ABC	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
<u>10-3900-1000</u>	INTRAGOV'T UTIL FRAN TAX PMT	600,000.00	600,000.00	0.00	0.00	-600,000.00	100.00 %
<u>10-3900-2000</u>	INTRAGOV'T PILO TAXES - ELEC UTIL	100,347.00	100,347.00	0.00	0.00	-100,347.00	100.00 %
<u>10-3900-2100</u>	INTRAGOV'T - PILOT -HOUSING AUTH	0.00	0.00	14,776.00	14,776.00	14,776.00	0.00 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10-3900-9020	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	508,922.65	6,228,468.01	-474,288.48	7.08%
Expense							
10-4110-1210	FULL TIME SALARIES	46,200.00	46,200.00	3,750.00	45,649.68	550.32	1.19 %
10-4110-1810	SOCIAL SECURITY	3,600.00	3,600.00	286.88	3,492.24	107.76	2.99 %
10-4110-1920	PROFESSIONAL SERVICES	62,000.00	60,642.80	16,400.00	59,404.56	1,238.24	2.04 %
10-4110-2600	SUPPLIES	750.00	284.60	0.00	252.10	32.50	11.42 %
10-4110-3100	TRAVEL-TRAINING	8,000.00	5,417.40	0.00	5,417.40	0.00	0.00 %
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	78.05	0.00	39.24	38.81	49.72 %
10-4110-4910	DUES & SUBSCRIPTIONS	10,000.00	9,989.26	0.00	9,989.26	0.00	0.00 %
10-4110-4990	MISCELLANEOUS	1,500.00	6,755.09	139.05	6,754.34	0.75	0.01 %
10-4110-6100	LOCAL SUPPORT FOR ORG.	750.00	500.00	0.00	500.00	0.00	0.00 %
10-4110-6102	SPECIAL EVENTS	3,000.00	3,868.10	0.00	3,691.90	176.20	4.56 %
10-4110-6103	BBQ FESTIVAL	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
10-4110-6104	COLLARD FESTIVAL	10,000.00	10,224.70	0.00	10,224.70	0.00	0.00 %
10-4110-6105	CHAMBER OF COMMERCE	20,000.00	19,340.00	19,000.00	19,340.00	0.00	0.00 %
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	231,955.15	15,519.84	203,099.82	28,855.33	12.44 %
10-4120-1260	PART-TIME SALARIES	0.00	324.85	0.00	324.85	0.00	0.00 %
10-4120-1810	SOCIAL SECURITY	18,000.00	18,000.00	1,125.97	14,820.71	3,179.29	17.66 %
10-4120-1820	RETIREMENT CONTRIBUTION	31,800.00	31,800.00	2,110.70	27,964.53	3,835.47	12.06 %
10-4120-1830	EMPLOYEE GROUP INS	15,768.00	15,768.00	658.74	8,335.96	7,432.04	47.13 %
10-4120-1850	RETIREE INSURANCE	21,600.00	20,100.00	0.00	0.00	20,100.00	100.00 %
10-4120-2600	SUPPLIES	1,500.00	1,500.00	29.02	1,477.83	22.17	1.48 %
10-4120-3100	TRAVEL-TRAINING	8,000.00	7,992.13	72.14	6,001.83	1,990.30	24.90 %
10-4120-3210	TELEPHONE	1,200.00	2,580.00	220.00	2,580.00	0.00	0.00 %
10-4120-3250	POSTAGE	50.00	50.00	0.00	26.07	23.93	47.86 %
10-4120-3910	ADVERTISING	5,000.00	6,362.00	364.27	6,361.02	0.98	0.02 %
10-4120-4501	WORKERS COMP	1,500.00	1,500.00	0.00	566.58	933.42	62.23 %
10-4120-4910	DUES & SUBSCRIPTIONS	2,300.00	2,307.87	0.00	2,307.87	0.00	0.00 %
10-4120-4990	MISCELLANEOUS	3,000.00	2,638.00	0.00	-9,124.18	11,762.18	445.87 %
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	17,392.10	183,287.79	6,712.21	3.53 %
10-4130-1810	SOCIAL SECURITY	14,750.00	14,750.00	1,330.50	14,019.29	730.71	4.95 %
10-4130-1820	RETIREMENT CONTRIBUTION	26,000.00	26,000.00	2,365.32	25,261.34	738.66	2.84 %
10-4130-1830	EMPLOYEE GROUP INS.	15,768.00	15,776.00	1,306.08	15,775.10	0.90	0.01 %
10-4130-2600	SUPPLIES	6,000.00	5,992.00	2,716.09	4,916.65	1,075.35	17.95 %
10-4130-3100	TRAVEL-TRAINING	7,000.00	7,000.00	1,559.22	6,762.09	237.91	3.40 %
10-4130-3210	TELEPHONE	720.00	720.00	60.00	720.00	0.00	0.00 %
10-4130-4501	WORKERS COMP	1,200.00	1,200.00	0.00	801.24	398.76	33.23 %
10-4130-4910	DUES AND SUBSCRIPTIONS	500.00	500.00	0.00	200.00	300.00	60.00 %
10-4130-4990	MISCELLANEOUS	1,250.00	1,250.00	114.50	761.66	488.34	39.07 %
10-4130-5000	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	6,576.29	43,423.71	86.85 %
10-4130-6000	CONTRACTS	124,900.00	114,812.55	1,163.61	82,164.33	32,648.22	28.44 %
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	4,528.81	59,201.99	698.01	1.17 %
10-4140-1810	SOCIAL SECURITY	4,700.00	4,700.00	247.42	3,333.33	1,366.67	29.08 %
10-4140-1820	RETIREMENT CONTRIBUTION	8,300.00	8,300.00	615.92	8,034.70	265.30	3.20 %
10-4140-1830	EMPLOYEE GROUP INS.	7,884.00	7,924.00	655.82	7,923.91	0.09	0.00 %
10-4140-2600	SUPPLIES	150.00	248.00	0.00	247.89	0.11	0.04 %
10-4140-2601	EMPLOYEE SCREENING	3,050.00	3,093.00	381.17	3,092.74	0.26	0.01 %
10-4140-3100	TRAVEL-TRAINING	2,700.00	1,679.00	485.20	1,510.20	168.80	10.05 %
10-4140-3210	TELEPHONE	720.00	560.00	0.00	0.00	560.00	100.00 %
10-4140-4501	INSURANCE - WORKERS COMP	900.00	900.00	0.00	400.62	499.38	55.49 %
10-4140-4910	DUES AND SUBSCRIPTIONS	300.00	300.00	0.00	142.00	158.00	52.67 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>10-4140-4990</u>	MISCELLANEOUS	500.00	500.00	48.10	48.10	451.90	90.38 %
<u>10-4140-6000</u>	CONTRACTS	1,300.00	1,500.00	0.00	1,257.60	242.40	16.16 %
<u>10-4140-8400</u>	REIMBURSEMENT OF SERVICES	-59,667.00	-59,667.00	0.00	0.00	-59,667.00	100.00 %
<u>10-4210-3210</u>	TELEPHONE	52,500.00	66,116.00	6,259.98	66,115.85	0.15	0.00 %
<u>10-4210-3211</u>	INTERNET	25,000.00	21,384.00	1,456.89	17,184.78	4,199.22	19.64 %
<u>10-4210-3212</u>	WEBSITE	4,200.00	4,200.00	0.00	4,200.00	0.00	0.00 %
<u>10-4210-4990</u>	MISCELLANEOUS	8,000.00	9,198.72	0.00	9,198.72	0.00	0.00 %
<u>10-4210-6000</u>	CONTRACTS	167,000.00	187,000.00	29,643.83	176,494.86	10,505.14	5.62 %
<u>10-4210-6001</u>	CONTRACTS - COPIERS	49,000.00	17,801.28	5,224.40	17,801.28	0.00	0.00 %
<u>10-4210-8400</u>	REIMBURSEMENT OF SERVICES	-201,762.00	-201,762.00	0.00	0.00	-201,762.00	100.00 %
<u>10-4250-1210</u>	FULL TIME SALARIES	96,500.00	96,500.00	7,270.27	92,539.57	3,960.43	4.10 %
<u>10-4250-1220</u>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>10-4250-1270</u>	MERIT INCREASE	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<u>10-4250-1810</u>	SOCIAL SECURITY	7,500.00	7,500.00	556.14	7,075.81	424.19	5.66 %
<u>10-4250-1820</u>	RETIREMENT CONTRIBUTION	13,200.00	13,200.00	988.76	12,412.56	787.44	5.97 %
<u>10-4250-1830</u>	EMPLOYEE GROUP INS.	15,768.00	15,768.00	1,306.52	15,458.96	309.04	1.96 %
<u>10-4250-2120</u>	UNIFORMS	1,500.00	1,620.31	0.00	1,620.31	0.00	0.00 %
<u>10-4250-2505</u>	FUEL	125,000.00	105,000.00	24,740.89	91,428.92	13,571.08	12.92 %
<u>10-4250-2511</u>	DIESEL	80,000.00	80,000.00	11,394.79	64,069.16	15,930.84	19.91 %
<u>10-4250-2600</u>	SHOP TOOLS AND SUPPLIES	3,000.00	4,000.00	4.02	3,987.41	12.59	0.31 %
<u>10-4250-3100</u>	TRAVEL-TRAINING	2,700.00	1,579.69	0.00	156.17	1,423.52	90.11 %
<u>10-4250-3210</u>	TELEPHONE	720.00	720.00	60.00	720.00	0.00	0.00 %
<u>10-4250-3520</u>	SHOP EQUIPMENT AND REPAIR	4,000.00	4,000.00	0.00	3,103.41	896.59	22.41 %
<u>10-4250-3530</u>	VEHICLES REPAIRS & MAINT	90,000.00	117,500.00	3,754.89	117,478.31	21.69	0.02 %
<u>10-4250-4500</u>	GENERAL LIB	29,500.00	29,500.00	0.00	29,500.00	0.00	0.00 %
<u>10-4250-4501</u>	WORKERS COMP	2,600.00	2,600.00	0.00	1,946.90	653.10	25.12 %
<u>10-4250-5000</u>	CAPITAL OUTLAY	125,000.00	84,100.00	0.00	0.00	84,100.00	100.00 %
<u>10-4250-6000</u>	CONTRACTS	13,000.00	21,400.00	1,456.80	17,067.75	4,332.25	20.24 %
<u>10-4250-8400</u>	REIMBURSEMENT OF SERVICES	-263,992.00	-263,992.00	0.00	0.00	-263,992.00	100.00 %
<u>10-4260-1210</u>	FULL TIME SALARIES	99,595.00	95,095.00	6,983.33	94,138.30	956.70	1.01 %
<u>10-4260-1220</u>	OVERTIME	2,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>10-4260-1810</u>	SOCIAL SECURITY	7,800.00	7,800.00	534.22	7,200.45	599.55	7.69 %
<u>10-4260-1820</u>	RETIREMENT CONTRIBUTION	13,600.00	13,600.00	949.74	12,630.40	969.60	7.13 %
<u>10-4260-1830</u>	EMPLOYEE GROUP INS.	15,768.00	15,768.00	1,302.94	15,743.42	24.58	0.16 %
<u>10-4260-2120</u>	UNIFORMS- SHOES	700.00	700.00	83.00	696.80	3.20	0.46 %
<u>10-4260-2600</u>	SUPPLIES	18,000.00	17,897.00	3,085.96	17,596.60	300.40	1.68 %
<u>10-4260-3210</u>	TELEPHONE	720.00	720.00	60.00	720.00	0.00	0.00 %
<u>10-4260-3300</u>	UTILITIES - PROPANE	17,000.00	19,603.00	144.84	19,602.90	0.10	0.00 %
<u>10-4260-3301</u>	UTILITIES - ELECTRIC	26,000.00	56,525.00	3,596.33	56,524.74	0.26	0.00 %
<u>10-4260-3510</u>	BLDGS REPAIRS & MAINT	110,000.00	73,425.00	7,000.00	58,831.36	14,593.64	19.88 %
<u>10-4260-3520</u>	REPAIRS & MAINT - EQUIP	2,000.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<u>10-4260-4500</u>	GENERAL LIB/FIRE	175,000.00	151,000.00	0.00	149,606.00	1,394.00	0.92 %
<u>10-4260-4501</u>	WORKERS COMP	3,000.00	3,000.00	0.00	2,010.31	989.69	32.99 %
<u>10-4260-6000</u>	CONTRACTS	125,000.00	105,000.00	16,680.00	78,250.00	26,750.00	25.48 %
<u>10-4260-8400</u>	REIMBURSEMENT OF SERVICES	-256,681.00	-256,681.00	0.00	0.00	-256,681.00	100.00 %
<u>10-4310-1210</u>	FULL TIME SALARIES	1,481,000.00	1,481,000.00	105,666.49	1,452,053.06	28,946.94	1.95 %
<u>10-4310-1220</u>	OVERTIME	35,000.00	35,000.00	807.81	30,420.64	4,579.36	13.08 %
<u>10-4310-1260</u>	PART-TIME SALARIES	45,000.00	43,000.00	1,450.00	21,114.40	21,885.60	50.90 %
<u>10-4310-1270</u>	LESSOA EXPENSE	58,700.00	58,951.00	4,885.51	58,950.97	0.03	0.00 %
<u>10-4310-1330</u>	LEO 401K CONTRIBUTION	0.00	62,809.49	4,701.22	62,808.90	0.59	0.00 %
<u>10-4310-1810</u>	SOCIAL SECURITY	176,000.00	173,479.00	8,599.51	120,255.97	53,223.03	30.68 %
<u>10-4310-1820</u>	RETIREMENT CONTRIBUTION	226,250.00	226,250.00	15,834.41	219,141.36	7,108.64	3.14 %
<u>10-4310-1821</u>	401K - SUPPLEMENTAL RETIRMENT	68,100.00	7,560.51	0.00	0.00	7,560.51	100.00 %
<u>10-4310-1830</u>	EMPLOYEE GROUP INS.	204,950.00	203,653.00	14,267.74	181,328.70	22,324.30	10.96 %
<u>10-4310-2120</u>	UNIFORMS	17,100.00	19,600.00	945.30	18,984.81	615.19	3.14 %
<u>10-4310-2600</u>	SUPPLIES	19,000.00	19,000.00	0.00	18,974.44	25.56	0.13 %
<u>10-4310-2601</u>	SUPPLIES - COPS PROGRAM	7,000.00	7,000.00	272.82	5,912.41	1,087.59	15.54 %
<u>10-4310-3100</u>	TRAVEL-TRAINING	4,300.00	6,300.00	200.60	4,078.07	2,221.93	35.27 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<u>10-4310-3210</u>	TELEPHONE PORT/PAGERS	720.00	720.00	60.00	720.00	0.00	0.00 %
<u>10-4310-3250</u>	POSTAGE	75.00	75.00	0.00	54.22	20.78	27.71 %
<u>10-4310-3300</u>	ELEC COST 20% T HALL	4,000.00	5,997.00	550.29	5,996.71	0.29	0.00 %
<u>10-4310-3520</u>	EQUIPMENT REPAIRS & MAINT	35,000.00	35,000.00	7,922.04	30,729.80	4,270.20	12.20 %
<u>10-4310-3980</u>	ANIMAL CONTROL	24,500.00	24,500.00	0.00	22,572.83	1,927.17	7.87 %
<u>10-4310-4210</u>	DCI TERMIAL RENTAL	3,100.00	600.00	0.00	600.00	0.00	0.00 %
<u>10-4310-4501</u>	WORKERS COMP	35,000.00	35,000.00	0.00	33,732.39	1,267.61	3.62 %
<u>10-4310-4910</u>	DUES & SUBSCRIPTIONS	800.00	800.00	0.00	600.00	200.00	25.00 %
<u>10-4310-4990</u>	MISCELLANEOUS	8,000.00	7,300.00	2,057.10	6,881.92	418.08	5.73 %
<u>10-4310-4991</u>	DRUG INTERDICTION	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00 %
<u>10-4310-4992</u>	SHOP W/A COP SUPPLIES	8,000.00	8,000.00	0.00	5,422.47	2,577.53	32.22 %
<u>10-4310-6000</u>	CONTRACTS	80,000.00	80,000.00	0.00	77,285.65	2,714.35	3.39 %
<u>10-4310-6920</u>	L/S GRANT APPROPRIATIONS	16,000.00	16,000.00	0.00	80.00	15,920.00	99.50 %
<u>10-4340-1210</u>	FULL TIME SALARIES	29,000.00	47,130.00	15,911.39	45,915.96	1,214.04	2.58 %
<u>10-4340-1810</u>	SOCIAL SECURITY	2,400.00	3,615.00	1,317.62	3,613.97	1.03	0.03 %
<u>10-4340-1890</u>	VOLUNTEER - CALL PAY	31,000.00	11,655.00	1,535.00	1,685.00	9,970.00	85.54 %
<u>10-4340-2200</u>	FOOD	2,000.00	2,000.00	481.91	1,882.88	117.12	5.86 %
<u>10-4340-2510</u>	MOTOR FUELS & LUBRICANTS	1,000.00	1,000.00	0.00	778.96	221.04	22.10 %
<u>10-4340-2600</u>	SUPPLIES	3,750.00	3,750.00	392.08	3,746.49	3.51	0.09 %
<u>10-4340-2610</u>	EQUIPMENT	17,100.00	17,100.00	314.98	14,178.14	2,921.86	17.09 %
<u>10-4340-3100</u>	TRAVEL	1,500.00	1,500.00	0.00	187.50	1,312.50	87.50 %
<u>10-4340-3110</u>	TRAINING	1,500.00	1,500.00	242.40	1,474.76	25.24	1.68 %
<u>10-4340-3250</u>	POSTAGE	372.00	372.00	24.55	194.40	177.60	47.74 %
<u>10-4340-3300</u>	UTILITIES - PROPANE	5,450.00	6,252.00	440.53	6,251.30	0.70	0.01 %
<u>10-4340-3520</u>	EQUIPMENT REP & MAINT	20,000.00	22,043.40	3,052.45	22,042.82	0.58	0.00 %
<u>10-4340-4500</u>	INSURANCE	13,500.00	15,403.60	0.00	15,403.60	0.00	0.00 %
<u>10-4340-4501</u>	WORKERS COMP	7,500.00	4,760.00	0.00	4,387.87	372.13	7.82 %
<u>10-4340-4990</u>	MISCELLANEOUS	3,000.00	3,000.00	566.49	2,115.51	884.49	29.48 %
<u>10-4340-5000</u>	CAPITAL OUTLAY	14,049.00	14,049.00	742.50	14,022.43	26.57	0.19 %
<u>10-4340-6000</u>	CONTRACTS FIRE	3,000.00	3,620.00	86.44	3,619.52	0.48	0.01 %
<u>10-4340-6920</u>	GRANT APPROPRIATIONS	15,000.00	12,569.63	12,568.94	12,568.94	0.69	0.01 %
<u>10-4340-7500</u>	CAPITAL LEASES	61,000.00	59,873.00	0.00	59,872.54	0.46	0.00 %
<u>10-4340-7510</u>	DEBT - INTEREST- VEHICLES	9,350.00	7,491.00	0.00	7,490.49	0.51	0.01 %
<u>10-4510-1210</u>	FULL TIME SALARIES	427,000.00	423,582.00	28,805.86	365,978.68	57,603.32	13.60 %
<u>10-4510-1220</u>	OVERTIME	30,000.00	30,000.00	2,080.98	29,940.42	59.58	0.20 %
<u>10-4510-1810</u>	SOCIAL SECURITY	35,000.00	35,000.00	2,346.50	30,073.30	4,926.70	14.08 %
<u>10-4510-1820</u>	RETIREMENT CONTRIBUTION	60,500.00	60,500.00	4,200.59	53,085.15	7,414.85	12.26 %
<u>10-4510-1830</u>	EMPLOYEE GROUP INS.	70,956.00	70,956.00	5,226.12	65,912.20	5,043.80	7.11 %
<u>10-4510-2120</u>	UNIFORMS	5,000.00	5,000.00	0.00	4,997.93	2.07	0.04 %
<u>10-4510-2311</u>	SAFETY	1,000.00	549.05	99.00	549.05	0.00	0.00 %
<u>10-4510-2600</u>	SUPPLIES	35,000.00	35,000.00	245.30	35,000.00	0.00	0.00 %
<u>10-4510-3100</u>	TRAVEL-TRAINING	5,000.00	539.00	0.00	539.00	0.00	0.00 %
<u>10-4510-3210</u>	TELEPHONE	720.00	720.00	0.00	0.00	720.00	100.00 %
<u>10-4510-3520</u>	EQUIPMENT REP & MAINT	37,000.00	52,150.44	1,107.19	44,569.48	7,580.96	14.54 %
<u>10-4510-3540</u>	MAINT & REPAIR SYSTEM	30,000.00	30,000.00	3,321.05	11,822.51	18,177.49	60.59 %
<u>10-4510-3590</u>	CEMETERIES - MAINTENANCE	58,000.00	38,550.00	0.00	10,550.00	28,000.00	72.63 %
<u>10-4510-4500</u>	GEN LIB./AUTO/EQUIP	16,000.00	16,000.00	0.00	10,594.12	5,405.88	33.79 %
<u>10-4510-4501</u>	WORKERS COMP	21,000.00	21,000.00	0.00	12,737.83	8,262.17	39.34 %
<u>10-4510-4990</u>	MISCELLANEOUS	5,000.00	219.00	0.00	219.00	0.00	0.00 %
<u>10-4511-3590</u>	MAINT & REPAIR OTHER	20,000.00	20,000.00	0.00	151.46	19,848.54	99.24 %
<u>10-4511-5000</u>	CAPITAL OUTLAY	257,000.00	257,000.00	251,009.03	251,009.03	5,990.97	2.33 %
<u>10-4511-5911</u>	CURB & GUTTER	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<u>10-4511-5912</u>	TRAFFIC CONTROL	2,500.00	4,330.00	0.00	4,128.00	202.00	4.67 %
<u>10-4511-5913</u>	SIDEWALKS	21,000.00	19,170.00	0.00	0.00	19,170.00	100.00 %
<u>10-4511-5914</u>	DRAINAGE & STORM SEWER	0.00	30,000.00	0.00	29,680.00	320.00	1.07 %
<u>10-4511-5915</u>	PAVING	97,900.00	67,900.00	0.00	7,300.50	60,599.50	89.25 %
<u>10-4511-6000</u>	CONTRACTS	3,600.00	3,600.00	0.00	1,020.00	2,580.00	71.67 %
<u>10-4710-1210</u>	FULL TIME SALARIES	114,000.00	116,020.00	4,435.60	116,019.03	0.97	0.00 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>10-4710-1220</u>	OVERTIME	10,000.00	8,800.00	0.00	8,355.77	444.23	5.05 %
<u>10-4710-1810</u>	SOCIAL SECURITY	9,600.00	9,600.00	339.32	9,508.74	91.26	0.95 %
<u>10-4710-1820</u>	RETIREMENT CONTRIBUTION	16,100.00	16,585.00	603.23	16,584.88	0.12	0.00 %
<u>10-4710-1830</u>	EMPLOYEE GROUP INS.	23,652.00	19,847.00	224.18	16,725.03	3,121.97	15.73 %
<u>10-4710-2120</u>	UNIFORMS	2,500.00	2,500.00	296.30	1,904.92	595.08	23.80 %
<u>10-4710-2311</u>	SAFETY	500.00	500.00	0.00	389.04	110.96	22.19 %
<u>10-4710-2510</u>	MOTOR FUELS & LUBRICANTS	1,500.00	500.00	0.00	0.00	500.00	100.00 %
<u>10-4710-2600</u>	SUPPLIES	33,000.00	38,000.00	5,211.88	37,637.36	362.64	0.95 %
<u>10-4710-3100</u>	TRAVEL-TRAINING	500.00	0.00	0.00	0.00	0.00	0.00 %
<u>10-4710-3520</u>	EQUIPMENT REP & MAINT	20,000.00	44,450.00	1,244.85	44,332.88	117.12	0.26 %
<u>10-4710-4410</u>	LANDFILL FEES / TOWN REFUSE	20,000.00	18,000.00	2,175.92	11,213.63	6,786.37	37.70 %
<u>10-4710-4501</u>	WORKERS COMP	6,000.00	6,000.00	123.07	3,646.85	2,353.15	39.22 %
<u>10-4710-4990</u>	MISCELLANEOUS	2,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>10-4710-6000</u>	CONTRACTS	6,000.00	16,100.00	615.44	14,582.41	1,517.59	9.43 %
<u>10-4910-1210</u>	FULL TIME SALARIES	183,900.00	183,900.00	8,472.06	112,804.44	71,095.56	38.66 %
<u>10-4910-1810</u>	SOCIAL SECURITY	14,100.00	14,100.00	647.40	8,620.28	5,479.72	38.86 %
<u>10-4910-1820</u>	RETIREMENT CONTRIBUTION	25,100.00	25,100.00	1,152.19	15,181.93	9,918.07	39.51 %
<u>10-4910-1830</u>	EMPLOYEE GROUP INS.	23,652.00	23,652.00	1,136.94	13,738.01	9,913.99	41.92 %
<u>10-4910-2120</u>	UNIFORMS	750.00	750.00	0.00	722.80	27.20	3.63 %
<u>10-4910-2600</u>	SUPPLIES	3,000.00	3,000.00	1,361.36	2,886.88	113.12	3.77 %
<u>10-4910-3100</u>	TRAVEL-TRAINING	3,500.00	3,500.00	0.00	2,982.95	517.05	14.77 %
<u>10-4910-3210</u>	TELEPHONE	720.00	720.00	60.00	720.00	0.00	0.00 %
<u>10-4910-3910</u>	LEGAL ADVERTISING	0.00	0.00	0.00	-275.00	275.00	0.00 %
<u>10-4910-4501</u>	WORKERS COMP	1,400.00	1,400.00	0.00	1,201.88	198.12	14.15 %
<u>10-4910-4910</u>	DUES AND SUBSCRIPTIONS	400.00	400.00	50.00	110.00	290.00	72.50 %
<u>10-4910-4930</u>	CODE ENFORCEMENT	60,000.00	63,930.00	2,910.70	38,073.83	25,856.17	40.44 %
<u>10-4910-4990</u>	MISCELLANEOUS	1,400.00	1,400.00	0.00	1,400.00	0.00	0.00 %
<u>10-4910-6000</u>	CONTRACTS	33,500.00	33,500.00	2,380.00	24,056.39	9,443.61	28.19 %
<u>10-4920-1210</u>	FULL TIME SALARIES	96,000.00	96,000.00	7,170.70	94,334.75	1,665.25	1.73 %
<u>10-4920-1810</u>	SOCIAL SECURITY	7,300.00	7,300.00	545.79	7,183.39	116.61	1.60 %
<u>10-4920-1820</u>	RETIREMENT CONTRIBUTION	12,900.00	12,783.00	975.22	12,731.13	51.87	0.41 %
<u>10-4920-1830</u>	EMPLOYEE GROUP INS.	7,884.00	8,001.00	662.20	8,000.47	0.53	0.01 %
<u>10-4920-2600</u>	SUPPLIES	1,000.00	1,000.00	30.27	475.97	524.03	52.40 %
<u>10-4920-3100</u>	TRAVEL-TRAINING	5,000.00	5,000.00	0.00	3,384.34	1,615.66	32.31 %
<u>10-4920-3210</u>	TELEPHONE	720.00	720.00	60.00	720.00	0.00	0.00 %
<u>10-4920-3910</u>	LEGAL ADVERTISING	20,000.00	20,000.00	0.00	5,973.11	14,026.89	70.13 %
<u>10-4920-4501</u>	WORKERS COMP	1,300.00	1,300.00	0.00	400.62	899.38	69.18 %
<u>10-4920-4910</u>	DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	0.00	560.63	1,439.37	71.97 %
<u>10-4920-4990</u>	MISCELLANEOUS	1,000.00	1,000.00	119.88	423.62	576.38	57.64 %
<u>10-4920-6000</u>	CONTRACTS	10,000.00	10,000.00	0.00	8,125.00	1,875.00	18.75 %
<u>10-4920-6100</u>	LOCAL SUPPORT	13,000.00	13,000.00	144.00	8,144.00	4,856.00	37.35 %
<u>10-4920-6920</u>	GRANT EXPENSES	15,000.00	15,000.00	5,000.00	7,500.00	7,500.00	50.00 %
<u>10-4920-8400</u>	REIMBURSEMENT OF SERVICES	-127,449.00	-127,449.00	0.00	0.00	-127,449.00	100.00 %
<u>10-6110-1210</u>	FULL TIME SALARIES	67,000.00	68,696.00	4,982.80	68,695.35	0.65	0.00 %
<u>10-6110-1260</u>	Salaries Part Time	18,000.00	18,324.50	1,352.64	18,323.80	0.70	0.00 %
<u>10-6110-1810</u>	SOCIAL SECURITY	6,500.00	6,584.00	478.57	6,583.97	0.03	0.00 %
<u>10-6110-1820</u>	RETIREMENT CONTRIBUTION	9,200.00	9,207.00	677.66	9,206.75	0.25	0.00 %
<u>10-6110-1830</u>	EMPLOYEE GROUP INS.	7,884.00	7,953.00	658.24	7,952.95	0.05	0.00 %
<u>10-6110-2600</u>	SUPPLIES	2,500.00	2,500.00	176.97	2,494.10	5.90	0.24 %
<u>10-6110-2700</u>	SUPPLIES - PROGRAMS	900.00	900.00	0.00	747.15	152.85	16.98 %
<u>10-6110-3105</u>	TRAVEL-TRAINING	2,000.00	1,510.00	1,153.22	1,508.22	1.78	0.12 %
<u>10-6110-3210</u>	TELEPHONE	720.00	720.00	60.00	720.00	0.00	0.00 %
<u>10-6110-3300</u>	PROPANE	1,000.00	0.00	0.00	0.00	0.00	0.00 %
<u>10-6110-3301</u>	UTILITIES-ELECTRIC	2,500.00	2,504.00	229.49	2,503.85	0.15	0.01 %
<u>10-6110-3520</u>	EQUIPMENT REPAIRS	700.00	0.00	0.00	0.00	0.00	0.00 %
<u>10-6110-4501</u>	WORKERS COMP	150.00	601.50	0.00	601.24	0.26	0.04 %
<u>10-6110-4990</u>	MISCELLANEOUS	1,600.00	1,154.00	33.17	715.41	438.59	38.01 %
<u>10-6110-5000</u>	CAPITAL OUTLAY	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>10-6110-5600</u>	BOOKS	11,000.00	11,000.00	1,430.96	9,700.66	1,299.34	11.81 %
<u>10-6110-6000</u>	CONTRACTS	13,400.00	13,400.00	0.00	12,711.76	688.24	5.14 %
<u>10-6110-6920</u>	GRANT APPROPRIATIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<u>10-6120-1210</u>	FULL TIME SALARIES	195,500.00	195,500.00	14,439.81	195,314.66	185.34	0.09 %
<u>10-6120-1260</u>	PART-TIME SALARIES	65,000.00	55,500.00	4,585.76	55,311.61	188.39	0.34 %
<u>10-6120-1810</u>	SOCIAL SECURITY	22,000.00	22,000.00	1,454.44	19,160.27	2,839.73	12.91 %
<u>10-6120-1820</u>	RETIREMENT CONTRIBUTION	28,000.00	28,000.00	1,963.82	26,289.80	1,710.20	6.11 %
<u>10-6120-1830</u>	EMPLOYEE GROUP INS.	23,652.00	23,652.00	1,968.14	23,779.89	-127.89	-0.54 %
<u>10-6120-1990</u>	INSTRUCTOR AND OFFICIAL FEES	65,000.00	44,500.00	5,645.00	44,488.00	12.00	0.03 %
<u>10-6120-2120</u>	UNIFORMS	11,000.00	11,000.00	849.70	8,869.33	2,130.67	19.37 %
<u>10-6120-2310</u>	MISC SUPPLIES-PROGRAM SUP	26,000.00	25,164.65	1,191.04	23,563.28	1,601.37	6.36 %
<u>10-6120-2312</u>	PROGRAM AWARDS	6,500.00	7,035.35	2,044.76	7,060.31	-24.96	-0.35 %
<u>10-6120-2600</u>	SUPPLIES	30,000.00	30,000.00	11,361.12	27,407.55	2,592.45	8.64 %
<u>10-6120-2650</u>	CONCESSION STAND FOOD	15,500.00	15,500.00	3,063.89	14,492.45	1,007.55	6.50 %
<u>10-6120-3100</u>	TRAVEL-TRAINING	6,000.00	6,300.00	0.00	6,105.07	194.93	3.09 %
<u>10-6120-3301</u>	UTILITIES-ELECTRIC	27,000.00	70,821.83	5,255.00	70,821.27	0.56	0.00 %
<u>10-6120-3520</u>	EQUIPMENT REP & MAINT	36,000.00	23,213.17	7,176.02	23,052.66	160.51	0.69 %
<u>10-6120-4501</u>	WORKERS COMP	9,000.00	7,965.00	0.00	4,949.00	3,016.00	37.87 %
<u>10-6120-4910</u>	DUES & SUBSCRIPTIONS	650.00	650.00	0.00	455.00	195.00	30.00 %
<u>10-6120-4990</u>	MISCELLANEOUS	1,000.00	1,000.00	0.00	693.86	306.14	30.61 %
<u>10-6120-6000</u>	CONTRACTS	20,554.00	20,554.00	3,685.69	17,247.51	3,306.49	16.09 %
<u>10-6120-6920</u>	GRANT APPROPRIATIONS	5,000.00	-3,612.28	0.00	-8,161.00	4,548.72	-125.92 %
<u>10-6120-6930</u>	THEATER WORK	500.00	500.00	0.00	0.00	500.00	100.00 %
Expense Total:		6,693,686.00	6,611,078.39	857,591.16	7,074,987.33	-463,908.94	-7.02%
Fund: 10 - General Fund Surplus (Deficit):		1.00	91,678.10	-348,668.51	-846,519.32	-938,197.42	1,023.36%
Report Surplus (Deficit):		1.00	91,678.10	-348,668.51	-846,519.32	-938,197.42	1,023.36%

Group Summary

Account Typ...	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	508,922.65	6,228,468.01	-474,288.48	7.08%
Expense	6,693,686.00	6,611,078.39	857,591.16	7,074,987.33	-463,908.94	-7.02%
Fund: 10 - General Fund Surplus (Deficit):	1.00	91,678.10	-348,668.51	-846,519.32	-938,197.42	1,023.36%
Report Surplus (Deficit):	1.00	91,678.10	-348,668.51	-846,519.32	-938,197.42	1,023.36%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
10 - General Fund	1.00	91,678.10	-348,668.51	-846,519.32	-938,197.42
Report Surplus (Deficit):	1.00	91,678.10	-348,668.51	-846,519.32	-938,197.42

Town Manager's Report

August 11, 2025

- Department Head Meeting
- Insurance Meeting for Employees
- Meeting with CMSD' Board of Directors who are Managers to Draft Ordinance for Consideration for CMSD
- Meeting with Dept. Head of Water & Sewer David Jones and Asst. Man. Stephen Smith for Research on Drafting Above Ordinance
- Attended Pitt County Mayor's Association Meeting in Bethel
- Attended Records Management Meeting
- Ayden Tax Base Grew over 6% from Last Year.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Pursuant to G.S. 143-318.11. (a) (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment.

Item Explanation

Staff Comments

Action Requested



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: August 11, 2025
Meeting Time: 6:30 PM

Agenda Item

Pursuant to G.S. 143-318.11. (a) (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Item Explanation

Staff Comments

Action Requested