



**TOWN OF AYDEN
GOVERNING BOARD MEETING
AGENDA**

December 8, 2025 - 6:30 PM
District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

- I. CALL TO ORDER
 - A. Call to order
 - B. Roll Call
 - C. Welcome Visitors/Protocol for Public Comment
 - D. Invocation
 - E. Pledge of Allegiance
 - F. Approval of the Agenda
- II. PUBLIC COMMENTS
- III. PRESENTATIONS
 - A. Board Comments, Swearing-In Ceremony, Reception
 - B. Appointment of Mayor Pro-tem
- IV. PUBLIC HEARING
- V. CONSENT AGENDA
 - A. Minutes from the MEETING Page 5
 - B. Proposed Budget Calendar - Fiscal Year 2026-2027 Page 17
 - C. Request by Ayden Police Department to utilize Assest Forefeiture Funds to purchase equipment. David Dempsey, Page 19
- VI. ACTION ITEMS
 - A. Approve Hazard Mitigation Grant Program Designation of Agent Resolution Rich Moore, Page 20
- VII. ITEMS FOR DISCUSSION
- VIII. INFORMATION
 - A. Staff Departmental Reports Page 30
- 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. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

XI. ADJOURNMENT

UPCOMING MEETINGS

The next government board meeting is scheduled for 01/12/2026.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 2025
Meeting Time: 6:30 PM

Agenda Item

Board Comments, Swearing-In Ceremony, Reception

Item Explanation

Staff Comments

Action Requested



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 2025
Meeting Time: 6:30 PM

Agenda Item

Appointment of Mayor Pro-tem

Item Explanation

Staff Comments

Action Requested



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

November 10, 2025 – 6:30 PM
District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

I. CALL TO ORDER

A. Call to order Mayor Ivory Mewborn called the meeting to order at 6:30pm

B. Roll Call

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

Excused: None

Absent: None

Also Present:

Stephen Smith, Interim Town Manager
Toni Heffner, Interim Town Clerk
Timothy Carraway, Town Attorney

C. Welcome Visitors/Protocol for Public Comment

Mayor Mewborn welcomed all guests, staff, and Board members

D. Invocation

Mayor Mewborn did the invocation

E. Pledge of Allegiance

Mayor Pro-tem Langley led the Pledge of Allegiance

F. Approval of the Agenda

Motion: Mayor Pro-tem Langley

Second: Commissioner Newell

Discussion: None

Approved: 5-0

Motion passed unanimously

II. PUBLIC COMMENTS

Mayor Mewborn opened the meeting for public comments, and he reminded the attendees of the protocol. The following people came forward:

Danna Inman of 4088 Pitt St: Ms. Inman shared her concern about the Town's Board and Staff lack of participation with the local schools. Ms. Inman stated that Board members and staff used to volunteer to work concessions and attend more school events, why is this no longer happening?

James Andrews of 4324 Magellan Ct: The field across from his house needs to be cut down. The burnt down houses

on Snow Hill looks like a jungle over there. Recycle pick up left shredded papers that fell out of the can into the street.

Sarah Coltrain of 524 Third St: Mrs. Coltrain gave a Main Street Update.

- Did inventory on Street Signs
- Applied for free facade design
- Updated Bylaws and Website
- On Tuesday, 11/19/25 at 3pm, Main Street and the Museum are having a tour of the Historic District of Ayden

Paula Loftin of 3789 Ernest Loftin Rd: Mrs. Loftin commended Stephen Smith on doing a great job as Interim Town Manager. Gave some Arts & Recreation Foundation plan updates.

Mayor Mewborn spoke about the Veteran's Day event coming up

Mayor Mewborn presented the Ayden-Grifton High School girls track team 4x400 relay State Champions with certificates of recognition

III. PRESENTATIONS

- A. Sanitary Sewer Asset Inventory and Inspection Project Update Rich Moore page 3
Rich Moore gave a power point presentation about the condition of the Town's sewer system

IV. PUBLIC HEARING

N/A

V. CONSENT AGENDA

- A. Resolution to Close Third St and Lee St for Christmas Town David Dempsey, page 47
B. Approve FY26 1st. Quarter Budget Adjustment Report Marsha Hall, page 49

Approval of the Consent Agenda

Motion: Mayor Pro-tem Langley

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously

VI. ACTION ITEMS

- A. Approval to Surplus Vehicles Marsha Hall, page 61
Motion: Commissioner Newell
Second: Commissioner Connor
Discussion: None
Approved: 5-0
Motion passed unanimously
- B. Approve FY26 Travel Guidelines Marsha Hall, page 61
Motion: Commissioner Newell
Second: Commissioner Davis
Discussion: None
Approved: 5-0

Motion passed unanimously

C. Ayden Fire Department - NC 102E Substation Property Lines

Stephen Smith, page 71

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 5-0

Motion passed unanimously

D. Requesting the approval for the Installation of Story walk added to the district park.

Rachelle Mondovich,

page 73

Motion: Commissioner Goff

Second: Commissioner Connor

Discussion: None

Approved: 5-0

Motion passed unanimously

VII. ITEMS FOR DISCUSSION

N/A

VIII. INFORMATION

A. Staff Departmental Reports

page 76

No questions or discussion

IX. BOARD MEMBER COMMENTS

Commissioner Goff - thanked citizens for involvement and participation on various Boards and Committees. Thanked Keith and Public Works for working hard and doing a good job. Take pride in our Town.

Commissioner Davis – Thanked everyone for coming out. Thanked for the past eight years of support.

Commissioner Newell – Thanked Coach/Comm. Davis for his service. Working on a \$5,000 Forestry training grant, and a \$300,000 grant to remove Hazardous trees.

Commissioner Connor – Thanked Coach/Comm. Davis for his service. Thanked all of her supporters for her re-election. Shout out to the Police and Recreation for the great Halloween event. Also spoke about the Policing council.

Mayor Pro-tem Langley - It's been an honor to work on the Board for the past eight years.

Mayor Mewborn – Thanked Commissioner Davis and Mayor Pro-tem Langley for their service, and everyone who voted.

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. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Motion: Commissioner Newell

Second: Commissioner Connor

Discussion: None

Approved: 5-0

Motion passed unanimously

After Closed Session discussion was complete there was a motion to return to open session.

Motion: Commissioner Newell

Second: Commissioner Davis

Discussion: None

Approved: 5 – 0

Motion passes unanimously

XI. ADJOURNMENT

Motion to Adjourn

Motion: Commissioner Goff

Second: Mayor Pro-tem Langley

Discussion: None

Approved: 5 – 0

Motion passed unanimously



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

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

I. CALL TO ORDER

A. Call to order

Mayor Ivory Mewborn called the meeting to order.

B. Roll Call

Interim Town Clerk Toni Heffner 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: None

Absent: None

Also Present: Stephen Smith – Interim Town Manager, Timothy Carraway – Town Attorney, Interim Town Clerk – Toni Heffner

C. Welcome Visitors/Protocol for Public Comment

Mayor Mewborn welcomed guests, staff and other Board members

D. Invocation

Commissioner Sarah Conner provided the invocation

E. Pledge of Allegiance

F. Approval of the Agenda

Mayor Pro-tem Langley wanted to add property maintenance under items for discussion

Commissioner Davis wanted to add monetary donation for Ayden-Grifton High School under items for discussion

Mayor Mewborn asked for approval of the agenda with the additions

Motion: Commissioner Connor

Second: Mayor Pro-tem Langley

Approved: 5-0

Motion passed unanimously

II. PUBLIC COMMENTS

No one signed up for public comments

III. PRESENTATIONS

A. Main Street Update

Sarah Coltrain, page 2

Sarah Coltrain provided an update that Main Street was given access to Placer.ai Board was given a packet that showed data of how many people come to Ayden, where they go and how long they stay.

IV. PUBLIC HEARING

A. Ayden Land Use Plan Update

Jamie Heath, page 3

Jamie Heath with the Mid-East Commission gave a presentation Land Use Plan Update

Mayor Mewborn Opened the Public Hearing, no comments, Mayor Mewborn Closed the Public Hearing

Commissioner Newell had questions about light industrial business

Commissioner Goff had questions about how do we maintain agriculture when owners are selling agricultural land for development? Stephen Smith answered that the Land Use Plan has strategies in place to keep agriculture land agricultural

Mayor Pro-tem Langley asked if there was rezoning allowed with the Land Use Plan?

Commissioner Goff would like to see the Town water maps

Interim Town Manager – Stephen Smith answered questions from the Board

Mayor calls for a motion to adopt the Land Use Plan

Motion: Mayor-Pro-tem Langley

Second: Commissioner Newell

Approved: 5-0

Motion passed unanimously

V. CONSENT AGENDA

NA

VI. ACTION ITEMS

A. Accept State Funding Offer – Galvanized & Cast Iron Waterline Replacement

Rich Moore, page 31

Town to get a half a million dollars to replace waterlines. There is a closing fee of \$10,000 contribution must be paid through the Town. This will start in the next fiscal year's budget.

Mayor Pro-tem Langley asked what the \$10,000 fee is for? Rich said it's for administration fees for State staffing.

Commissioner Goff asked, how much infrastructure has been replaced? Rich says about 30%

Mayor Mewborn asks for motion to accept funding

Motion: Mayor Pro-tem Langley

Second: Commissioner Connor

Approved: 5-0

Motion passed unanimously

B. Action on Pursuing Sale of Real Property

Stephen Smith, page 42

Stephen asking for a motion to Rescind August 11, 2025, and table items 2 and 3

Motion: Commissioner Newell

Second: Commissioner Goff

Approved: 5-0

Motion passed unanimously

- C. Resolution Approving Revised Pay and Classification Plan
To add the job of Planning Director back to the pay classification
Motion: Commissioner Newell
Second: Commissioner Goff
Approved: 5-0
Motion passed unanimously

VII. ITEMS FOR DISCUSSION

- A. Customer Service Policy Discussion
Mayor Pro-tem Langley asked about when a citizen is moving from a residence in Ayden to another residence in Ayden why does another account have to be established. Finance Director Marsha Hall explained that Utilities are billed in arrears. Mayor Pro-tem Langley wants to know if Tyler has a way to transfer. Marsha Hall is to check if Tyler has they ability to transfer account balances to new accounts.
Mayor Pro-tem Langley had questions about the payment drop box and cut off times. Mayor Mewborn said for Mayor Pro-tem Langley and Marsha Hall to discuss together.
- B. Property Maintenance
Mayor Pro-tem Langley brought up the issue of elderly citizens not being able to take care of property maintenance. Spoke about the possibility of Towns people having a Volunteer Committee to help assist with this.
- C. Monetary Donation for Ayden Grifton High School
AGHS won the Girls State Championship in the 4x400m. Commissioner Davis wanted to see if the Town could make a donation to help cover the cost of rings. The Town Attorney said the Town can donate funds for a public purpose, he believes the rings is too narrow of a purpose. The Attorney will check on this. Commissioner Davis is going to contact the Track coach to see exactly how much money is needed. The Finance Director and Interim Town Manager said that this was not budgeted for.

Mayor Pro-tem Langley,
page 55

VIII. INFORMATION

- A. Staff Departmental Reports
There were no questions or comments about staff departmental reports

page 56

IX. BOARD MEMBER COMMENTS

Commissioner Connor Thanked Staff and Public. Spoke about the 10th Anniversary of the Museum celebration and Bear Baldree's birthday.
Commissioner Newell stated that the Town did not get cleaned up only for the Collard Festival. Thanked everyone for coming.
Commissioner Goff thanked Keith Alligood and his crew for their work, things are looking better. Referenced the museum and the new mural and Bear Baldree's birthday and congratulate him for receiving the Long Leaf Pine Award. Recognized that Library Director Rachelle Mondovich is learning about digital literacy programs and that she was able to get her conference paid for by the State.
Commissioner Davis thanked everyone for coming out and thanked Ayden OFWB Church for the Staff lunch they provided.
Mayor Pro-tem Langley wished everyone Happy Columbus Day

Mayor Mewborn identified Mayor Baldree as a Legend. Ayden is on a new path, government moves slow.

Ms. Annie Mae Artis had her 98th birthday, she used to work for the Town

X. CLOSED SESSION
No Closed session

XI. ADJOURNMENT
Mayor Mewborn asked for a motion to adjourn the meeting
Motion: Commissioner Newell
Second: Mayor Pro-tem Langley
Approved: 5-0
Motion passed unanimously



**TOWN OF AYDEN
GOVERNING BOARD MEETING
MINUTES**

September 8, 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

HR Officer/Deputy Clerk Toni Heffner 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: None

Absent: None

Also Present: Stephen Smith - Interim Town Manager, Timothy Carraway – Town Attorney, HR Officer/Deputy Clerk – Toni Heffner

C. Welcome Visitors/Protocol for Public Comment

Mayor Mewborn welcomed staff, guests, and Board members

D. Invocation

E. Pledge of Allegiance

F. Approval of the Agenda

II. PUBLIC COMMENTS

Dana, behind her property the resident doesn't maintain their yard. This is causing animals to come into her yard. What can be done?

Sarah Coltrain gave a Main Street Update on Historic District has 422 parcels and Hometown pride, displaying flags for the Collard Festival.

III. PRESENTATIONS

A NC League of Municipalities - AIM Certification Presentation by Sharon Edmundson, Director of Municipal Finance NCLM.

Sharon Edmundson, Page 3

AIM program completion by the Finance department, Ms. Edmundson presented Marsha Hall and ReNeasha Sparrow with Certificates. Former Town Manager Scott Howard also completed the program.

IV. PUBLIC HEARING

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

Stephen Smith, Page 4

Mayor Mewborn opened the Public Hearing, there were no comments, Mayor Mewborn Closed the hearing

Motion: Mayor Pro-tem Langley

Second: Commissioner Newell

Approved: 5-0

Motion unanimously passed

V. CONSENT AGENDA

A. Minutes from the 06/23/2025 Special Called Budget Workshop meeting, the 08/11/2025 Regular and Closed Session Meetings, and the 08/15/2025 Special Called Closed Session Meeting.

Page 15, Page 37

Motion: Commissioner Goff

Second: Mayor Pro-tem Langley

Approved: 5-0

Motion passed unanimously

VI. ACTION ITEMS

A. Review/Appoint Jerry Cox - Planning Board Reappointment Application

Stephen Smith, Page 55

Motion: Mayor Pro-tem Langley

Second: Commissioner Davis

Approved: 5-0

Motion passed unanimously

B. CMSD Board Appointment

Commissioner Newell was appointed to be on the CMSD Board after Commissioner Langley rotates off the Board

Motion: by council member

Second: by council member

Approved: 5-0

Motion passed unanimously

C. Lawn Mower Items

Motion to purchase: by council member

Second: by council member

Approve: 5-0

Motion passed unanimously

VII. ITEMS FOR DISCUSSION

No Items for Discussion

VIII. INFORMATION

A. Staff Departmental Reports

No questions on staff departmental reports

IX. BOARD MEMBER COMMENTS

Collard Festival comments were good, and it was well attended

X. 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.

Motion: Commissioner Connor

Second: Commissioner Goff

Approved: 5-0

Motion passed unanimously

XI. ADJOURNMENT

Per Town Attorney Tim Carraway, upon returning to open session the motion to adjourn was made.

Motion: Commissioner Goff

Second: Commissioner Connor

Approved: 5-0

Motion passed unanimously

The next regular meeting of the Governing Board is set for 13 Oct 2025.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 2025
Meeting Time: 6:30 PM

Agenda Item

Proposed Budget Calendar - Fiscal Year 2026-2027

Item Explanation

The Governing Board reviews the proposed Budget Calendar for the upcoming year, if approved, adopts the proposed schedule.

Staff Comments

No staff recommendations.

Action Requested

Motion to adopt the Budget Calendar for Fiscal Year 2026-2027, as written.

TOWN OF AYDEN

Tentative BUDGET CALENDAR
FISCAL YEAR - 2026-2027

Budget Preparation Step	Date
Adoption of Budget and CIP Calendar☐	Monday, December 8, 2025
Department Heads Submit CIP Requests	Monday, January 5, 2026
Review of CIP requests with Manager and Finance Director	Monday, January 19, 2026 - Friday, January 30, 2026
Department Heads Given Budget Spreadsheets/Instructions	Wednesday, February 4, 2026
Department Heads Submit Budget Requests	Friday, February 20, 2026
Town Manager and Finance Director review budget request and prepare recommendations	Monday, March 9, 2026 - Friday, April 3, 2026
Submit recommended 2026 - 2027 CIP and budget to Town Board	Monday, April 13, 2026
Budget Workshop with Board	Thursday, April 23, 2026
Public Hearing	Monday, May 11, 2026
Budget Workshop with Board (if needed)	Thursday, May 14, 2026
Budget Adoption	Monday, June 8, 2026
Fiscal Year Begins	Wednesday, July 1, 2026



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 2025
Meeting Time: 6:30 PM

Agenda Item

Request by Ayden Police Department to utilize Asset Forfeiture Funds to purchase equipment.

Item Explanation

Ayden Police Department request to use \$19,365.00 dollars in asset forfeiture funds to purchase ballistic plates for officers. The plates will supplement the current bullet-proof vest they currently wear. Staff supports using these funds to purchase this needed safety equipment for the officers. Authorize the Police Department to use asset forfeiture funds to purchase equipment.

Staff Comments

Action Requested



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 2025
Meeting Time: 6:30 PM

Agenda Item

Approve Hazard Mitigation Grant Program Designation of Agent Resolution

Item Explanation

The Town has been actively pursuing financial assistance to address drainage needs along Snow Hill Road, in Kennedy Estates Subdivision, and in Montclair Subdivision. Original effort was invested in the Building Resilient Infrastructure and Communities (BRIC) program sponsored by the Federal Emergency Management Agency (FEMA) and administered through the North Carolina Department of Public Safety. The Town's preapplications were processed to a point of potential formal application submittal when the Federal Government cancelled the BRIC program.

In an effort to help communities who were seeking funds, the Department of Public Safety notified communities that their BRIC applications could be transitioned into the State's Hazard Mitigation Grant Program (HMGP). This required special provisions for Ayden as HMGP eligibility is based on North Carolina Counties with active disaster designations (only County east of Raleigh with a current designation is Nash County due to 2023 tornado event). Ayden's three (3) pre-applications were advanced through the HMGP process. Based on a November 1 application submittal, Ayden has been advised that the Snow Hill Road application has advanced for further consideration.

As a next step in the HMGP process, the Town must adopt a "Designation of Agent" resolution. In support of consideration, the following exhibits are provided for Board review and consideration:

- Designation of Agent Resolution (HMGP formatted)
- HMGP application budget
- HMGP scope of work

Staff Comments

Action is to approve Hazard Mitigation Grant Program Designation of Agent Resolution.

Action Requested

Approve Designation of Agent Resolution.

**RESOLUTION
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management**

Organization Name (hereafter named Organization) Disaster Number DR-4827
Town of Ayden

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): N/A

Applicant's Fiscal Year (FY) Start: 2025 Month: July Day: 01

Applicant's Federal Employer's Identification Number: 56 - 6001170

Applicant's Federal Information Processing Standards (FIPS) Number: 37-02840

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Stephen Smith	Agent's Name
Organization Town of Ayden	Organization
Official Position Interim Town Manager	Official Position
Mailing Address P.O. Box 219	Mailing Address
City, State, Zip Ayden, NC 28513	City, State, Zip
Daytime Telephone (252) 481-5826	Daytime Telephone
Facsimile Number (252) 746-7001	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and **the assurances printed on the reverse side hereof**. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.

PASSED AND APPROVED this day of , 20 25

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Ivory Mewborn, Mayor	Name Toni Heffner
Name and Title	Official Position Interim Town Clerk
Name and Title	Daytime Telephone (252) 481-5824

CERTIFICATION

I Toni Heffner , (name) duly appointed and Interim Town Clerk (title) of the Governing Body, do hereby certify that the above is true and correct copy of a resolution passes and approved by the Governing Body of (organization) on the day of , 20 25

Date: Signature: _____

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

I. Executive Summary

The Town of Ayden is requesting \$325,000 to address a critical drainage need along Snow Hill Road (east of NC 11), a primary traffic corridor that provides connectivity to the Town’s downtown residential housing. Improvements are needed to mitigate re-occurring localized flooding that impacts side properties and encroaches on residential homes in a neighborhood neither located within a floodplain or located near a surface water. Proposed scoping does not represent routine maintenance but addresses observed failure of existing drainage assets to mitigate future events that will result in displacement of residents.

II. Problem Statement

The Town of Ayden is located in southern Pitt County. Included in the Neuse River Basin, flooding concerns within Town did not become a problem until 1999’s Hurricane Floyd. Re-assessment of floodplain boundaries following Hurricane Floyd included the Town’s participation in Pitt County’s multi-jurisdictional hazard mitigation plan. Tropical events since Hurricane Floyd (to include intense non-tropical rainfall events) have resulted in increased local flooding. Increased frequency of local flooding has contributed to failure of existing drainage infrastructure assets.

Within the Town’s southwestern corporate limits, intense rainfall events overwhelm existing dilapidated drainage infrastructure and flood open space properties. The Town has a critical need for open channel restoration, cleaning/grubbing critical outlets, and re-grading open drainage ditches to allow stormwater flow to drain from the Town. Current conditions (flooding) impacts emergency services as flooded streets become impassable by police/fire/rescue/public service vehicles. Localized flooding also further degrades existing failed drainage infrastructure components and contributes to inflow/infiltration into sanitary sewer collection system assets.

III. Project Overview

The Town proposes to address critical drainage needs to mitigate further (future) localized flooding by cleaning/restoring 2,000 LF of open channel drainage assets, replacing a key large diameter drainage pipe that is at insufficient grade (reverse grade contributing to backup of stormwater flows), and replacing/improving drainage pipe crossings of Snow Hill Road (to expedite collection and distribution of stormwater runoff). Completed improvements will mitigate observed flooding conditions, protecting residential homes and public infrastructure.

IV. Location & Site Description

Scoping is confined within a section of Snow Hill Road between NC 11 and Juanita Street. Storm water is currently discharged to existing ditches adjacent to NC 11 (NC Department of Transportation Road).

Project scope is represented by 2,000 LF of open channel restoration, replacement of 110 LF of 48” drainage piping, and replacement/addition of 120 LF of 24” drainage piping. The project area has been impacted by the construction of the Southwest Bypass (NC 11) which included an elevated highway that crossed original drainage channels and filling of an original drainage outlet ditch/canal (timeline of filling unknown). Increased runoff and natural erosion has added debris into channels, preventing positive drainage flow. Standing water contributes to excessive vegetation growth, further impeding the natural drainage flow. Local residents have expressed concern regarding observed flooding conditions. The Town has engaged with local citizens and property owners to organize stakeholders to plan and implement long-term improvements to restore drainage patterns and eliminate observed localized flooding.

Existing problems contributing to local flooding include the following:

- Existing channels are partially blocked from excessive vegetation growth
- Heavy siltation/debris in ditches/channels is such that drainage flow is restricted.
- Existing corrugated metal pipes crossing Snow Hill Road are failing.
- Existing channels have improper grades/slopes (reverse grades in some areas) such that drainage flow is impeded.

V. Detailed Scope of Work

Ayden proposes the following improvements:

- **Clearing, grubbing and regrading approximately 2,000 LF of existing open channels to restore positive flow.**
- **Replacement of approximately 110 LF of 48” RCP piping at existing crossing of Magellan Court that is currently at reverse grade and partially blocked with new piping at improved grades to accommodate positive drainage flows.**
- **Replacement of approximately 120 LF of 24” RCP piping crossing Snow Hill Road with new piping at improved grades. Existing piping is failing, is blocked with debris, and is blocking drainage flows, contributing to stormwater backing up in upstream streets and properties.**
- **Supporting Site Improvements**

The proposed project aims to reduce environmental risks and mitigate future damages to residential homes.

VI. Technical Specifications/Mitigation Measures

The Snow Hill Road traffic corridor within Ayden is a key connector to the North Carolina Department of Transportation (NCDOT) maintained NC Highway 11. Current hydraulics convey stormwater within existing roadside ditches and driveway pipes to a connecting outfall canal that is adjacent to NCDOT NC 11 drainage assets. The corridor area is an urban community represented by residential housing with some mixed-use commercial facilities. Hydraulically, existing assets should be capable of managing precipitation and watershed characteristics. Evaluation of the project area notes that existing canals, driveway pipes and road crossing pipes are impeded by heavy buildup of debris. Flow carrying capacity of existing assets is currently less than 30% of normal flow capability (normal assumed to be a condition when pipes are capable of flowing full).

The existing driveway pipes and road crossing pipes are failing, a likely result of age. With minimal ground cover available, pipes are proposed to be replaced with reinforced concrete piping, which provides the structural integrity and weight to maintain drainage flows. Existing ditches will be regraded to correct slope deficiencies to allow positive flow while maintaining an instantaneous velocity to avoid scouring of ditch banks and removal of natural vegetation.

The current observed poor performance of drainage assets in the project area are not a product of inadequate size/capacity, but are a result of failures of existing aged assets. The Town recognizes the impact of failed assets on upstream properties and desires to move forward with improvements in an effort to proactively address concerns before an event results in direct damage to a residential home..

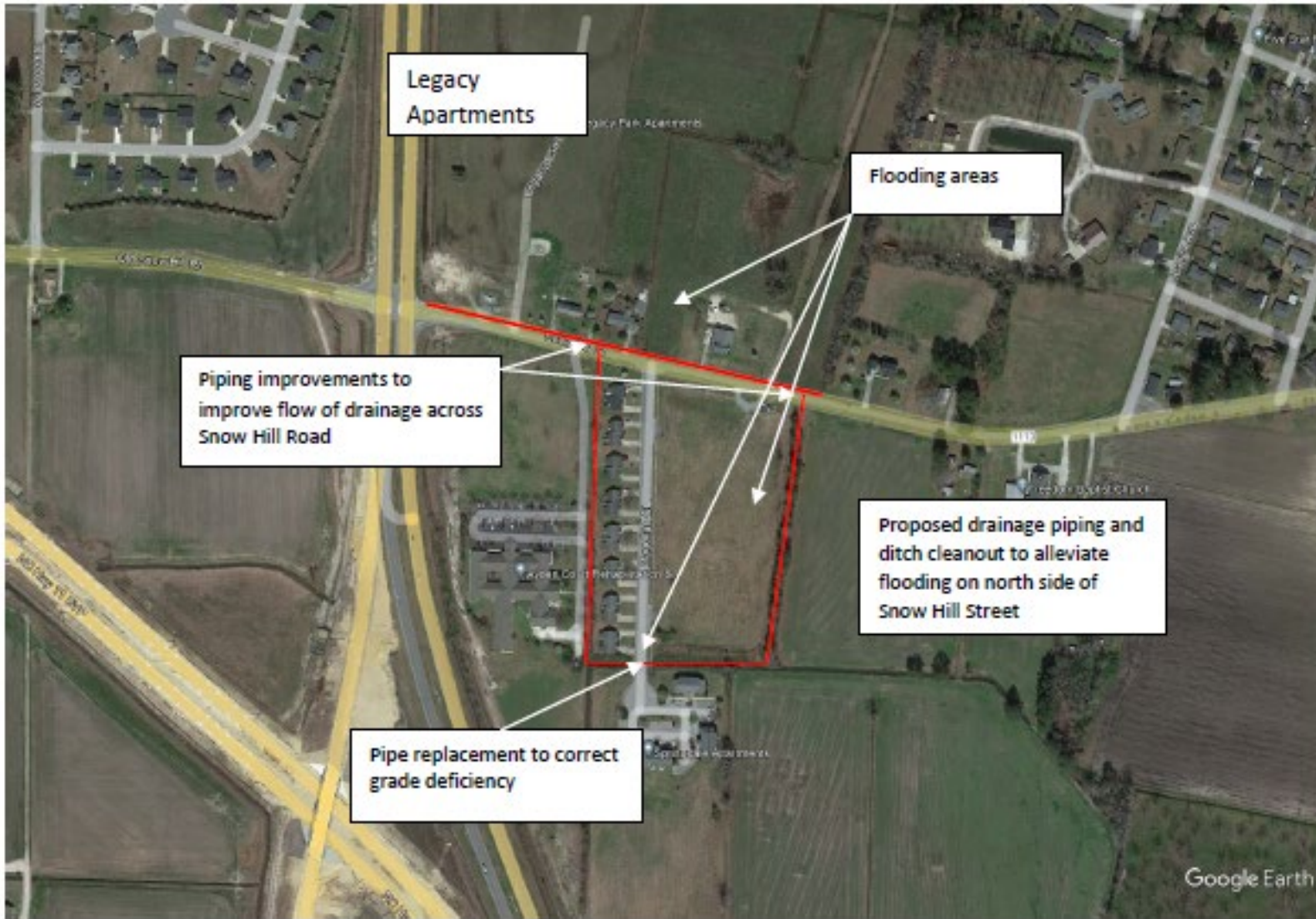
VII. Operations, Maintenance & Monitoring

The Town has a professional public works department that is capable of inspecting, cleaning, and maintaining drainage assets. The Town's public works department works closely with the NC Department of Transportation to evaluate and prioritize operational requirements along State-maintained drainage ditches.

VIII. Deliverables List & Completion Criteria

Project scope represents restoration of existing open channels. Based on location and existing conditions, scoping will include:

- Wetland restoration
- Perineal stream restoration
- Open channel restoration



ATTACHMENT 4 – BUDGET NARRATIVE
HAZARD MITIGATION GRANT APPLICATION
SNOW HILL ROAD AREA DRAINAGE MITIGATION
TOWN OF AYDEN

I. Budget Summary

A line item construction cost estimate is provided, broken down by construction, engineering and administration activities. Construction costs are based on proposed construction and market prices. It is noted that increased utility construction work volume resulting from the American Rescue Plan Act (ARPA) has resulted in escalating costs. With a deadline of expenditure of December 2026, the construction market will hopefully stabilize with increased contractor availability.

Engineering costs are based on the Environmental Protection Agency standard fee curve. Administrative costs are linked to anticipated newspaper advertisement fees and legal expenses (related to contract review).

II. Detailed Line-Item Budget

Item	Description	Unit	Quantity	Price	Amount
<i>Construction Costs</i>					
1	24" RCP Storm Drainage	LF	120	\$150.00	\$18,000.00
2	48" RCP Storm Drainage	LF	110	\$250.00	\$27,500.00
3	Break, Remove, Replace Asphalt	SY	50	\$60.00	\$3,000.00
4	Break and Remove Existing Concrete	SY	10	\$75.00	\$750.00
5	Asphalt Milling	SY	130	\$50.00	\$6,500.00
6	Asphalt Resurfacing	SY	140	\$50.00	\$7,000.00
7	Clearing and Grubbing	LS	1	\$50,000.00	\$50,000.00
8	Ditch Cleanout/Excavation	LF	2,000	\$40.00	\$80,000.00
9	Borrow	CY	200	\$50.00	\$10,000.00
10	Rip Rap	SY	80	\$100.00	\$8,000.00
11	Seeding	LS	1	\$7,500.00	\$7,500.00
12	Construction Stakeout	AL	1	\$3,000.00	\$3,000.00
	Subtotal				\$221,250.00
13	Contingency				\$21,950.00
14	Construction Administration				\$18,800.00
15	Construction Observation				\$19,900.00
	Subtotal Construction				\$281,900.00
<i>Engineering Costs</i>					
16	Engineering Design				
	- Engineering				\$28,600.00
17	Permitting				\$2,000.00
18	Land Surveying Cost				\$6,000.00
	Subtotal Engineering				\$36,600.00
<i>Administration Costs</i>					
19	Legal Costs				\$3,500.00
20	Other - Reimbursables				\$3,000.00

	Subtotal Administration				\$6,500.00
	TOTAL PROJECT COST				\$325,000.00
	TOTAL FUNDING REQUEST				\$325,000.00

III. Narrative Justification

Cost information is based on historical market pricing for comparable work in eastern North Carolina. Ultimately, construction will be based on unit price bid from a low bidder.

IV. Cost Reasonableness & Basis of Estimate

Project cost is felt to be reasonable and basis of estimate fair based on market pricing.

V. Cost Share and Funding Source

Federal	\$243,750.00
State	\$81,250.00
TOTAL	\$325,000.00

VI. Pre-award Costs

There are no project pre-award costs.

VII. Ineligible/Non-Allowable Cost

There are no ineligible/non-allowable costs. Any ineligible costs shall be paid outside of the project with Owner funds.



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 2025
Meeting Time: 6:30 PM

Agenda Item

Staff Departmental Reports

Item Explanation

Staff Comments

Action Requested

MEMORANDUM

TO: Stephen Smith, Interim Town Manager

FROM: David Dempsey, Chief of Police

CC: Board of Commissioners

DATE: December 01, 2025

SUBJECT: POLICE DEPARTMENT MONTHLY REPORTS –

Date	Incident Type	Location	Suspect	Ward
11/01/2025	Damage to Property	Legacy Park	Juvenile	2
11/03/2025	Larceny	Food Lion	Dvonta Ross	3
11/03/2025	PWISD Cocaine			999
11/07/2025	Communicating Threats	370 Planters St	Larlie Darden	5
11/10/2025	Larceny	Mlk/Sixth	Unknown	1
11/11/2025	Possession of Firearm by Felon	NC 11/Snowhill	Roger Mayo	1
11/12/2025	Carrying Concealed Gun	4 th /Washington	Du'Quarius Taylor	4
11/12/2025	Damage to Property	640 Club Dr	Unknown	2
11/15/2025	DWI	NC11/Jolly	Shauntell Foster	3
11/16/2025	Attempted Robbery	3709 Dover St	Sergio Cox	3
11/18/2025	RDO	Juanita/Englewood	Tamia Cannon	3
11/18/2025	PWISD Cocaine			999
11/18/2025	Trafficking Heroin			999
11/20/2025	Larceny	Food Lion	Unknown	3
11/21/2025	Trafficking Fentanyl	NE College ST	Steven Suggs	2
11/21/2025	Urinating in Public	US Mini Mart	Joseph Gardner	5
11/21/2025	Possession of Cocaine	NE College	Rashad Jones	2
11/21/2025	B&E of Motor Vehicle	4217 SE College	Unknown	1
11/22/2025	Flee/Elude	East/6 th	Dennis Whitaker	1
11/23/2025	Assault by Strangulation	669 Club Dr	Luis Maldonado	2
11/24/2025	Breaking & Entering	3924 A Sunset	Unknown	3
11/25/2025	Breraking & Entering	36 B West Barwick	Taybron Rayheem	5

11/26/2025	Breaking & Entering	Smoke Zone # 2	Unknown	3
11/27/2025	Possess Marijuana	NC 11 & Old 11	Ja'Kayla Arrington	5
11/29/2025	PWISD Sch VI	Ormond/Joyner	Ja-Mik Garris	5



Town of Ayden North Carolina

Governing Board of Ayden
Meeting Date: December 8, 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. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Item Explanation

Initial discussions on Project Endurance

Staff Comments

Action Requested