

Edenton Town Council Minutes  
Committee Meeting  
February 28, 2022

The Edenton Town Council met on Monday, February 28, 2022 at 6:00 p.m. in the Council Chambers for committee meetings. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Roger Coleman, Councilman Hackney High, Councilman Craig Miller and Councilman Roscoe Poole. Absent was Councilman Samuel Dixon.

Mayor Jimmy Stallings called the meeting to order.

The Administrative Committee had three items on the agenda.

Councilman High stated that the first item was the Open Burning Ordinance.

Councilman High explained that Fire Chief Billy Bass has drafted official language for addition to the Town's Code of Ordinances regarding open burning with the Town Limits and its expanded ETJ. This addition to the ordinance because it was discovered that the Town of Edenton does not currently have any official language within the Town Ordinance regarding open burning within the city limits.

Fire Chief Bass reports that residents will commonly abide when requested to stop, if the Fire Department is dispatched. Chief Bass worked with the local Forestry Ranger Rick Long and the local NC Forest Service Law Enforcement Agent David LaFon to help draft language for the Town Ordinance. The will be added to Title IX Chapter 92 Section .15.

It was recommended this item be placed on the regular meeting agenda for March.

Councilman High stated that the second item was the Administration Policy.

Councilman High stated that the Town Manager has been meeting with all Department Heads to review and discuss any concerns or obstacles each Department is facing and to help identify what corrective actions are needed to improve these problems. It was discovered that an official Administration Policy was needed to include Town policies that are not included in the 2017/2018 personnel policy and these items are all adopted policies that the Town follows for employees.

The Administration Policy will be an independent document. The Table of Contents for the document was included in the packet. The first item that needed approval was the amendment to Section 7 (Residency Requirements) due to the hiring of a new Public Works Director. It was explained that this document will continue to have revisions added over the upcoming months as additional revisions are finalized.

It was recommended this item be placed on the regular meeting agenda for March.

Councilman High stated that the last item was the Department of Commerce Building Reuse Grant Application.

Councilman High stated that Destination Downtown Edenton in conjunction with the Town of Edenton and "Down and Out East Investments, LLC" (Joe & Stephanie Wach, Dawson Tyler) intend to apply for a

“Building Reuse Grant” through the Department of Commerce. The intent is to renovate the former “Conger Building” into the future “Herringbone on the Waterfront” Restaurant. Down & Out East are requesting \$25,000 from the grant program. Down & Out East intend to invest over \$750,000 of their own investment into the project.

Councilman High explained that the Dept. of Commerce requires the unit of Local Government to provide a 5% cash match to the project. DDE & Down and Out East Investments respectfully request that Council approve the cash match in the amount of \$1,250 for the project.

It was recommended this item be placed on the regular meeting agenda for March.

The Finance Committee had four items on the agenda.

The first item was the Town of Edenton Corrective Action Plan FY 20/21.

Corey Gooden, Town Manager explained that the Corrective Action Plan is a new requirement by the LGC beginning with the FYE2021 audit under the NC Administrative Code 20 NAC 03.0508. In the past the Town Manager would respond to any corrective action that needed to be implemented and the auditor would file with the LGC. The new code states the governing body should be notified of any findings and/or indicators of concern and submit a corrective plan of action with the LGC within 60 days of the auditor's presentation. This plan outlines the corrective action(s) that needs to be implemented based on findings and/or items that the auditor feels needs to be addressed by council that will eliminate future findings.

It was recommended this item be placed on the regular meeting agenda for March.

The second item was the Budget Amendment for the Eden Street Parking Lot Paving.

Corey Gooden, Town Manager explained that the Town owns the parking lot on Eden Street behind the bank building. The Eden Street parking lot has been made a priority and Interim Public Works Director David Myers solicited 3 bids for the project. These bids include removing all old asphalt, repairing the base, complete resurfacing, and painting all parking markings.

Corey Gooden, Town Manager noted that Virginia Smith, Finance Director identified that the Towns Sales Tax Revenue is currently 12% over the projected eight (8) month budget and these funds can be used to pay for the parking lot improvements. The low bid came in for \$41,764.80 from R.C. Paving & Son LLC.

The third item was a resolution for the Town of Edenton Harbor Town Ferry Project.

It was recommended this item be placed on the regular meeting agenda for March.

Virginia Smith, Finance Officer reported that as part of the acceptance of the \$5,000,000 Grant the Town of Edenton received from the NC General Assembly for the Harbor Town Ferry Project, the Town Council is required to formally approve the resolution for the project.

It was recommended this item be placed on the regular meeting agenda for March.

The last item was the budget amendment for the Harbor Town Ferry project.

Virginia Smith, Finance Officer stated that the Town of Edenton has received a \$5,000,000 grant to assist with the implementation of the Harbor Town Ferry infrastructure and facility upgrades as well as day to day operations. This ferry system will promote not only tourism for Edenton but will help attract long term residents and new businesses. The ferry will allow short day trips between Columbia, Edenton, Elizabeth City, Hertford, and Plymouth. The ferry will also include a separate dining/excursion ferry that would be available for reunions, weddings, etc.

It was recommended this item be placed on the regular meeting agenda for March.

The Utilities Committee had one item on the agenda.

Councilman Bond stated that the item for discussion was the 2022 Engineering Services Contract and Per Diem Rate.

Corey Gooden, Town Manager stated that Town Staff received the 2022 Engineering Services and Per Diem Rate Schedule from Progressive Engineering Consultants, Inc. This Engineering group is used by the Town's Electric Department for any engineering improvements on the Towns Electric Grid and/or Substation.

It was recommended this item be placed on the regular meeting agenda for March.

The Public Works Committee had two items on the agenda.

Councilman Miller stated that the first item was the Water Service Shut Off/On Amendment for the Town Ordinances Title IX Chapter 94, Section .051.

Councilman Miller stated that a request was received from the Interim Public Works Director, David Myers for a revision to the Town of Edenton Town Ordinance language. The revision was simply a clerical effort to draft language that is consistent with "established" practices within the Town regarding water meter service shut offs and turn ons from Public Works. The following revision is requested to be included in Title V Chapter 51 Section .051: WATER CUT OFF/ON- \$0 DURING WORKING HOURS, \$50 FOR AFTER HOURS PER CALL.

Councilman Miller stated that the second item was the Special Collections Amendment for Title V, Chapter 51, Section .043.

Councilman Miller stated that a request was also received from the Interim Public Works Director, David Myers for a revision to the Town of Edenton Town Ordinance language. The revision was simply a clerical effort to draft language that is consistent with "established" practices within the Town regarding special collections from Public Works. The following revision is requested to be included in Title IX Chapter 94 Section .043:

- WHITE GOODS- \$25 PER ITEM
- MATTRESSES- \$25 PER MATTRESS
- FURNITURE- \$25 PER ITEM, UNLESS SMALL ENOUGH TO BE PICKED UP BY ONE PERSON
- YARD DEBRIS-\$25-\$100, DEPENDING ON SIZE, QUANTITY OF LOAD AND EQUIPMENT
- EXTRA DUMPSTER FEE- \$30 FOR MORE THAN THE REQUIRED DUMP PER WEEK

There being no further items on the agenda, the meeting was adjourned.