



Edenton Town Council
Regular Meeting
&
Reorganizational Meeting
Tuesday, December 12, 2023
6:00 p.m.

AGENDA

- I. Call Meeting to Order: Mayor Jimmy E. Stallings
- II. Pledge of Allegiance
- III. Invocation: Councilman Elton Bond
- IV. Approval of Minutes: Special Meeting of September 20th, 2023 & November 27th, 2023; the Regular Meeting of November 14th, 2023; and the Closed Session Meeting of November 14th, 2023 Minutes.
- V. Special Presentation – Local Christmas Artist Acknowledgement – Ches Chesson
- VI. Special Presentation – Road Diet Traffic Study Overview – Corey Gooden/Dewayne Whealton
- VII. Public Comment: Public Comments are limited to 3 minutes per speaker
- VIII. Committee Reports:
 - A. Administrative Committee
 1. Human Relations Commission – Annual Update
 2. Electric Pole Service Agreement Amendment
 - B. Public Works Committee
 1. Broad Street NCDOT Road Diet
 2. Granville Street & W. Albemarle/Dr. MLK Jr. Avenue
 3. Terry Avenue & Robin Lane Four way stop

IX. New Business

1. Response letter for LGC for the Town of Edenton FY22/23 Audit
2. Budget Amendment – Runway 1-19 Pavement & Lighting Rehab

X. Remarks – Mayor Jimmy E. Stallings

XI. Reorganizational Meeting

XII. Oaths of Office Administered by District Court Judge Meader Harriss:

Mayor W. Hackney High, Jr.
Councilman Robert Turner
Councilman Patrick Sellers
Councilman Samuel Dixon

XIII. Election of Mayor Pro Tem

XIV. Boards, Commissions & Committee Appointments

XV. Approval of Roster of Firemen

XVI. Items Considered Timely and Important

XVII. Adjournment

Edenton Town Council Minutes
September 20, 2023
Special Meeting

The Edenton Town Council met in special session on Wednesday, September 20, 2023 at 8:30 a.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

Real Property Purchase Offer – 262 Coke Avenue

Corey Gooden, Town Manager, stated that he had provided the Edenton-Chowan Education Foundation (ECEF) Board with the Initial offer of \$35,000 for the purchase of the property located at 262 Coke Avenue. Town Manager Gooden indicated to the Mayor and Council that the ECEF board had countered the initial offer of \$35,000 and had countered at a sales price of \$75,000. The Council discussed this offer from the ECEF and determined to make a final offer of \$60,000.

Councilman High made the motion to make the final offer of \$60,000 for the property. Councilman Coston seconded the motion. The motion carried unanimously.

There being no further items of business, the meeting was adjourned.

Edenton Town Council Minutes
Special Meeting
November 27, 2023

The Edenton Town Council met in special session on Monday, November 27, 2023 at 6:00 p.m. in the Council Chambers. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Aaron Coston, Councilman Samuel Dixon, Councilman Craig Miller and Councilman Hackney High. Councilman Roger Coleman was present via Zoom.

Mayor Jimmy Stallings called the meeting to order.

Public Hearing-Broad Street Road Diet-Stripping Proposal

Councilman Miller made a motion to open the public hearing. Councilman Bond seconded the motion. The motion carried unanimously.

Corey Gooden, Town Manager stated that a public hearing would be held to discuss the proposal from NCDOT to consider the road diet for the upcoming paving of Broad Street. This proposal would reduce South Broad Street from four (4) lanes to two (2) lanes with one (1) center turn lane and a bike lane on each side, from Virginia Road to Church Street. This proposal is to accommodate bike traffic and to help calm speeding vehicle traffic on the Broad Street corridor. This project would be completed during the repaving of Broad Street by NCDOT. This proposal is also part of the NCDOT bike & pedestrian plan.

The following individuals spoke during the public hearing:

Amelle O'Leary, resident of N. Broad Street, stated that Broad Street is a busy street with numerous accidents she has witnessed. She did not think reducing the number of lanes and adding a bike lane would be a good idea.

Allen Swanner, resident of Terry Avenue, stated that bicycles are not needed to travel on Broad Street and felt there were other streets where they can travel and be safer. He felt there would be more accidents with two lanes and a turn lane.

Bob Kirby, owner of property on Broad Street and resident of White's Landing Road, stated that he looked for a traffic impact study but could not locate. He expressed concern about public safety vehicles being able to travel on Broad with the proposed changes. He also had concerns about his residents being able to access the rental property on North Broad Street. He encouraged the town to have a traffic impact study conducted.

Vonna O'Neill, resident of North Broad Street, stated that she found a study from 2007 that outlined bike traffic. She spoke about the number of businesses and homes that are located on Broad Street and the current speed limit. She thought that having turn lanes installed would help calm traffic and lessen accidents.

David Herlong, resident of North Broad Street, stated that there is a lot of speeding traffic and noise on Broad Street. He stated that more pedestrian crossings are needed on Broad Street in busy areas. He encouraged enforcement by the Police Department.

Gary Swanner, resident of Kimberly Drive, stated that he did not agree with changing the street to two lanes and this would create more problems. He encouraged the Town to explore widening the sidewalks to accommodate the bikers.

John Grant, resident of King Street, asked where would this begin and end. He expressed concerns about Church Street and trucks trying to turn onto Broad Street. He encouraged the Town to have public safety submit their opinions of the proposed changes before the next public hearing.

John Mitchener, resident of West Queen Street, expressed concern about the current traffic that comes from Park Avenue on to Broad Street.

Patti Mordecai, resident of North Broad Street, spoke about the challenges for pedestrians to cross Broad Street. He stated that there is a need to slow traffic to bring a more neighborhood feel to Broad Street.

Ollin Sykes, resident of Eden Street, read a Facebook post to the Town Council.

Jimmy Alligood, resident of Hewes Street, spoke about a study that was conducted regarding truck traffic. He asked what the cost is for the proposed changes.

Louise Altman, resident of North Broad Street, spoke in favor of the proposed changes to Broad Street and that traffic needed to be slowed down and the installation of a turn lane and two traffic lanes would help with these issues.

Lameka LaByrd, stated that her concerns were for delivery drivers and their safety. She expressed concerns for residents that are entering or exiting their driveways.

Julia Townsend, resident of Badham Road, stated that crosswalks are needed more than a bike lane.

Ches Chesson, resident of East King Street, stated that the three top items that individuals are looking for when searching for residential housing are greenspace, trail systems and main street shopping. He also stated that from an economic development point of view that to see residential and industrial growth in Edenton walkability and biking need to be addressed.

Public Hearing-Granville Street & West Albemarle/Dr. MLK Jr. Avenue-Four Way Intersection Stop

Corey Gooden, Town Manager stated that a public hearing would be held to discuss the proposal from NCDOT to consider making the intersection of Granville Street and W. Albemarle/Dr. MLK Jr. Ave. a four way stop. Due to the increasing speeding concerns and the number of collisions at this intersection, this new proposal would add stop signs to Granville Street both northbound and southbound. All vehicles would now be required to stop at this intersection, with the flashing lights updated to red for all four travel directions.

The following individuals spoke during the public hearing:

Allen Swanner, resident of Terry Avenue, stated that his opinion was that this would hinder people trying to get through town. He stated that the installation of stop signs would be a waste of time and money.

Karen Mastin, resident of Granville Street, stated that she has seen several accidents that have happened at the intersection and that she would favor a traffic light be installed instead of stop signs.

John Mitchener, resident of West Queen Street, stated that an effective stop sign is needed at this intersection.

Public Hearing-Terry Avenue and Robin Lane-Four-Way intersection Stop

Corey Gooden, Town Manager stated that a public hearing would be held to discuss the proposal from the Public Works Department to consider making the intersection of Terry Avenue and Robin Lane a four way stop. Due to the increasing speeding concerns and the safety of children in the area of this intersection (Oak Hill neighborhood), this proposal would add two new stop signs to the intersection, bringing the total to four. All vehicles would now be required to stop at this intersection.

The following individuals spoke during the public hearing:

Allen Swanner, resident of Terry Avenue, stated that he would rather have the stops signs instead of the speed bumps that were installed.

Gary Swanner, resident of Kimberly Drive, stated that if there are individuals that are having issues they should be addressed individually and not penalize all the residents of the neighborhood.

Dympa Madigan, resident of Robin Lane, stated that the speed bumps have not helped the speeding, she still sees drivers speeding up and down Terry Avenue. She did not think that stop signs will help the situation.

Public Hearing-Amendment of the Joint Use Pole Agreement-Roanoke Connect

Corey Gooden, Town Manager stated that a public hearing would be held to discuss the proposal from Roanoke Connect to amend the joint use pole agreement pricing from \$7.67 per pole per year to \$0. The amendment is in response to the Town's needs for internet services at certain town-owned properties, camera locations, and public Wi-Fi within the parks/public space. This proposal would allow the Town to utilize these services without the annual subscription expense for the services and/or any of the up-front cost for the installation of associated equipment.

There were no comments from the public.

Councilman Miller made a motion to close the public hearings. Councilman Bond seconded the motion. The motion carried unanimously.

Presentation-Utility Billing Fees Overview

Corey Gooden, Town Manager stated that the Town Council recently revisited the Customer Service Policy during the annual budget review process for the FY23/24 budget. Since this review, the Town

Council discussed the utility fee(s) (on 7/24/2023 & 9/12/2023) and requested the staff present the history and the details for the fee structure for delinquent customers. Currently, the Town of Edenton has a total of three total fee(s): (1) a 5% late penalty, (2) a \$25 non-payment fee, and (3) a \$75 disconnect/reconnect fee. The Town Manager provided an overview presentation of the fee structure and the history of customer service policy relating to the penalties/fees. The goal was to provide the Council with a full understanding of the charges and to allow them to review any potential changes for staff to consider for the upcoming budget (FY24/25).

Councilman Coston questioned the \$25.00 non-payment fee and that this was highlighted as a new fee in a handout that was placed in the utility bills several months back that highlighted fee changes to customers.

Corey Gooden, Town Manager stated that he would go back and find this item and report back to Town Council.

There being no further items of business for the special meeting, the meeting was adjourned.

Edenton Town Council Minutes
November 14, 2023

The Edenton Town Council met in regular session on Tuesday, November 13, 2023 at 6:00 p.m. in the Council Chambers. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Aaron Coston, Councilman Samuel Dixon, Councilman Craig Miller and Councilman Hackney High. Councilman Roger Coleman was present via Zoom.

Mayor Jimmy Stallings called the meeting to order.

All present stood and recited the Pledge of Allegiance. Councilman Bond gave the invocation.

The following minutes were presented for approval: Special Meeting October 23, 2023, Regular Meeting October 10, 2023 and Closed Session October 23, 2023.

Councilman Miller made a motion to approve the minutes as presented. Councilman Bond seconded the motion. The motion carried unanimously.

Public Comment

Andy White thanked employees of the Public Works Department for their response to his house recently when he was having issues with the water. He stated that the employees were very helpful and professional when responding to his issues.

John Grant thanked the Town of Edenton Police Department for keeping everyone safe during the recent downtown trick or treat event. He thanked the other departments for the help during some recent construction issues on King Street. He thanked Mayor Stallings for serving on the Town Council and for all his time and leadership.

Susan Inglis stated that she learned recently while studying the Town of Edenton budget and what a significant profit the electric fund is for the Town of Edenton and wanted to bring attention to the fees that citizens have to pay when they are late and services are disconnected. She asked the Town Council to consider a more fair fee structure.

Special Presentation FY 2022/23 Financial Audit-Greg Adams

Greg Adams of the Thompson, Price, Scott & Adams accounting firm, presented the FY22/23 audit results via Zoom. He noted that the financial audit did not produce any findings on behalf of the Town of Edenton.

Presentation Tree Committee Update-Dewayne Whealton

Dewayne Whealton, Assistant Town Manager gave a presentation on the recently completed tree canopy assessment, sample tree inventory, and the Tree Committee's tree brochure. Each of these projects will be beneficial for the Town and its residents to use when considering areas to add or increase urban tree plantings (i.e. street scaping needs, arbor day celebrations, etc.)

Committee Reports

Administrative Committee

Memorandum of Understanding-Habitat for Humanity

Councilman High stated that this Memorandum of Understanding details and affirms the Town of Edenton's commitment to working with Habitat for Humanity to provide affordable housing to families.

Councilman High made a motion to approve the Memorandum of Understanding. Councilman Coston seconded the motion. The motion carried unanimously.

Mayor's Harbor Advisory Committee

Councilman High made a motion to approve the Mayor's creation of the Harbor Advisory Committee. Councilman Coston seconded the motion. The motion carried unanimously.

Public Works Committee

Memorial Bench Request-200 Block of South Broad Street

Councilman Miller stated that a request was submitted for a memorial bench to be installed in the 200 block of South Broad Street in memory of Town of Edenton employee Scott Dees.

Councilman Miller made a motion to approve the installation of the bench. Councilman Dixon seconded the motion. The motion carried unanimously.

Trash Receptacle Request-100 Block of East Queen Street

Councilman Miller stated that a trash receptacle would be placed near water meter boxes that are located on the sidewalk of East Queen Street to keep cars from driving over the water meters.

Councilman Miller made a motion to approve the installation of the trash receptacle. Councilman Dixon seconded the motion. The motion carried unanimously.

New Business

Budget Amendment-USDA Funding for Improvements to the Wastewater Treatment Plant

Corey Gooden, Town Manager stated that the budget amendment was for the Wastewater Treatment Plant USDA loan/grant that Town Council approved on June 13, 2023. This is the 7th amendment for this project and does require a small contribution of \$47,650 from the Town of Edenton and is recommended that the contribution be transferred from Water/Sewer Fund balance to the project.

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

Resolution-Water Distribution System (Phase II) AIA-D-ARP-0003

Corey Gooden, Town Manager stated that the Town of Edenton received the offer and acceptance letter from the Division of Water Infrastructure (DWI) for the \$175,000 Asset Inventory & Assessment (AIA) project for the Town of Edenton's Water Distribution System. He stated that this project (AIA-D-ARP-003) will be for 100% grant funding and the project will be the second phase of the Public Works Department's efforts to GIS and perform condition assessments primarily on the water lines and valves within the Town. The resolution will allow the Town of Edenton to accept the funds to for the project.

Councilman Coston made a motion to approve the resolution. Councilman High seconded the motion. The motion carried unanimously.

Resolution-Lead Service Line (LSL) Find and Replace

Corey Gooden, Town Manager stated that David Myers, Public Works Director is requesting that the Town of Edenton pursue funding through the Division of Water Infrastructure (DWI) of the North Carolina Division of Environmental Quality (DEQ) for the inventory and replacement of any lead service lines located within the Town's water distribution system. He noted that the funding request will allow the Town to receive up to 2 million dollars to aid with inventorying, locating, and necessary replacement equipment for lead/galvanized service lines. The funding would be a zero percent (0%) interest loan with the possibility of principal forgiveness for projects that are eligible (or qualify) to receive funding from the Drinking Water State Revolving Fund. The Lead Service Line Replacement (LSLR) program is made available through the Bipartisan Infrastructure Law (BIL).

Councilman Bond made a motion to approve the resolution for the Lead Service Line Find and Replace. Councilman Miller seconded the motion. The motion carried unanimously.

Resolution-Major League Fishing Host City Event

Corey Gooden, Town Manager stated that the Town of Edenton, Chowan County Tourism Development Authority (TDA), and Harbor Towns Cruises have received a proposal from the Major League Fishing (MLF) Tournament to sponsor Stage Five at the Chowan River from June 4th through June 9th, 2024. The event will be the first Major League level of athletes that the area has hosted (in many years). The event will receive national broadcasting and national marketing for our Town and County. This resolution will allow the town to co-sponsor this event. The funding for this event will be allocated out of the current budget.

Councilman Miller made a motion to approve the resolution for the Major League Fishing Host City Event. Councilman Coston seconded the motion. The motion carried unanimously.

Items Considered Timely and Important

Councilman High reviewed with the Town Council the totals for the Town's debt service and how that compares to what is allowed by the Local Government Commission. He noted that the Town is well below what is allowed.

Mayor Stallings asked for an update on the offer to purchase property on Coke Avenue.

Councilman Bond asked for an update on the shopping center renovations.

Councilman Coston asked for an update on the construction of a new hotel to be located on Claire Drive.

Councilman Coleman was present via Zoom and he thanked the Mayor and Town Council for the resolution that was presented to him at the prior meeting. He congratulated the newly elected Town Council members. He expressed his appreciation to everyone for their support over the years while serving on the Town Council.

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

Edenton Town Council Minutes
Closed Session
November 14, 2023

The Edenton Town Council on Tuesday, November 14, 2023 at 6:00 p.m. in the Council Chambers for a closed session meeting. The following members were present: Mayor Jimmy Stallings, Councilman Aaron Coston, Councilman Hackney High, Councilman Elton Bond, Councilman Samuel Dixon, and Councilman Craig Miller. Councilman Roger Coleman was absent.

Mayor Jimmy Stallings called the meeting to order.

Councilman Coston made a motion to enter the closed session meeting regarding NCGS 143-318-11 (a)(6) to discuss personnel matter.

Councilman Miller seconded the motion and the motion carried unanimously.

There was no action taken during the closed session meeting.

Councilman High made a motion to exit the closed session. Councilman Bond seconded the motion. The motion carried unanimously.

There being no further items of business, the meeting was adjourned.



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Photo Courtesy of John A Holmes High School Facebook page

ADDITIONAL REQUIRED COMMUNICATIONS

PERFORMANCE INDICATORS

The self-reported information from your unit's audit report was used to generate the following trends and performance indicators. We have created this Performance Indicator tab to make these indicators available to auditors and local governments when your audit is conducted. If any unit's results are shaded red, the unit must submit a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" within 60 days from the auditor's board presentation. The response must address all performance indicators shaded in red.

Unit Name:	Edenton	Fiscal Year 2023		Explanation of Performance Indicator								
Unit Number:	50115	Minimum Threshold	Unit Results									
GENERAL FUND: As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."												
<table border="1"> <caption>Fund Balance Available as a % of Expenditures</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>51.58%</td> </tr> <tr> <td>2022</td> <td>44.89%</td> </tr> <tr> <td>2023</td> <td>28.83%</td> </tr> </tbody> </table>		Year	Percentage	2021	51.58%	2022	44.89%	2023	28.83%	34% -- Average of similar units is 63%	28.83%	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 them divided by the total of total expenditures plus transfers out less bond proceeds and less amount expended for Powell Bill Expenditures.
Year	Percentage											
2021	51.58%											
2022	44.89%											
2023	28.83%											
There was appropriated fund balance for the General Fund in the 2023 budget AND your change in fund balance was negative. Please state if fund balance was used for operations or capital purposes in account 590 on the Unit Data from Audit Worksheet.		Positive Change in Fund Balance	Operations	If the General Fund has more expenditures than revenues because of operational issues and fund balance was appropriated to cover the loss, the continuation of this practice could result in deterioration of a unit's fund balance available.								

ADDITIONAL REQUIRED COMMUNICATIONS

WATER SEWER FUND: As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."				Minimum Threshold	Unit Results	Note: If more than one performance indicator is identified, one proposed solution may solve all water and sewer performance indicators.								
Quick Ratio-Water and Sewer <table border="1"> <thead> <tr> <th>Year</th> <th>Quick Ratio</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>8.58</td> </tr> <tr> <td>2022</td> <td>5.02</td> </tr> <tr> <td>2023</td> <td>25.73</td> </tr> </tbody> </table>				Year	Quick Ratio	2021	8.58	2022	5.02	2023	25.73	Equal or greater than 1	25.73	A Quick Ratio less than 1 indicates that the unit owes mores for its current bills than what it has on hand in unrestricted cash and investments plus what is owed from customers (accounts receivable). This could indicate that the fund may have difficulty paying its current bills. If this pattern continues, the water and/or sewer system may not be sustainable.
Year	Quick Ratio													
2021	8.58													
2022	5.02													
2023	25.73													
Cash Flow Indicators:	2021	2022	2023	Minimum Threshold	Unit Results									
Operating Net Income (Loss) excluding depreciation, including debt service principal and interest	(\$777,312)	\$208,350	(\$89,296)	Greater than zero	(\$89,296)	This calculation subtracts operating expenses from operating revenues. Depreciation expense is not included the calculation but debt principal and interest payments are included. A negative balance indicates that your rates are not covering your operating expenses and debt service payments.								
Water and Sewer Capital Assets Condition Ratio	0.31	0.30	0.42	Remaining useful life of asset greater than or equal to 0.50	0.42	This capital assets condition ratio formula calculates the remaining useful life. A remaining useful asset value less than 0.50 may signal the need to replace the assets in the near future.								

ADDITIONAL REQUIRED COMMUNICATIONS

ELECTRIC FUND:				Minimum Threshold	Unit Results									
<p>As of the publication date of this workbook, prior year self-reported numbers may not been received by the LGC staff, please contact LGC staff at lgcaudit@nctreasurer.com to have the prior year's financial data populated on this worksheet. Please include in email subject "Prior Year Financial Data."</p>						<p>Note: If more than one performance indicator is identified, one proposed solution may solve all electric performance indicators.</p>								
<p>Quick Ratio-Electric</p> <table border="1"> <caption>Quick Ratio-Electric Data</caption> <thead> <tr> <th>Year</th> <th>Quick Ratio</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>2.12</td> </tr> <tr> <td>2022</td> <td>1.99</td> </tr> <tr> <td>2023</td> <td>0.77</td> </tr> </tbody> </table>				Year	Quick Ratio	2021	2.12	2022	1.99	2023	0.77	Equal or greater than 1	0.77	<p>A Quick Ratio less than 1 indicates that the unit owes mores for its current bills than what it has on hand in unrestricted cash and investments plus what is owed from customers (accounts receivable). This could indicate that the fund may have difficulty paying its current bills. If this pattern continues, the electric system may not be sustainable.</p>
Year	Quick Ratio													
2021	2.12													
2022	1.99													
2023	0.77													
Cash Flow Indicators:	2021	2022	2023	Minimum Threshold	Unit Results									
Operating Net Income (Loss) excluding depreciation, including debt service principal and interest	\$629,094	\$455,346	(\$359,560)	Greater than zero	(\$359,560)	<p>This calculation subtracts operating expenses from operating revenues. Depreciation expense is not included the calculation but debt principal and interest payments are included. A negative balance indicates that your rates are not covering your operating expenses.</p>								
Unrestricted cash /total expenses excluding depreciation, including debt service principal	19.35%	17.13%	6.00%	Greater than 16% (2 months)	6.00%	<p>This indicator calculates how many month's worth of expenses (including debt principal but not depreciation) a unit can pay based on the amount of unrestricted cash at year-end. The typical billing cycle is one month (8.33%) and one extra month usually gives a local government enough cash to handle unusual monthly expenses (16.66%). This 16% would be the bare minimum necessary to keep the fund from experiencing cash flow issues.</p>								



Town of Edenton, North Carolina Corrective Action Plan
For the Fiscal Year Ended June 30, 2023

Section II – Financial Statement Findings

None reported.

Section III – Federal Award Findings and Questioned Costs

None reported.

Section IV – State Award Findings and Questioned Costs

None reported.

Other Required Communication

General Fund: Fund Balance available for expenditures including debt service is equal to 28.83%. Minimum threshold is 34%.

Council Remarks: Council understands the importance of fiscal responsibility and will strive to continue to maintain a healthy fund balance. In FYE2024, Ad Valorem Tax Revenue will be increased due to property re-evaluation and an increase in Sales Tax Revenue is also recognized. In addition, Council kept day to day operating expenses to a minimum which should result in a positive fund balance change.

General Fund: There was appropriated fund balance for the General Fund in 2023 budget and the change in fund balance was negative. Please state if fund balance was used for operations or capital purposes.

Council Remarks: Fund balance was utilized during FYE2023 for capital projects that included recreational studies and street drainage/paving. Additionally, the town adjusted the minimum hiring rate to \$12/hour for part time employees and \$15/hour for full time employee's mid-year that was not included in the original budget. Council approved the difference in salaries and benefits be transferred from fund balance.

Electrical Fund: A Quick Ratio of .77 indicates that the unit owes more for its current bills than what it has on hand in unrestricted cash and investments plus accounts receivable. The minimum threshold should be equal to or greater than one. In addition, Cash Flow Indicators for Operating Net Income was a negative \$359,560 and Unrestricted Cash was 6%. The minimum threshold should be greater than zero and greater than 16% respectfully.

Council Remarks: Upon review of projections from Electricities, Council approved an electric rate increase for FYE2024 which will result in approximately an additional One Million increase in revenue which should yield a positive Operating Net Income as well as a greater Unrestricted Cash total.

Water/Sewer Fund: A Quick Ratio of 25.73 indicates that the unit owes more for its current bills than what it has on hand in unrestricted cash and investments plus accounts receivable. The minimum threshold should be equal to or greater than one. In addition, Cash Flow Indicators for Operating Net Income was a negative \$89,296 and Capital Assets Condition Ratio was .42. the minimum threshold should be greater than zero and greater than or equal to .50 respectfully.

Council Remarks: With the completion of the Automated Water Meter Reader Project, revenues are expected to steadily rise due to more accurate readings and less water loss which will reduce the Quick Ratio. Additionally, the Water/Sewer Fund is currently undergoing multiple projects that are grant driven. The expenses for these projects are paid for by the Water/Sewer Fund and then reimbursed. These reimbursements are often not received until the next Fiscal Year. Recognizing these reimbursements in FYE2024 will result in a positive Operating Net Income. At the completion of these projects, the asset useful life will also be enhanced.

Signed this date December, 12, 2023.

Jimmy Stallings, Mayor

Elton Bond, Mayor Pro Tem

Aaron Coston, Council

Samuel Dixon, Council

Hackney High, Council

Craig Miller, Council

TOWN OF EDENTON CAPITAL PROJECT ORDINANCE

AMENDMENT # 3

Date: December 12, 2023

To: Town Council

From: Virginia Smith, *Finance Officer*

Fund: *AIRPORT: SMALL CAPITAL PROJECT FUND*
 Fiscal Year: *2023-2024*

Project: Runway 1-19 Pavement & Lighting Rehabilitation
 Work Authorization Approved August 28, 2023

Adopted Feb. 22, 2021
 Amendment # 1 Sept. 27, 2021
 Amendment # 2 Sept. 25, 2023

Account #	Account Description	Expense (Inc+/Dec-)	Revenue (Inc+/Dec-)
37-302-000	Proceeds: NC Division of Aviation Grant		\$ 1,400.00
37-402-005	Preliminary Eng Svcs: Amend 3 Sediment & Erosion Control Permit Fee	\$ 1,400.00	
	Balanced	\$ 1,400.00	\$ 1,400.00
	Checkpoint	\$ -	

	Council Approval Date	_____	
	Finance Officer	_____	
	Entry #	_____	
	Date	_____	

Northeastern Regional Airport (EDE)

Runway Lighting Rehabilitation

WBS: 36237.15.18.1 2020 NPE

TBI #: 2402-2301

Estimated Project Budget

October 30, 2023

2020 NPE

	Runway Lighting Rehab Design TBI Project: 2402-2301	Current Project Budget Total
(A101) ADMINISTRATIVE EXPENSES		
		\$ -
	\$ -	\$ -
SUBTOTAL	\$ -	\$ -
(A102) PRELIMINARY ENGINEERING, TESTING		
Sediment and Erosion Control Permit Fee	\$ 1,400.00	\$ 1,400.00
SUBTOTAL	\$ 1,400.00	\$ 1,400.00
(A103) PROPERTY ACQUISITION		
SUBTOTAL	\$ -	\$ -
(A104) ENGINEERING SERVICES BASIC FEES		
Grant Administration and Management	\$ 3,870.00	\$ 3,870.00
Revised Design, Permitting and Bidding	\$ 34,100.00	\$ 34,100.00
	\$ -	\$ -
SUBTOTAL	\$ 37,970.00	\$ 37,970.00
(A105) PROJECT INSPECTION, QUALITY ASSURANCE TESTING, OTHER		
SUBTOTAL	\$ -	\$ -
(A106) CONSTRUCTION AND PROJECT IMPROVEMENT COST		
SUBTOTAL	\$ -	\$ -
		\$ -
	<i>Rounding in EBS Reflected Here</i>	
GRAND TOTAL	\$ 39,370.00	\$ 39,370.00
Funding Summary		
Total Funding Needed:	\$ 39,370.00	\$ 39,370.00
Federal 2020 NPE Grant (100%):	\$ 39,370.00	\$ 39,370.00

NORTHEASTERN REGIONAL AIRPORT (EDE)
WORK AUTHORIZATION FOR PROFESSIONAL SERVICES
Talbert & Bright, Inc.

February 9, 2023

Work Authorization No. 23-01
Runway Lighting Rehabilitation (Design and Bidding)
TBI Project No. 2402-2301

WBS No. TBD
Funding Source: State Aid
EBS Project Request No.: 4361 (RW Lighting Rehab)

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services. The Master Contract expiration date is September 23, 2024.

Description of Work Authorized

The Engineer shall provide Grant Administration and Management and *REVISED* Design and Bidding services associated with the Runway 1-19 Lighting Rehabilitation project at Northeastern Regional Airport. As part of the Talbert & Bright work authorization 2402-2003 a design was commenced for a Pavement and Lighting Rehabilitation of Runway 1-19. However in January 2023, the Engineer and Owner coordinated with NCDOA to separate out the lighting rehabilitation portion of the project to bid as a standalone project; project documents were approximately at a 90% design at that time. This work authorization will include revising the design and bidding documents to reflect a lighting rehabilitation scope only. The services will be provided in general accordance with the attached manhour estimate.

Grant Administration and Management Services will be provided to assist the Sponsor with the grant paperwork for a new grant. This will include developing an initial budget; preparation of a new Request for Aid (RFA) including coordination with NCDOA and coordination of Sponsor approval; grant administration assistance to include preparation of reimbursement claims and providing updates to the grant budget; and final grant closeout documentation.

In 2022 there were two design projects ongoing at EDE: The Runway 1-19 Pavement and Lighting Rehabilitation (mentioned above), and a Parallel Taxiway project. As coordinated with NCDOA the Parallel Taxiway project was to be constructed first so all Existing Conditions in the runway project documents were based on the Parallel Taxiway project having already been constructed. With the Parallel Taxiway project having not been constructed, the project documents for the Runway 1-19 Lighting Rehabilitation will need to be revised to reflect current onsite conditions as opposed to the Parallel Taxiway project having already been completed. This will require re-spacing of the runway edge lights, including significant revisions to the lighting layout and circuit layout drawings.

This project will include removal of the existing runway paved shoulders, backfilling and installing the new runway lighting system. The runway at EDE is 100' wide and has 50 foot shoulders on each side (200' total width). The 50 foot shoulders will be removed with this project. The attached exhibit shows limits of pavement removal.

The project will be phased for all work inside the Runway Object Free Area to be performed each night during a closure of Runway 1-19 from 7p.m. – 7a.m. The Runway will be re-opened each morning at 7:00 a.m. for daytime VFR traffic. Revisions to the plans will be made to accommodate all active taxiways remaining open to minimize operational impacts.

Revised construction bid documents will include development of new/updated safety and phasing plans, existing conditions and runway shoulder demolition plans, runway lighting layout and circuit plans, erosion control plans, Engineer’s Design Report, and other necessary revised plan documents. Bid documents will also include revisions to project specifications based on the FAA Standards for Specifying Construction of Airports, FAA AC 150/5370-10H.

Design will be performed in accordance with the following FAA Advisory Circulars and other state/local/federal design standards:

- FAA AC 150/5300-13A Airport Design
- FAA AC 150/5320-6G Airport Pavement Design and Evaluation
- FAA AC 150/5340-1M Standards for Airport Markings
- FAA AC 150/5340-30J Design and Installation Details for Airport Visual Aids
- FAA AC 150/5370-2G Operational Safety on Airports During Construction
- FAA AC 150/5370-10H Standards for Specifying Construction of Airports
- Other Advisory Circulars will be utilized as we determine applicable during the design phase of the project.

An FAA 7460 “Notice of Construction on Airports”, FAA “Construction Safety and Phasing Plan” (CSPP) and Checklist, will be prepared for this revised scope and submitted to OE/AAA.

The Engineer will also be required to obtain a Sedimentation and Erosion Control permit for the project through NCDEQ.

Design Phase Deliverables to be provided to the Airport and NCDOA will include:

- Final Revised Bid Documents – Plans and Specifications revised in accordance with this Work Authorization.
- Sealed Engineer’s Report with Addendum after bidding completed revised in accordance with this Work Authorization.
- Itemized Opinion of Probable Construction Cost.
- CSPP including checklist revised in accordance with this Work Authorization.
- FAA 7460 Submission and FAA Determination once received revised in accordance with this Work Authorization..

Deliverables will be submitted in accordance with the AV-100 checklist (dated October 2020) and AV-202 Checklist.

Time Schedule:

Final Documents Ready for Bidding Submittal 45 calendar days from NTP

The Engineer shall proceed when the Grant Execution and Notice to Proceed is issued by the NCDOA, unless otherwise directed by the Sponsor.

Cost of Services: The method of payment for the Grant Administration and Management, and Revised Design and Bidding Services shall be lump sum in accordance with Section V of the Contract.

Cost Summary

Grant Administration and Management (Lump Sum)	\$3,870.00
Revised Design, Permitting, and Bidding (Lump Sum)	\$34,100.00

Total	\$37,970.00
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Allowance - Sedimentation and Erosion Control Permit Fee \$1,400.00

Agreed as to scope of services, time schedule and budget:

Approved:

For the Town of Edenton

For Talbert & Bright, Inc.

Witness

Witness

Date

Date

Work Hour Estimate
 Runway Lighting Rehabilitation
 Northeastern Regional Airport
 January 2023
 TBI No. 2402-2301

Description		Prin	PM	E3	PMA3
Revised Design, Permitting, and Bidding Services					
1	Prepare Work Scope, Work Authorization Ammendment, and Coordinate with Airport and NCDOA.	0.5	2	2	1
2	Plans				
	• Cover Sheet - Revise	0	0	1	0
	• Project Safety Plan and Notes - Revise	0	1	2	0
	• Phasing Plans - Sheet 1 of 2 - Revised	0.5	1	4	0
	• Phasing Plans - Sheet 2 of 2 - Revised	0	1	4	0
	• Existing Conditions and Demolition Plan (Sheet 1 of 6) - Revise	0	0.5	3	0
	• Existing Conditions and Demolition Plan (Sheet 2 of 6) - Revise	0	0.5	3	0
	• Existing Conditions and Demolition Plan (Sheet 3 of 6) - Revise	0	0.5	3	0
	• Existing Conditions and Demolition Plan (Sheet 4 of 6) - Revise	0	0.5	3	0
	• Existing Conditions and Demolition Plan (Sheet 5 of 6) - Revise	0	0.5	3	0
	• Existing Conditions and Demolition Plan (Sheet 6 of 6) - Revise	0	0.5	3	0
	• Lighting Layout Plan (Sheet 1 of 5) - Revise	0	0.5	4	0
	• Lighting Layout Plan (Sheet 2 of 5) - Revise	0	0.5	4	0
	• Lighting Layout Plan (Sheet 3 of 5) - Revise	0	0.5	4	0
	• Lighting Layout Plan (Sheet 4 of 5) - Revise	0	0.5	4	0
	• Lighting Layout Plan (Sheet 5 of 5) - Revise	0	0.5	4	0
	• Lighting Circuit Plan (Sheet 1 of 5) - Revise	0	0.5	3	0
	• Lighting Circuit Plan (Sheet 2 of 5) - Revise	0	0.5	3	0
	• Lighting Circuit Plan (Sheet 3 of 5) - Revise	0	0.5	3	0
	• Lighting Circuit Plan (Sheet 4 of 5) - Revise	0	0.5	3	0
	• Lighting Circuit Plan (Sheet 5 of 5) - Revise	0	0.5	3	0
	• Sedimentation and Erosion Control Plan (Sheet 1 of 2) - Revise	0	0.5	2	0
	• Sedimentation and Erosion Control Plan (Sheet 2 of 2) - Revise	0	0.5	2	0
3	Update Project Specifications Including the Advertisement for Bids, Project Special Provisions, Technical Specifications, Proposal Requirements and Conditions, Bid Forms, MBE/WBE Program Requirements, and Other Federal/State Requirements for the Revised Project Scope.	0	3	8	5
4	Revise Construction Safety Phasing Plan (CSPP) and Checklist for New Phasing Plans and Additional Project Area. Submit new FAA Form 7460 to OE/AAA with CSPP	0	2	8	0
5	Revise Final Project Quantities and Prepare Final Engineer's Opinion of Probable Cost.	0	2	8	0
6	Coordinate MBE/WBE Requirements with NCDOA	0	0	2	0
7	Prepare a Sedimentation and Erosion Control Permit Application and submit to NCDEQ	0	2	8	1
8	Revise and Update Final Engineer's Report	0	1	4	1
9	Complete Engineering Quality Control Review and Revisions.	1	8	8	2
10	Advertise For Bids/Send Advertisements and Bidding Documents to Contractors.	0	1	2	4
11	Schedule/Attend Pre-Bid Conference. Prepare and Distribute Meeting Minutes.	1	10	2	2
12	Respond to Bidder Inquiries and Issue Addenda.	1	6	4	1
13	Attend One Bid Opening and Prepare Bid Tabulation, and Prepare MBE/WBE Documentation and Bid Summary and Coordinate with Owner and NCDOA. Prepare and Issue Recommendation of Award Letter.	1	10	4	4
Work Hour Total		5	59	128	20

Labor Expenses

Classification	Rate	Estimated Manhours	Estimated Cost
Principal	\$ 86.00	5	\$430.00
Project Manager	\$ 61.00	59	\$3,599.00
Engineer III	\$ 48.00	128	\$6,144.00
Project Manager Assistant III	\$ 25.00	20	\$500.00
Subtotal - Labor Expenses (Without Multiplier)		212	\$10,673.00
State Audited Overhead Rates		Overhead Rate:	187.51% + \$20,012.94
		Overhead Subtotal:	\$30,685.94
		Profit:	11.00% + \$3,375.45
		Capital Costs:	0.38% + \$40.56
Subtotal - Labor Expenses			\$34,101.95

Total - Revised Design, Permitting and Bidding

Lump Sum \$34,101.95
 Use **\$34,100.00**

Allowance - Sedimentation and Erosion Control Permit Fee

\$1,400.00

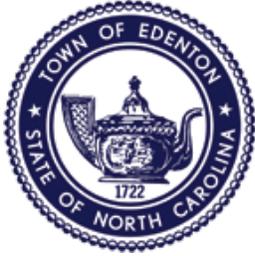
2024 Fire Department Roster

Name	PAID	VOLUNTEER	JUNIOR FF	RETIRED	NON-MEMBER
Chief Billy Bass	X				
Captain Chan Collins	X				
Engineer Damarrian Jackson	X				
Firefighter Kevin Holton	X				
Captain Josh Biggs	X				
Engineer Aiden Owens	X				
Firefighter Corey Riddick	X				
Captain Doug Oliver	X				
Engineer Matt Jones	X				
Firefighter Hunter Shean	X				
Lieutenant Eddie Wilkins		X			
Lieutenant Wayne Parrish		X			
Lieutenant Josh Harris		X			
Safety Officer Allen Mills		X			
Kevin Wright		X			
Carey Parrish		X			
Towe Eure		X			
Hunter LaFon		X			
Chris Bunch		X			
Johnnie Hughes		X			
Carlton Jackson III		X			
Landen Parrish		X			
Kim Rigneisen		X			
Gage Riddick		X			
Ethan Howard		X			
Jeff Shoemaker		X			
John Pierce		X			
Jessie Wilson		X			
Logan Brabble		X			
David LaFon		X			
Brandon Smith		X			
Worth Rinehart		X			
Allen Layton		X			
John Oliver		X			
Scottie White		X			
Harrison Young		X			
John Layton		X			
Naceer Boyd			X		
Adam Farmer		X			
Matthew Smith		X			

2024 Fire Department Roster

NAME	PAID	VOUNTEER	JUNIOR FF	RETIRED	NON-MEMBER
Virgina Smith					X
Derast Bonner				X	
Dane Britton				X	
Don Faircloth				X	
Craig Forlines				X	
Lowell Gieseke				X	
Carlton Jackson Sr.				X	
Marvin Littlejohn				X	
Jerry Peele				X	
William Potts				X	
Paul Stallings				X	
Allen Swanner				X	
Gary Swanner				X	
Benjamin Twine				X	
Charlie Westbrook				X	
Waverley Westbrook				X	
Oscar White Jr.				X	

PAID	10
VOLUNTEER	29
JUNIOR	1
RETIRED	16
NON-MEMBER	1
TOTAL ON ROSTER	57



EDENTON *North Carolina*

Date: December 12, 2023

To: Corey Gooden, Town Manager
Town Council

From: Virginia Smith, Finance Officer

Reference: Debt Calculation // General Fund Balance
Fiscal Year 2023-2024

General Debt Obligation Calculation

Taxable Property: \$591,548,669
NC Statutes: 8%

Max Obligation: \$47,323,894

Current Obligation: \$4,308,315

General Debt Service Payment Calculation

General Fund Budget \$8,015,511 (budget minus Fund Balance Appropriate)
NC Statutes 15%

Max Annual Debt Service Payments \$1,202,327

Current Obligation: \$553,825

Fund Balance Calculation

General Fund Budget (Prior Year): \$6,585,617
NC Statutes: 8% or \$526,849

Town Council Policy: 20% or \$1,317,123

Current Fund Balance: \$2,858,836

Non Spendable \$ 399,952 (Inventory; Accounts Receivable, Airport Receivable)
Restricted \$ 93,792 (Powell Bill Fund)
Committed \$ 357,975 (Debt Service Payments 69,231; Encumbrances 288,744)
Assigned \$ 302,000 (Sale of Conger Building)
Unassigned: \$ 1,705,117

TOWN OF EDENTON
OCTOBER 2023
FISCAL YEAR 2023-2024

GENERAL FUND REVENUE

Account Number	Description	Actuals 10/01/2023 10/31/2023	Actual YTD 07/01/2023 to 10/31/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -301 TAXES: AD VALOREM		126,985.37	807,024.37	0.00	2,565,671.00	1,758,646.63	31.45	
Total -302 TAXES: PRIOR YEARS		3,662.80	14,107.88	0.00	20,000.00	5,892.12	70.54	
Total -303 TAXES: LAND TRANSFER TAX		63,410.35	123,841.35	0.00	175,000.00	51,158.65	70.77	
Total -309 PAYMENT IN LIEU OF TAXES		4,249.25	16,997.00	0.00	80,491.00	63,494.00	21.12	
Total -317 INTEREST ON DELINQUENT TAX		401.93	1,656.37	0.00	10,000.00	8,343.63	16.56	
Total -319 AUTO/DMV REVENUE		1,630.00	6,910.00	0.00	20,000.00	13,090.00	34.55	
Total -329 INTEREST ON INVESTMENTS		11,317.13	50,381.48	0.00	113,500.00	63,118.52	44.39	
Total -331 RENT REVENUE		600.00	1,000.00	0.00	750.00	-250.00	133.33	
Total -335 MISCELLANEOUS		349.00	1,222.50	0.00	6,500.00	5,277.50	18.81	
Total -337 UTILITIES FRANCHISE TAX		0.00	89,314.30	0.00	410,000.00	320,685.70	21.78	
Total -338 VIDEO PROGRAMMING FEES		0.00	4,310.30	0.00	18,000.00	13,689.70	23.95	
Total -341 BEER & WINE TAX		0.00	0.00	0.00	20,000.00	20,000.00	0.00	
Total -345 LOCAL GOVERNMENT SALES TAX		110,343.41	429,353.50	0.00	986,600.00	557,246.50	43.52	
Total -348 STATE GOVERNMENT GRANTS		0.00	36,000.00	0.00	80,000.00	44,000.00	45.00	
Total -351 OFFICERS FEES		140.85	651.78	0.00	1,000.00	348.22	65.18	
Total -352 POLICE REVENUE		212.50	1,106.09	0.00	304,500.00	303,393.91	0.36	
Total -353 CHOWAN CO FIRE PROTECTION		0.00	0.00	0.00	694,854.00	694,854.00	0.00	
Total -354 NC FIRE PROTECTION		0.00	0.00	0.00	3,400.00	3,400.00	0.00	
Total -355 INSPECTION REVENUE		550.00	2,380.00	0.00	50,000.00	47,620.00	4.76	
Total -359 STREET DEPARTMENT REVENUE		46,769.72	147,260.30	0.00	397,000.00	249,739.70	37.09	
Total -360 DUMPSTER RENTAL		4,227.40	14,690.54	0.00	27,792.00	13,101.46	52.86	
Total -361 CEMETERY REVENUE		6,604.00	11,830.00	0.00	45,000.00	33,170.00	26.29	
Total -364 CHOWAN CO SOLID WASTE CONTRIBUTION		0.00	0.00	0.00	30,000.00	30,000.00	0.00	
Total -383 SURPLUS SALES		150.00	367.60	0.00	10,000.00	9,632.40	3.68	
Total -391 GARAGE REVENUE		48,953.01	129,501.57	0.00	434,462.00	304,960.43	29.81	
Total -396 CHARGES FROM ELECTRICAL FUND		64,504.83	258,019.32	0.00	774,058.00	516,038.68	33.33	
Total -397 TRANSFER FROM ELECTRIC FUND		29,646.25	118,585.00	0.00	355,755.00	237,170.00	33.33	
Total -398 TRANSFER FROM WATER/SEWER		17,234.91	287,756.69	0.00	421,178.00	133,421.31	68.32	
Total -399 FUND BALANCE APPROPRIATED		0.00	0.00	0.00	393,810.00	393,810.00	0.00	
TOTAL FUND GENERAL FUND		541,942.71	2,554,267.94	0.00	8,449,321.00	5,895,053.06	30.23	

GENERAL FUND EXPENSES

Total -410 ELECTED OFFICIALS		5,130.58	21,557.98	0.00	86,902.00	65,344.02	24.81	
Total -420 ADMINISTRATION		39,112.77	360,831.67	8,247.50	795,972.00	426,892.83	46.37	
Total -510 POLICE		135,561.12	715,407.70	207,765.95	2,391,524.00	1,468,350.35	38.60	
Total -530 FIRE		83,064.46	482,830.17	21,925.00	1,585,209.00	1,080,453.83	31.84	
Total -540 INSPECTION		20,035.41	77,476.11	0.00	259,636.00	182,159.89	29.84	
Total -555 FLEET MAINTENANCE		64,826.55	249,207.01	4,067.00	520,444.00	267,169.99	48.66	
Total -560 STREETS		98,008.40	234,664.47	15,425.11	720,488.00	470,398.42	34.71	
Total -580 SANITATION		66,952.17	553,940.61	29,091.37	1,001,068.00	418,036.02	58.24	
Total -590 MOSQUITO CONTROL		0.00	0.00	0.00	5,015.00	5,015.00	0.00	
Total -640 CEMETERY/LANDSCAPE		51,801.50	214,971.52	2,222.65	667,195.00	450,000.83	32.55	
Total -660 PROGRAMS & CAPITAL PROJECTS		18,669.84	335,844.73	0.00	415,868.00	80,023.27	80.76	
TOTAL FUND GENERAL FUND		583,162.80	3,246,731.97	288,744.58	8,449,321.00	4,913,844.45	41.84	

TOWN OF EDENTON
OCTOBER 2023
FISCAL YEAR 2023-2024

ELECTRIC FUND REVENUE

Account Number	Description	Actuals 10/01/2023 10/31/2023	Actual YTD 07/01/2023 to 10/31/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -329	INTEREST ON INVESTMENTS	812.15	3,215.52	0.00	95,000.00	91,784.48	3.38	
Total -335	MISCELLANEOUS	6,866.41	23,324.04	0.00	65,000.00	41,675.96	35.88	
Total -337	UTILITIES FRANCHISE TAX	0.00	530.00	0.00	5,000.00	4,470.00	10.60	
Total -371	ELECTRICITY SALES	1,100,528.17	4,650,367.78	0.00	12,891,049.00	8,240,681.22	36.07	
Total -372	BAD DEBT RECOVERIES	446.35	2,162.79	0.00	7,500.00	5,337.21	28.84	
Total -377	ELECTRIC POLE RENTS	300.00	300.00	0.00	45,000.00	44,700.00	0.67	
Total -379	PENALTIES	8,307.63	21,860.59	0.00	65,000.00	43,139.41	33.63	
Total -381	SALE OF MERCHANDISE	1,350.20	14,687.85	0.00	20,000.00	5,312.15	73.44	
Total -382	SALE OF SCRAP	900.00	938.75	0.00	2,500.00	1,561.25	37.55	
Total -384	SYSTEM EXPANSION	4.50	6,486.35	0.00	150,000.00	143,513.65	4.32	
Total -386	SALE OF ASSETS	0.00	0.00	0.00	50,000.00	50,000.00	0.00	
Total -391	NC SALES TAX BILLED	58,421.06	251,139.88	0.00	650,000.00	398,860.12	38.64	
TOTAL FUND ELECTRIC FUND		1,177,936.47	4,975,013.55	0.00	14,046,049.00	9,071,035.45	35.42	

ELECTRIC FUND EXPENSES

Total -660	PROGRAMS & CAPITAL PROJECTS	123,637.75	334,091.80	44,274.65	1,345,046.00	966,679.55	28.13	
Total -720	ELECTRIC ADMINISTRATION	101,480.25	497,561.35	2,255.01	1,441,328.00	941,511.64	34.68	
Total -724	BILLING & COLLECTIONS	26,598.59	124,206.93	8,247.50	434,372.00	301,917.57	30.49	
Total -830	ELECTRIC POWER	939,496.38	3,232,601.36	64,746.18	10,825,303.00	7,527,955.46	30.46	
TOTAL FUND ELECTRIC FUND		1,191,212.97	4,188,461.44	119,523.34	14,046,049.00	9,738,064.22	30.67	

TOWN OF EDENTON
OCTOBER 2023
FISCAL YEAR 2023-2024

WATER/SEWER FUND REVENUE

Account Number	Description	Actuals 10/01/2023 10/31/2023	Actual YTD 07/01/2023 to 10/31/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -329	INTEREST ON INVESTMENTS	270.72	1,071.84	0.00	900.00	-171.84	119.09	
Total -332	RENT REVENUE	2,167.33	8,669.32	0.00	25,848.00	17,178.68	33.54	
Total -333	RENT REVENUE	3,236.89	12,947.56	0.00	39,231.00	26,283.44	33.00	
Total -334	RENT REVENUE	230.00	920.00	0.00	2,872.00	1,952.00	32.03	
Total -356	RENT REVENUE	2,937.07	11,491.63	0.00	34,560.00	23,068.37	33.25	
Total -357	DEBT PROCEEDS	0.00	0.00	0.00	580,000.00	580,000.00	0.00	
Total -371	WATER/SEWER SALES	231,069.38	1,037,956.18	0.00	3,122,000.00	2,084,043.82	33.25	
Total -379	PENALTIES	2,328.48	6,356.55	0.00	20,000.00	13,643.45	31.78	
Total -381	SALE OF MERCHANDISE	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
Total -382	SALE OF SCRAP	0.00	10,616.00	0.00	2,500.00	-8,116.00	424.64	
TOTAL FUND WATER & SEWER		242,239.87	1,090,029.08	0.00	3,837,911.00	2,747,881.92	28.40	

WATER/SEWER FUND EXPENSES

Total -660	PROGRAMS & CAPITAL PROJECTS	5,010.00	60,476.44	127,052.00	412,000.00	224,471.56	45.52	
Total -810	WATER OPERATIONS	54,921.53	337,384.33	15,094.20	1,114,297.00	761,818.47	31.63	
Total -820	SEWAGE COLLECTIONS	58,553.13	292,501.38	23,816.56	972,991.00	656,673.06	32.51	
Total -828	WATER/SEWER LINE MAINTENACE	61,879.41	274,674.06	598,881.32	1,338,623.00	465,067.62	65.26	
TOTAL FUND WATER & SEWER		180,364.07	965,036.21	764,844.08	3,837,911.00	2,108,030.71	45.07	

TOWN OF EDENTON
OCTOBER 2023
FISCAL YEAR 2023-2024

AIRPORT FUND REVENUE

Account Number	Description	Actuals 10/01/2023 10/31/2023	Actual YTD 07/01/2023 to 10/31/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -659	AIRPORT REVENUE	57,788.20	144,359.24	0.00	329,361.00	185,001.76	43.83	
TOTAL FUND	AIRPORT FUND	57,788.20	144,359.24	0.00	329,361.00	185,001.76	43.83	

AIRPORT FUND EXPENSES

Account Number	Description	Actuals 10/01/2023 10/31/2023	Actual YTD 07/01/2023 to 10/31/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -650	AIRPORT ADMINISTRATION	13,183.31	39,771.62	0.00	90,111.00	50,339.38	44.14	
Total -651	AIRPORT OPERATIONS	43,828.46	119,642.73	9,275.89	239,250.00	110,331.38	53.88	
TOTAL FUND	AIRPORT FUND	57,011.77	159,414.35	9,275.89	329,361.00	160,670.76	51.22	

EDENTON POLICE DEPARTMENT

MONTHLY REPORT

November 2023

<u>Warrants</u>				2022	2023	% Change			
Warrants/Subpoenas Received				33	45	36.36%			
Warrants/Subpoenas Served				32	41	28.13%			
Town Tickets Issued				7	0	0.00%			
Total Town Ticket Revenue				\$200.00	\$0.00	0.00%			
Warning Tickets				103	58	-43.69%			
<u>Calls Answered and/or Investigated</u>									
	2022	2023	%Change		2022	2023	%Change		
Alarms	30	24	-20.00%	Business Opened	0	0	0.00%		
Escorts	15	6	-100.00%	Homes Checked	1	0	0.00%		
Fire Assist	8	7	-12.50%	Assist Motorist	38	36	-5.26%		
Rescue Assist	0	0	0.00%	Public Drunks	0	0	0.00%		
Misc Calls	402	308	-23.38%	Auto Accidents	13	15	15.38%		
Domestic Calls	20	16	-20.00%	Appx Damage Acc	256	#####	99.72%		
Cases Open <i>see below</i>	35	19	-45.71%	Personal Injuries	4	3	-33.33%		
Total Calls	562	431	-23.31%						
<u>Breakdown of Cases Opened for Investigation</u>									
	2022	2023	%Change		2022	2023	%Change		
B/E or B/E/L	5	0	-100.00%	Larceny from M/V	1	0	0.00%		
Drug Cases	5	1	-80.00%	Domestic Assaults	1	1	0.00%		
Larceny	4	0	-100.00%	Motor Vehic Theft	0	0	0.00%		
Unauthorized Use MV	0	0	0.00%	Injury to Prop	1	3	200.00%		
Misc Cases	8	7	-12.50%	Other Weapon Violation	3	1	-66.67%		
Assaults	3	1	0.00%	Assault with Gun	0	0	0.00%		
Vandalism	0	0	0.00%	Concealed Weapon	1	0	0.00%		
Arson	0	0	0.00%	Murder/Attempt	0	0	0.00%		
Trespassing	0	3	0.00%	Robbery	0	0	0.00%		
Shoplifting	0	1	0.00%	Resist Arrest	0	0	0.00%		
Fraud/Counterfeit	0	0	0.00%	Sex Offenses	1	0	-100.00%		
Embezzlement	0	0	0.00%	Forgery/Uttering	0	0	0.00%		
Total Cases Assinged	33	18	-45.45%	Open Cases to date	25	10	-60.00%		
Total Cases Cleared	27	24	-11.11%						
<u>Arrests</u>									
	2022	2023	%Change		2022	2023	%Change		
Arrests	5	11	120.00%	Traffic Citations	91	25	-72.53%		

Narrative

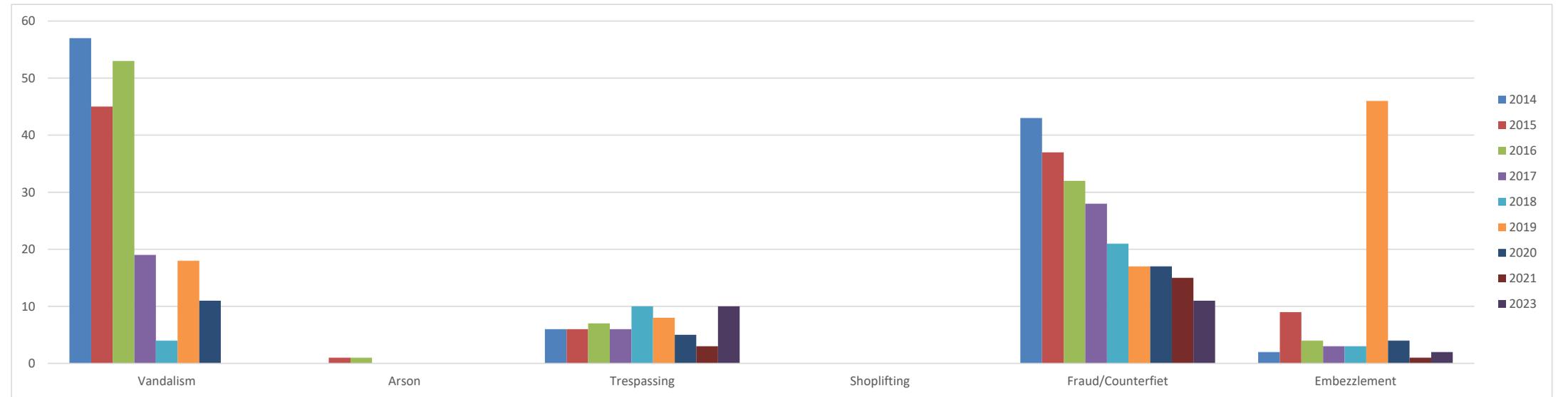
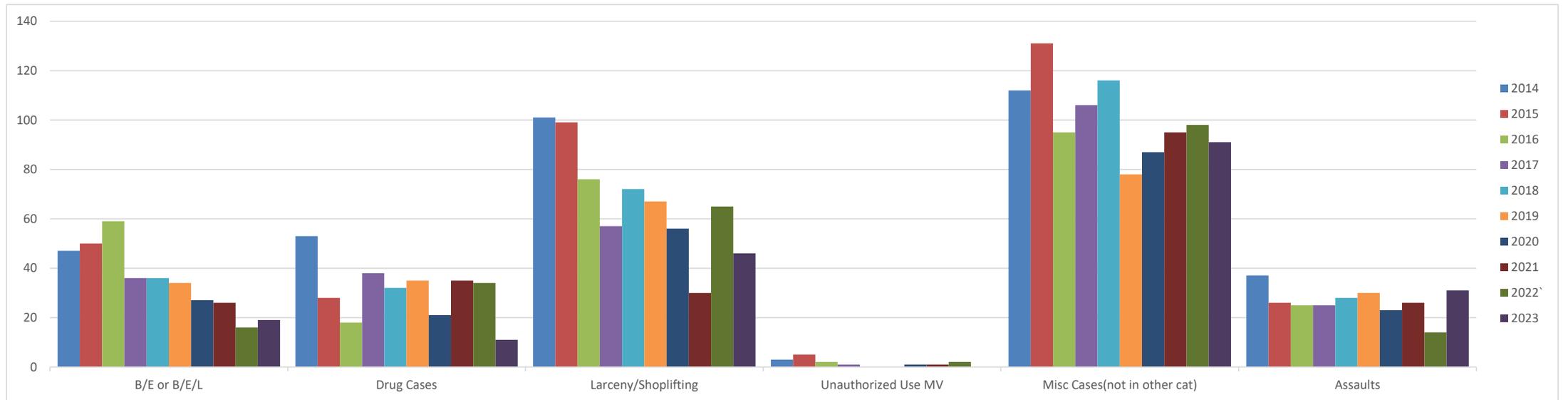
The Edenton Police Department started the month by blocking the streets and providing security regarding traffic for a 5k Run(Run the Orr) on November 4th at 9:00 am. The Edenton Police Department ended the month by participating in a prayer visual held on Peanut Drive at Regulator Marine Boats.

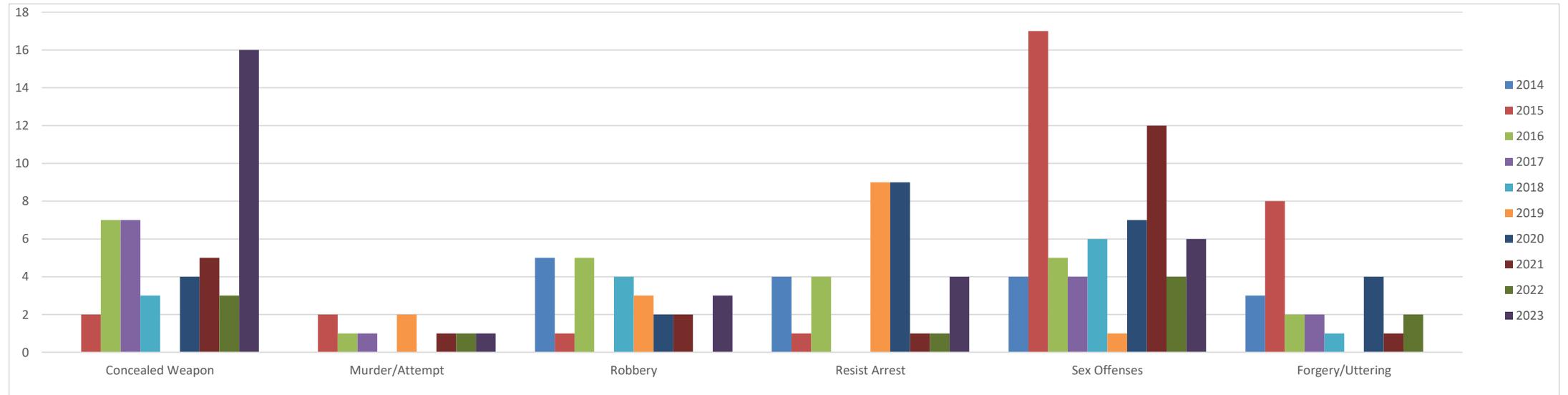
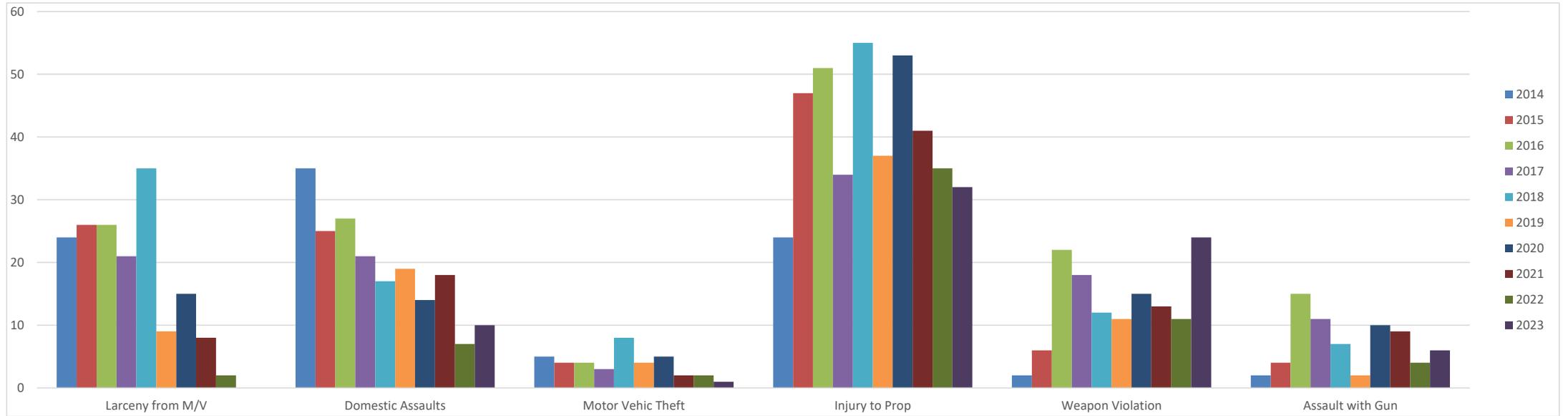
Submitted by Daroyll Brown- Police Captain

**EDENTON POLICE DEPARTMENT
YEARLY REPORT 2014 to date**

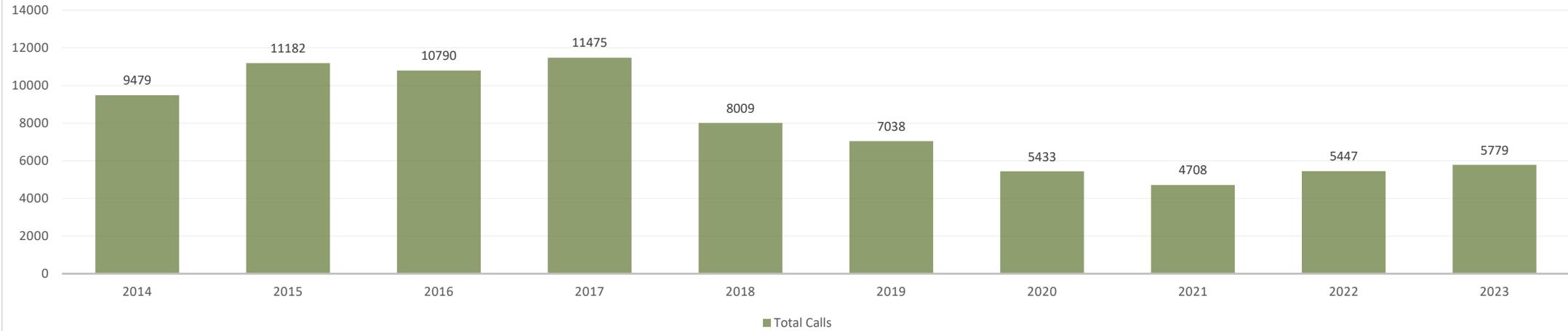
Year to Date Totals

Warrants	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023											
Warrants/Subpoenas Received	759	866	863	784	795	548	629	858	551	764											
Warrants/Subpoenas Served	644	698	768	687	756	752	558	739774	517	720											
Town Tickets Issued	469	698	311	152	53	103	16	27	94	67											
Total Town Ticket Revenue	#####	\$25,160	\$11,585	\$3,870	\$1,910	\$3,435	\$530	\$1,190	\$1,750	\$1,230											
Warning Tickets	368	451	414	522	462	553	247	386	695	804											
											Calls Answered and/or Investigated										
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Alarms	446	418	448	472	445	464	404	406	387	367	Buisness Opened	41	48	46	26	25	23	11	26	9	0
Escorts	831	973	1184	1305	712	920	319	440	154	163	Homes Checked	2063	2646	2698	3273	1150	225	36	16	7	8
Fire Assist	93	106	93	110	231	84	92	73	140	74	Assist Motorist	543	656	733	627	686	570	537	629	458	441
Rescue Assist	638	713	671	688	937	618	243	142	82	0	Public Drunks	24	26	25	36	27	11	12	16	7	0
Misc Calls	4340	5062	4387	4490	3332	3770	3321	2739	3609	4651	Auto Accidents	186	196	179	175	191	151	135	156	167	166
Domestic Calls	274	338	326	273	273	202	211	260	427	249	Appx Damage Acc	399980	417762	698169	456445	485440	262950	241083	489030	426580	384211
Cases Open <i>see below</i>	569	580	541	448	429	400	397	347	280	275	Personal Injuries	26	36	32	40	33	18	61	23	36	44
Total Calls	9479	11182	10790	11475	8009	7038	5433	4708	5447	5779											
											Breakdown of Cases Opened for Investigation										
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
B/E or B/E/L	47	50	59	36	36	34	27	26	16	19	Larceny from M/V	24	26	26	21	35	9	15	8	2	0
Drug Cases	53	28	18	38	32	35	21	35	34	11	Domestic Assaults	35	25	27	21	17	19	14	18	7	10
Larceny/Shoplifting	101	99	76	57	72	67	56	30	65	46	Motor Vehic Theft	5	4	4	3	8	4	5	2	2	1
Unauthorized Use MV	3	5	2	1	0	0	1	1	2	0	Injury to Prop	24	47	51	34	55	37	53	41	35	32
Misc Cases(not in other cat)	112	131	95	106	116	78	87	95	98	91	Weapon Violation	2	6	22	18	12	11	15	13	11	24
Assaults	37	26	25	25	28	30	23	26	14	31	Assault with Gun	2	4	15	11	7	2	10	9	4	6
Vandalism	57	45	53	19	4	18	11	0	3	0	Concealed Weapon	0	2	7	7	3	0	4	5	3	16
Arson	0	1	1	0	0	0	0	0	0	0	Murder/Attempt	0	2	1	1	0	2	0	1	1	1
Trespassing	6	6	7	6	10	8	5	3	4	10	Robbery	5	1	5	0	4	3	2	2	0	3
Shoplifting	0	0	0	0	0	0	0	0	1	0	Resist Arrest	4	1	4	0	0	9	9	1	1	4
Fraud/Counterfiet	43	37	32	28	21	17	17	15	10	11	Sex Offenses	4	17	5	4	6	1	7	12	4	6
Embezzlement	2	9	4	3	3	46	4	1	8	2	Forgery/Uttering	3	8	2	2	1	0	4	1	2	0
Total Cases Assinged	569	580	541	#REF!	470	430	390	345	327	333	Open Cases										
Total Cases Cleared	174	244	257	197	206	196	214	173	223	301											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Arrests	291	299	300	310	273	220	173	240	115	133	Traffic Citations	356	543	263	336	320	538	338	291	414	586





Total Calls



Edenton Fire Department Monthly Report

November 1 – November 30, 2023

Town Calls – 19

County Calls – 30

Commercial Alarms – 5

Residential Alarms – 8

CO Calls – 1

Auto Accidents – 18

Structure Fires – 3

Vehicle Fire – 0

Gas Leak – 0

Good Intent Call – 3

Smoke Scare – 3

Brush Fire/Trash Fire – 2

Powerline / Transformer – 0

Rescue – 0

Public Service – 0

Unauthorized Burning – 0

Electrical Problems – 0

Boat – 0

Smoke Detector & Battery Change Install – 2

EMS Assist – 2

Haz-Mat – 1

Police Dept. Assist – 0

Storm Calls – 0

Crop Fire – 1

Training

November 2 – NC OSFM Firefighter Certification – FF Fireground Ops 8 – 2 Members (Currituck)

November 7 – NC OSFM Firefighter Certification – FF Fireground Ops 8 – 2 Members (Currituck)

November 8 – NC OSFM Firefighter Certification – FF Fireground Ops 8 – 2 Members (Currituck)

November 9 – NC OSFM Firefighter Certification – FF Fireground Ops 8 – 2 Members (Currituck)

November 9 – NC OSFM Firefighter Certification – FF Fireground Ops 7 – 4 Members (Currituck)

November 14 – NC OSFM Firefighter Certification – FF Fireground Ops 7 – 4 Members (Currituck)

November 15 – NC OSFM Firefighter Certification – FF Fireground Ops 7 – 4 Members (Currituck)

November 16 – NC OSFM Firefighter Certification – FF Fireground Ops 7 – 4 Members (Currituck)

November 16 – Monthly In-house Training – Bloodborne Pathogens – 18 Members

November 16 – NC OSFM Firefighter Certification – Emergency Medical Care – 1 Member (Beaufort CC)

November 20 – NC OSFM Firefighter Certification – Emergency Medical Care – 1 Member (Beaufort CC)

November 21 – NC OSFM Firefighter Certification – Emergency Medical Care – 1 Member (Beaufort CC)

November 28 – NC OSFM Firefighter Certification – FF Fireground Ops 9 – 5 Members (Currituck)

November 29 – NC OSFM Firefighter Certification – FF Fireground Ops 9 – 5 Members (Currituck)
November 30 – NC OSFM Firefighter Certification – FF Fireground Ops 9 – 5 Members (Currituck)
November 30 – Monthly In-house Training – Hose Testing of 5” Supply – 14 Members

Mutual Aid: Received: 13 Given: 2

**Town of Edenton
Department of Public Works**

**Monthly Report
NOVEMBER 2023**

To: Honorable Mayor and Council Members

The landscaping department completed routine cutting and trimming right-of-way's, ditches and downtown areas. Cut pistol range, cut and trimmed the wetlands. Cut and trimmed the police dept., all the parks, Eden St. parking lot and walking trail and beach area at Hayes. Routine mowing, trimming and edging of all the parks, the downtown area, right-of-way's and ditches. Picked up trash on all the on/off ramps coming into Edenton. Blew off sidewalks downtown, on N. Oakum, around the police station, parking lot at EVM Park, and both parking lots on Eden St. Trimmed top growth on the hollies around the Chamber Building. Watered newly planted trees in front of the Treatment Plant and behind the Lift Station at Westover. Also watered flower boxes downtown and potted plants at the garden. Trimmed trees on MLK for police camera clearance. Completed the clean sweep of both cemeteries. Trimmed trees in front of the Ag Ext. office for clearance of the trash truck after dumping their dumpster. Watered newly planted trees at the Treatment Plant, behind the Lift Station across from Westover. Also watered the Arbor Day trees on E. Carteret. Repaired children's seat on the zip line. Dead headed the pansies in the tree boxes. Mowed leaves in the African-American Cemetery, EVM Park and lot at old Cherry Welding. Sprayed fertilizer on flowers in the tree boxes, on flowers at the U-Turn and flowers at the Barker House. Put Christmas lights on the oak tree behind Town Hall. Cleaned storm drains and raked the washed-up leaves on the sidewalk downtown. Put up Christmas trees at the Cupola House. Put up lights outside of the Chamber Building for the tree lighting activities on Saturday. Watered newly planted trees at the Treatment Plant and at lift station across from Westover. Finished clearing out overgrown brush around group of trees at lot in Oak Hill.

The water department performed daily water plant checks, system chlorine checks weekly, collected upstream and downstream PH samples, collected PH and chlorine samples collected twice a month. Completed the end of the month sampling, and DMR reports. Flushed hydrants. Installed meters, located meters, read and reread meters. Cleaned water plants. Mowed and weeded Beaver Hill, Twiddy Ave, and Boswell St. Checked plants and wells. Re-register meters to connect on town frequency. Completed daily plant checks for hardness. Winterized SCADA panels.

In the sewage treatment plant took monthly effluent samples. Fixed and replaced spray heads. Took daily PH samples. Pulled and burned influent basket. Mowed grass on the tower side of and office side of WWTP. Cleaned effluent bar screens and influent bar screens at the WWTP. Changed chlorine tanks out. Environment 1 came in for quarterly monitoring well samples. Fixed a busted pipe in zone 9. Planted grass seed in zones 4-1 and 10-16. Fixed leaks in zones 1, 24 and 18.

The water/sewer department checked lift stations. Cleaned floats. Completed various locates throughout town. Changed out meters and completed re-reads. Completed various cut off/on water requests. Located pipe and old meter Jackson Dairy. Cut hydrant on/off at old Food Lion. Cleared right of way between Second St. and Oakum. Rodded sewer for Johnston and Cabarrus St. Changed out broken curb stop and box at 203 Robin Ln. Repaired leaking meter 213 N. Oakum St. Replaced float at main lift by pass. Pumped out Peanut Dr. with Atlantic Sewage. Hand dug some of water line Jackson St. Dairy /called in locate for excavating. Shut off water on E. Albemarle and 411 MLK Ave. Cut box out of side walk and moved into the yard 612 N. Granville St. Took grease to Herford drying beds. Replaced door at Waff lift station. Responded to high wet well main lift station. Dug up old service to install new meter at 515 E. Church St. Mike Houston from RWA brought in ground penetrating radar to try and locate 2 in service at 515 E. Church St. Repaired water leaks at 120 E. Freemason, empty lot next to 128 and repaired water leak 101 Pendleton Trace. Repaired water service line at

410 N. Broad St. Installed contractor hydrant for Colony Tire. Checked meter for leak at 101 Cypress Dr. Fixed water a leak at 417 E. Queen St. Picked up old manhole at John Deere. Used camera on sewer line at E. Queen St. Rodded sewer at 200 Virginia Rd. Dug up meters for lead and copper inventory. Located water line at Jackson Dairy. Repaired two water main breaks in Beaver Hill Cemetery. Prepped hole for Garrison to insert new 8" valve in Beaver Hill. Repaired water main break on W. Hicks St. Called Piedmont to set up meeting for repairs to broken sewer laterals at E. Freemason St. Responded to sewer back up at 303 N. Granville. Repaired pump that had tripped at Tyler Ln. lift station.

The street department swept daily zones. Swept daily zones. Cleaned and fixed storm drain boxes. Put new lids on storm drain boxes. Pick up leaf piles and curb/gutter with the leaf truck. Cleaned, weedeat around and fixed signs. Filled potholes with cold patch. Put up new handicap signs on E. King St. Cut grass with side mower and cut ditches. Closed in ditch on Oakum. Asphalted multiple utility cuts. Fixed concrete sidewalk. Put new lids on the storm drain at Old Herford Rd. Painted handicap spaces downtown. Put wreaths up downtown. Replaced the sign posts on Broad and Carteret St. Fixed sinkholes in Colonial Village. Completed several locates.

The sanitation department continues to work hard in keeping the town clean and looking beautiful. Solid waste route pickup East and West (Mon, Fri). Emptied dumpsters for contract customers (Tues, Thurs). Multiple backhoe piles were collected. Delivered several trash carts and recycle carts to customers throughout the town. Picked up yard waste (Thurs & Fri.). Ran the leaf machine. Washed and mowed around the transfer station. Checked dumpsters for any repair work. Pushed up leaves and yard debris at the landfill. Debris piles at the landfill were pushed up multiple times. Completed temperature readings at the yard waste site for grass piles. Cherry welding completed a repair to another damaged dumpster. Prepared work site for repair to the transfer station. Removed yard debris from the back yard at 132 E. Gale St. Cleaned up yard debris for the Peanut Festival on Saturday, October 6, 2023.

Garage Report 11/2023

The garage department has mainly been working on major repairs to the street sweeper and repairs on the leaf machine. We changed oil and fixed a lot equipment.

David Myers,
Director of Public Works