

Edenton Town Council Minutes
Special Meeting
July 24, 2023

The Edenton Town Council met in special session on Monday, July 24, 2023 at 6:00 p.m. in the Council Chambers. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Roger Coleman, Councilman Aaron Coston, Councilman Samuel Dixon, Councilman Hackney High and Councilman Craig Miller.

Mayor Jimmy Stallings called the meeting to order.

East King Street Parking Designation

Corey Gooden, Town Manager stated that additional parking has been requested for the 100 block of East King Street. There is currently an old loading zone that was no parking when the carpet & appliance store was in business and now that several new businesses are on East King it is time to improve the parking area. He stated that improvements would include 53 feet of no parking to give cars headed to Broad Street off East King a place to pull over for the stop light. He stated that there will be spaces for 10 parking spaces and stated that all parking spaces will be 7 feet wide; the first two spots will be 20 feet long including a new handicap parking spot in the second spot due to an existing concrete ramp that will be marked no parking. This will be about 5 feet long for customers, residents or a wheelchair to access the sidewalk area. The next eight spots will be 22 feet long for larger vehicles and all spaces will be repainted.

Councilman Miller made a motion to approve the parking improvements for East King Street. Councilman Coleman seconded the motion. The motion carried unanimously.

Budget Amendment-Year End FY 2022/23

Corey Gooden, Town Manager stated that adjustments were necessary to bring the budget into compliance with the LGC requirements.

It was noted that in the General Fund, an increase of \$58,000 is necessary to balance the Police Department budget. Staff recommends increasing the Sales Tax Collection to offset as the revenue recognized is just over 20% more than budgeted. The Police Department retirement account was over budget due to the increase in Salaries/Wages and Overtime that was not anticipated at the beginning of the budget year. Maintenance & Repair of Building was over budget due to HVAC repairs & surveillance camera repairs. Fuel & Oil was over budget due to the increase in vehicles utilized & the increased cost of fuel. Surveillance Equipment was over budget due to the cost of the license plate reader.

It was noted that in the Electric Fund, an increase of \$125,000 is necessary due to the increase of Power Purchased.

It was noted that in the Airport Fund, an increase of \$50,250 is necessary. A \$10,000 revenue recognition for the Sale of Airport Timber not received before Year End as well as an increase of \$38,750 in fuel sales is recommended. AV Fuel revenue is 10% higher than budgeted & Jet Fuel 49% higher. Staff also recommends a transfer from the Salaries/Wages account to offset cost of Maintenance/Repair of

Fleet & Equipment. This adjustment is necessary due to increase cost of fuel and the purchase of a security system for the hangar area and runways.

Councilman Dixon made a motion to approve the budget amendment for Fiscal Year 2022/23 as presented. Councilman Coston seconded the motion. The motion carried unanimously.

Budget Amendment-Airport Hanger Taxi-Lane Grant

It was noted that the Division of Aviation awarded the Northeast Regional Airport a second grant for \$56,549 for the continuation of the Hangar Taxi-lane project. This funding will allow Talbert & Bright, project engineers, to begin the design, permitting & bidding process of this project.

Councilman Miller made a motion to approve the budget amendment. Councilman Dixon seconded the motion. The motion carried unanimously.

Budget Amendment-DEQ Division of Waste Management Grant-Recycling Trailer

Corey Gooden, Town Manager stated that the Town of Edenton was awarded a \$40,000 grant from NC DEQ Division of Waste Management to aide in the purchase of the recycling trailer. This budget amendment will allow the Public Works Director to issue the PO for purchase. The recycling program is slated to return in fall of 2023 (targeting October).

Councilman Coleman made a motion to approve the budget amendment. Councilman Bond seconded the motion. The motion carried unanimously.

Website Domain Change-Form Letter

Corey Gooden, Town Manager stated that at the request of Cordell Palmer, Chowan County IT Director and Tyler Newman, PIO the Town of Edenton will switch from a .com website address to a .gov website address. This request is made for security reasons and as part of the website redesign update. A form letter is necessary for the Chowan County IT Director to work with Verisign, Inc., that hosts .gov website domains on behalf of the U.S. General Services Administration to provide the Town of Edenton with a .gov web address. The change to .gov addresses by municipalities has been encouraged by state and federal leadership for some time and will provide us with better security on the Town's website. The proposed new address will be townofedentonnc.gov, The domain name will not change until the launch a newly updated website.

Councilman High made a motion to approve the website domain change. Councilman Coleman seconded the motion. The motion carried unanimously.

Contract Agreement-CivicPlus-Website Design

Corey Gooden, Town Manager stated that the Master Services Agreement is the contract between the Town of Edenton and CivicPlus (a municipal website developer). CivicPlus has been recommended by Town staff to provide the Town with website development services. They will work closely with us and assist with an overhaul and redesign of our Town webpage. The Public Information Officer has been working with CivicPlus and other website providers since May and approval of this agreement is one of the final steps before we can begin work. The Town Attorney is in final talks with the group about any agreement updates.

Councilman Miller made a motion to approve the contract agreement. Councilman Dixon seconded the motion. The motion carried unanimously.

Award Letter-Wastewater Treatment Plant Renovations (Phase I)

Corey Gooden, Town Manager stated that as part of the funding and project requirements for the Wastewater Treatment Renovations (Phase I) project, the Town of Edenton must formally award the project to the selected Contractor, Peter's and White Construction Company. The normal/typical process for award approval was delayed due to initial contractor pricing amounts and the need for a revised USDA funding packet for this project price overage.

After negotiations, the project was reduced from \$13,348,106 to \$8,199,000. This pricing was considered and included in the USDA lending packet approved on June 13, 2023 (total funding amount of \$11,143,000 {= \$5,955,000 loan / \$5,188,000 grant}). There is a contingency that this is pending LGC funding approval on August 1, 2023.

Councilman High made a motion to approve the project award to Peters and White Construction Company. Councilman Coston seconded the motion. The motion carried unanimously.

Board and Commissions Reappointments

Dewayne Whealton, Assistant Town Manager stated that the following Board and Commissions reappointments are recommended for approval:

- Preservation Commission: Reappointment of Tom Newbern for third term
- Board of Adjustments: Reappointment of John Sams for second term
- Tree Committee: Reappointment of Ellen Colodney & Rick Naccara

Councilman Coston made a motion to approve the reappointments as recommended. Councilman Miller seconded the motion. The motion carried unanimously.

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

Edenton Town Council Minutes
July 24, 2023

The Edenton Town Council met on Monday, July 24, 2023 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 Aaron Coston, Councilman Samuel Dixon, Councilman Hackney High and Councilman Craig Miller.

Mayor Jimmy Stallings called the meeting to order.

Administrative Committee

Edenton Downtown Social District Ordinance and Management Plan

Councilman High stated that at a recent committee meeting Town Council decided to continue talking about this item and hear questions and concerns from the residents and business owners.

The following items have been revised in the management plan based on those discussions:

- Reducing times to Thursday & Friday 5pm-9pm and Saturday & Sunday 11am-9pm
- Removing Sunfish Park, The Barker House greenspace, & the Courthouse Green
- Increasing the font size to 16 point (from 12 point) for “Drink Responsibly-Be 21”
- Incorporate “Edenton Recycles” into District Signage

There was discussion about having a six month review in place for the social district and see how it is going and have a twelve month sunset.

Dewayne Whealton, Assistant Town Manager shared that he had spoken with other towns that have implemented a social district and all report there have been no issues and it has helped tourism.

The Town Council decided that no action would be taken and that Council members will continue to research and talk with residents on the issue.

Utilities Committee

Electric & Water Utilities Customer Service Policy Review

Corey Gooden, Town Manager stated that staff has reviewed the Electric & Water Utilities Customer Service policy to see if there are necessary revisions to help provide clarity for customers and assist in protecting the finances of the Town. He stated that since the last review, one item that has been questioned by the Town Council is the \$25.00 non-payment fee - with a 5% late & a \$75.00 disconnect fee. He stated that a financial summary of the last six months was included in the agenda packet showing all three (3) penalties (5% late, \$25.00 non-payment, and \$75.00 disconnect) financials. The \$25.00 fee shows since January this penalty represents \$18,275 over six months in revenue for the Electric & Water Fund (\$3,000 monthly or \$36,000 annually). Removing this penalty would represent a reduction in late payment fees for 25.8%. These funds are currently considered when determining each fiscal year revenues projections and if removed would very likely shift to the rate structure to assist with expenses.

There was a request from the Town Council to have the PIO draft a flyer that can be shared with customers to let them know of the various programs offered to help them.

The Town Council requested that a representative from DSS come to an upcoming meeting and make a presentation to the Town Council on the services they provide.

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

Edenton Town Council Minutes
Closed Session
July 24th, 2023

The Edenton Town Council met in closed session on Tuesday, July 24th, 2023 in the Town Council Chambers. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Roger Coleman, Councilman Aaron Coston, Councilman Hackney High, Councilman Samuel Dixon, and Councilman Craig Miller.

A motion was made to go into closed session per NCGS 143-318-11(a)(6) to discuss the performance review plan for the Town Manager Corey Gooden and said motion (Councilman Miller) was seconded (Mayor Pro-Temp Bond) and the motion carried unanimously.

During the closed session Council discussed the performance review plan for the upcoming annual review.

Councilman High motioned to go out of closed session which said motion was then seconded by Councilmen Bond and the motion to go out of closed session carried unanimously.

Thereafter the closed session was adjourned.