



Edenton Town Council
Regular Meeting
Tuesday, January 9th, 2024
6:00 p.m.

*Meeting will be held in the Council Chambers, 504 S. Broad Street. Remote Video Access Available via
<https://us02web.zoom.us/j/2524822155?pwd=T0NFUEJ0MXlnV3B2UFA1S0R0ajgzUT09>*

Meeting ID: 252 482 2155

Passcode: 458434

Dial in Option: 301-715-8592 (Meeting ID & Password same)

AGENDA

- I. **Call Meeting to Order:** Mayor W. Hackney High, Jr.
- II. **Pledge of Allegiance**
- III. **Invocation:** Councilman Bond
- IV. **Approval of Minutes:** The Regular Meeting December 12th, 2023 Minutes.
- V. **Public Comment:** Public Comments are limited to 3 minutes per speaker
- VI. **Special Presentation:** Interchange Angels Program – Richard (Dick) Mayer
- VII. **Public Hearing:**
 - A. **Case No. TA 23-01:** A text amendment to the Unified Development Ordinance (UDO) amending Article X, Permissible Uses Article XI, Supplementary Use Regulations to add Private Campground/RV Park as a permissible use in the R-40 and R-20 Zoning Districts and to establish supplemental use regulations governing Private Campground/RV Park in Article XI, Section 11.41.
 - 1. Presentation of Staff Report
 - 2. Conduct Public Hearing
 - 3. Council Discussion
- VIII. **New Business:**
 - A. Budget Amendment – Bolton Bridge Utility Line Relocation – Corey Gooden
 - B. NC Dept. of Agriculture & Consumer Services StRAP Grant – Dewayne Whealton
 - C. Professional Service Procurement – CDBG Grant – Dewayne Whealton

IX. Manager Report

X. Items Considered Timely and Important

XI. Adjournment

Edenton Town Council Minutes
December 12, 2023

The Edenton Town Council met in regular session on Tuesday, December 12, 2023 at 6:00 p.m. in the Town Council Chambers. This meeting also included the reorganizational meeting for the Town Council. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Aaron Coston, Councilman Samuel Dixon, Councilman Hackney High and Councilman Craig Miller. Also present were Councilman Elect Bob Turner and Councilman Elect Patrick Sellers. Absent was Councilman Roger Coleman.

Mayor Jimmy Stallings called the meeting to order.

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

Approval of Minutes

The following minutes were presented for approval: Special Meetings of September 20, 2023 and November 27, 2023; Regular Meeting of November 14, 2023 and Closed Session of November 14, 2023.

Councilman High made a motion to approve the minutes as presented. Councilman Coston seconded the motion. The motion carried unanimously.

Special Presentation –Local Christmas Artist Acknowledgement

Ches Chesson, Executive Director of the Destination Downtown Edenton organization introduced local high school artist Bryan Vasquez. Mr. Vasquez recently partnered with the DDE organization to help create the Christmas artwork that is showcased at the former Sears & Gordman's store front windows. Mr. Vasquez also created two Christmas cards that are unique to the Edenton area.

The Mayor and Town Council thanked Mr. Vasquez for his beautiful artwork.

Special Presentation-Road Diet Traffic Study Overview

Corey Gooden, Town Manager provided the Town Council and the public with a Road Diet overview of the studies and research material the staff were able to locate. Staff thought that the presentation was needed to help share some of the findings to help address concerns that residents asked at the public hearing on November 27, 2023.

Public Comment

John Mitchener: Thanked all the current town officials for their service and dedication in serving on the Town Council.

John Grant: Thanked the Mayor and Town Council for the service and he hoped that the new members will continue to work together to make SAGA conduct repairs to the building on East King Street. He also asked the Town Council to take their time on making a decision for the Broad Street road diet and to conduct another study that is more current.

Allen Swanner: He thought that the road diet plan was foolish and that it will not allow emergency vehicles to proceed safely and will put everyone in danger.

Gary Swanner: Stated that a portion of Broad Street combines Highway 17 and 32, which are main arteries of travel through town. He felt that the street should remain as it is.

Trevor Miles: Stated that he was in support of the Granville Street four-way stop and the Broad Street road diet plan.

Susan Inglis: Stated that she walked down Broad Street and felt it would be great to see traffic slowed down.

Committee Reports

Administrative Committee - Human Relations Commission-Annual Update

Councilman High stated that the Human Relations Commission submitted their annual update and initiatives for the Town Council to review and approve. They also requested that Cynthia Herlong and Dr. Emma Bonner be appointed to fill vacant seats.

Councilman High made a motion to approve the update received and to appoint the two members as requested.

Administrative Committee-Electric Pole Service Agreement Amendment

Councilman High stated that this is a request from Roanoke Connect to amend the current pole service agreement. He stated that the current pole agreement pricing is \$7.67 per pole per year and the request is to reduce 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.

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

Public Works Committee-Broad Street NCDOT Road Diet

This agenda item was tabled until the January meeting.

Public Works Committee-Granville Street and West Albemarle Street

This agenda item was tabled until the January meeting.

Public Works Committee-Terry Avenue & Robin Lane Four Way Stop

This agenda item was tabled until the January meeting.

New Business

Response Letter for LGC for the Town of Edenton FY22/23 Audit

Corey Gooden, Town Manager stated that the auditor recently presented the FY22/23 audit to the Town Council. During that presentation Mr. Adams presented a list of performance indicators from the LGC that staff and Council should be aware of and formulate a corrective action plan (CAP). He stated that Virginia Smith, Finance Director has developed a CAP that the administration recommends sending to the LGC.

Councilman Dixon made a motion to approve the signing of the response letter to the LGC as presented. Councilman Miller seconded the motion. The motion carried unanimously.

Budget Amendment-Runway 1-19 Pavement and Lighting Rehab

Corey Gooden, Town Manager stated that this is the third budget amendment for the work authorization that was originally approved by the Town Council on August 28, 2023 and then amended on September 25, 2023. He stated that this additional amendment is for the Sediment & Erosion Control Permit Fee that is needed for the lighting improvements on the runways 1- 19 by Talbert & Bright. The budget amendment is for \$1,400 bringing the total for this particular aspect of the project to \$39,370 as the project budget is stated.

Remarks-Mayor Jimmy E. Stallings

Mayor Stallings made his closing remarks to the Town Council and those present before turning the gavel over to Mayor-Elect Hackney High.

Reorganizational Meeting

Oaths of Office Administered by District Court Judge Meader Harriss

Judge Meader Harriss administered the oath to the following newly elected and re-elected members of the Town Council.

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

All new members took their seats at the Council Dias.

Election of Mayor Pro Tem

Councilman Dixon made a nomination of Elton Bond for Mayor Pro Tem.

Councilman Dixon made a motion to appoint Elton Bond as Mayor Pro Tem. Councilman Miller seconded the motion. The motion carried unanimously.

Boards, Commissions and Committee Appointments

Mayor High stated that the list of appointments was circulated to all Town Council members.

Approval of Roster of Firemen

Councilman Coston made a motion to approve the roster as submitted. Councilman Miller seconded the motion. The motion carried unanimously.

Items Considered Timely and Important

Councilman Turner asked for an update on the new hotel that is scheduled to be built on Claire Drive.

Corey Gooden, Town Manager stated that the property owner was contacted and he reported that the project would begin in 2025.

Councilman Miller asked if the property owner had been contacted for the parking lot on Broad Street to see if it could be opened up for public use.

Corey Gooden, Town Manager stated that there was no update at this time.

Councilman Dixon thanked all town departments and staff for the hard work to prepare the town for the recent Candlelight Christmas Tour.

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

STAFF REPORT

To: Edenton Town Council
Date: January 9, 2024
Case: Text Amendment 23-01
Prepared by: Dewayne Whealton, Assistant Town Manager

Applicable Regulations: Unified Development Ordinance: Article X Permissible Uses, Article XI, Supplementary Use Regulations, and Article XX Amendments.

GENERAL INFORMATION

Requested Action: Review the proposed text amendment to the Unified Development Ordinance (UDO) amending Article X, Permissible Uses, Section 10.10, *Table of Permitted Uses*, to allow “Private Campground/RV Park” as a permissible use in the R-20, R-40 and RA, Residential zoning districts; as well as Article XI, Supplementary Use Regulations to add Section 11.41 *Private Campground/RV Park* (attached).

Currently the UDO does not specify nor offer development regulations in any zoning district.

The requested action would result in the following amendments to the Town’s Unified Development Ordinance (UDO):

ADD - Article X Permissible Use Table

Under “Recreational Uses,” allow “Private Campground/RV Park” in R-20 and R-40, Residential zoning districts by a Major Special Use Permit (Town Council review).

Use Type	RA	R-40	R-20	R-14	R-10	R-5	CD	CN
Residential Uses								
Private Campground/RV Park		M	M					

ANALYSIS

The proposed text amendment to the Unified Development Ordinance (UDO) amending Article X, Permissible Uses, Section 10.10, *Table of Permitted Uses* and Article XI, Supplementary Use Regulations to add Section 11.41 *Private Campground/RV Park* is requested by Town Staff.

The proposed amended language (above & attached) is suggested to be inserted into the existing

language of Article X, Permissible Uses, Section 10.10, *Table of Permitted Uses*, and the attached ordinance language is proposed to be added to Article XI, Supplementary Use Regulations as Section 11.41, *Private Campground/RV Park*.

RECOMMENDATION

Staff recommends approval of the proposed text amendment based on review of Article XX, Amendments.

Planning Board Action

Requested Action: The Planning Board reviewed the draft in December 2023 (minutes attached). The Draft included in your packet includes the Board's suggested amendments; the Board voted (6-0) to send this draft to Council with their recommendation.

NOTE: Article XX, Amendments, Section 20.4, Any development regulations other than a zoning regulation that is proposed to be adopted pursuant to NCGS Chapter 160D may be referred to the Planning Board for review and comment. Any development regulation other than a zoning regulation may provide that future proposed amendments of that ordinance be submitted to the Planning Board for review and comment. Any other action proposed to be taken pursuant to NCGS Chapter 160D may be referred to the Planning Board for review and comment.

Section 11.41 Private Campground/RV Park (Adopted _____)

A. Where Development Standards are Required

R-20 and R-40 districts.

B. Definitions

Recreational vehicle (RV). A vehicle that is:

- (1) Built on a single chassis;
- (2) Four hundred (400) square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light duty truck; and
- (4) Designed primarily not for use as a permanent dwelling, but rather as temporary living quarters for recreational, camping, travel, or seasonal use.

Recreational vehicle park. A plot of land that is established or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreation or vacation purposes.

Recreational vehicle site: A designated space for parking a recreational vehicle inside of a recreational vehicle park.

C. General Requirements

1. Site plans for private campgrounds/RV parks shall comply with the requirements of Article IV, Permits and Final Plat Approval and Article VI, Hearing Procedures and Article VI.
2. New recreational vehicle parks shall be located at least three (3) miles from any existing recreational vehicle park in the incorporated town limits or extraterritorial jurisdiction.
3. No campsite shall be used as a permanent place of abode, dwelling, or business for indefinite periods of time. Continuous occupancy extending beyond three months in any 12-month period shall be presumed to be permanent occupancy.
4. Any action toward removal of wheels of a travel trailer except for temporary purposes of repair or to attach the trailer to the ground for stabilizing purposes shall be prohibited.
5. All campsites proposed for sale shall be recorded with subsections 2 and 3 above as deed restrictions.
6. Accessory uses shall be so designed and developed so as to blend with the park's design and natural setting. Such uses shall be clearly accessory to

the principal use as a campground/recreational vehicle park. Accessory uses shall include management headquarters, recreational facilities, toilets, dumping stations, showers, coin-operated laundry facilities, and other uses and structures customarily incidental to the operation of the park. In addition, stores, restaurants, beauty parlors, barber shops, and other convenience establishments shall be permitted as accessory uses in zoning districts permitting such uses subject to the following conditions:

- (a) Such establishments and the parking areas primarily related to their operation shall not occupy more than 5 percent of the gross area of the park;
 - (b) Such establishments shall be restricted in their use to occupants of the park and/or related park association members; and
 - (c) Such establishments shall present no visible evidence from any public road of their commercial character.
- 7. Conditions of soil, groundwater level, drainage and topography shall not create hazards to the property or the health or safety of the occupants. The site shall not be exposed to objectionable smoke, noise, odors, or other adverse influences, and no portion subject to unpredictable and/or sudden flooding, subsidence, or erosion shall be used for any purpose which would expose persons or property to hazards.
 - 8. Exposed ground surfaces in all parts of the recreational vehicle park shall be paved, or covered with stone screenings, or other solid materials, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust. An erosion control plan shall be submitted in accordance with Section 16.14.
 - 9. Surface drainage plans for the entire tract shall be reviewed by the Zoning Administrator to determine whether the proposed plan is compatible with the surrounding existing drainage pattern and relevant drainage plans, prior to issuance of site plan approval and building permits. No permit shall be issued where it is determined that the plan is incompatible with surrounding areas.

D. Dimensional Requirements

- 1. Maximum density shall be limited to 15 campsites per net acre, excluding public areas, rights-of-way, watercourses, and other areas as may be set forth.
- 2. In no case shall any individual campsite contain less than 2,800 square feet. To the greatest extent possible, campsites shall be developed to preserve their natural character. The portion of the campsite intended to accommodate a recreational vehicle or tent shall be level and well drained.

3. Recreational vehicles shall be separated from each other and from other structures within the campground/RV park by at least 15 feet. Any accessory structures such as attached awnings, carports, or individual storage facilities shall, for the purpose of this separation requirement, be considered part of the recreational vehicle.
4. Recreational vehicle sites and off-street parking spaces shall not be within the setback areas required for main buildings or principal structures.
5. Setback areas for recreational vehicle sites shall contain natural vegetation or be landscaped and shall be used for no other purposes.
6. The minimum setback of any building, structure, or recreational vehicle site from a public road right-of-way shall be the same as that required for a principal building in the zoning district in which the park is located.
7. The minimum setback from a private, interior road shall be 20 feet from the edge of pavement.
8. The minimum exterior side property line setback, when abutting residentially used or zoned areas, shall be 50 feet. In all other cases, the exterior side property line setback shall be at least 20 feet.
9. The minimum exterior rear property line setback, when abutting residentially used or zoned areas, shall be 50 feet. In all other cases, the exterior rear property line setback shall be at least 30 feet.

E. Access and Road Requirements

1. No individual campsite shall have direct vehicular access to a public street. All campsites shall directly abut and have access to a private, interior road contained within the campground/RV park.
2. Entrance driveways shall be located not closer than 150 feet from the intersection of public roads.
3. Interior access roads shall conform to the construction standards of subdivision roads of NCDOT. However, requirements for minimum rights-of-way and pavement widths shall not apply. Road plans and profiles shall be submitted with the site plan for review and approval. Roads shall be of sufficient width to accommodate the type and volume of anticipated traffic and, in any case, shall meet the following minimum pavement width requirements:
 - (a) One way with no parking: minimum 12 feet in width.
 - (b) Two-way with no parking: Minimum 24 feet in width.

4. Entrances and exits to campgrounds/RV parks shall be designed for safe and convenient movement of traffic into and out of the park and to minimize marginal friction with free movement of traffic into and out of the park. No entrance or exit shall require a turn at an acute angle for vehicles moving in the direction intended. Radii of curbs and pavements at intersections shall be such as to facilitate easy turning movements for vehicles with trailers attached. No impediment to visibility shall be created or maintained which obscures the view of an approaching driver in the right lane of the road within (a) 100 feet where the speed limit is 45 mph or (b) within 150 feet where the speed limit is over 45 mph or any portion of the approach lane of the access way within 25 feet of its intersection with the right hand of the lane.

F. Parking Requirements

1. There shall be at least 3 off-road parking spaces designated in a campground/RV park for each 2 campsites. At least 1 space must be provided on each campsite with any residual spaces provided within 100 feet of the site.
2. Each campsite shall contain a stabilized vehicular parking pad of paving or other suitable material.
3. No more than one recreational vehicle may be parked on an individual campsite.

G. Utility Requirements

1. ~~No on-site water or sewer facilities shall be permitted on any campsite.~~ Proposals for dumping stations and common toilets and restrooms, laundries, and baths shall have the approval and be subject to the requirements of the Albemarle Regional Health Department. All community water facility proposals shall be approved and be subject to the requirements of the Albemarle Regional Health Department.
2. All water supply facilities shall have the approval of the Albemarle Regional Health Department and/or NC Division of Health Services. All sewer facilities improvements shall have the approval of the Albemarle Regional Health Department and the NC Division of Environmental Management.
3. All water and sewer improvements within the campground/RV park shall comply with the NC Building Code for Plumbing.

H. Screening Requirements

Where campgrounds/RV parks abut a residential area, a permanent buffer yard of at least 50 feet shall be established with adequate restrictive covenants to prohibit development within the buffer yard. A natural year- round screen shall be planted, which at maturity, shall reach a minimum height of at least 8 feet. Such screening

shall complement the adjacent environment.

I. Recreational Space Requirements

A minimum of 8 percent of the gross site area of the campground/RV park shall be set aside and developed as common use areas for open or enclosed recreation facilities.



EDENTON PLANNING & COMMUNITY DEVELOPMENT

P.O. Box 300, Edenton, NC 27932
400 South Broad Street, Edenton, NC 27932
PHONE 252-482-2155

Edenton Planning Board
November 6, 2023
6:00 PM
Town Council Chambers

Meeting was called to order.

Mr. Whealton called roll.

Mr. Toppin, Mr. Partin, Mr. Naylor, Mr. Willis, Ms. Overton, and Ms. Fraser Kelly were present.

Minutes from the previous meeting were approved.

Agenda was approved.

Mr. Partin called for new business.

Case No. T.A. 23-01: A text amendment to the Unified Development Ordinance (UDO) amending Article X, Permissible Uses and Article XI, Supplementary Use Regulations to add Private Campground/RV Park as a permissible use in the R-40 and R-20 Zoning Districts and to establish supplemental use regulations governing Private Campground/RV Park in Article XI, Section 11.41.

Mr. Whealton gave the staff report and language from the draft text amendment.

Mr. Ches Chesson is present to answer questions about the proposed language and his vision for the Private Campground/RV Park.

Mr. Whealton states that the majority of the draft ordinance was obtained from the ordinance already in place for Chowan County. He also states that over the last year, he has had several investors from outside the area asking about building an RV Park.

Mr. Whealton asks the board if it would be prudent to limit the amount of RV parks that could operate in the town's planning jurisdiction, similar to what has been seen in other counties.

Ms. Overton asks about the campground at Rocky Hock.

Councilman Miller asks about when the town council would hear the text amendment.

Mr. Naylor asks about the first sentence under "Utility Requirements-No on-site water or sewer facilities shall be permitted on any campsite."

Mr. Chesson states that he is intending to have electric, water, and a dump station at each site but may have just one dump site located on the property.

The board decides to remove the sentence.

Ms. Frazer states that she would like to see language about the mileage being included to limit the number of potential Private Campground/RV Parks that are allowed to operate in town.

Mr. Willis states that he moves to have the text amendment approved with the condition that new recreational parks shall be located at least three miles from any existing recreational vehicle park in the town's planning jurisdiction.

Mr. Naylor seconds.

Ms. Overton states that she has a question and wants to look at the map.

Mr. Partin calls for a vote.

Planning Board votes (6-0) to send it to town council with the approved changes.

Mr. Partin calls for items considered timely and important.

Mr. Whealton introduces new board member, Ms. Fraser Kelly, to the board.

Ms. Overton asks about any new development coming soon.

Mr. Partin asks about the renovations at the old shopping center.

Mr. Whealton gives an update.

Councilman Miller asks about the vacant buildings downtown.

Mr. Chesson gives an update.

Mr. Naylor asks about the status of short-term rentals in town.

Mr. Whealton gives an update.

Mr. Miller asks about the Saga Property on Paradise Road.

Mr. Whealton gives an update.

Mr. Partin asks for any other items.

Hearing none, meeting was adjourned.



EDENTON PLANNING & COMMUNITY DEVELOPMENT

P.O. Box 300, Edenton, NC 27932
400 South Broad Street, Edenton, NC 27932
PHONE 252-482-2155 FAX 252-482-7377

LEGAL NOTICE

The Edenton Town Council will hold a public hearing on Tuesday, January 9, 2024 at 6:00 p.m. in the Town Council Chambers to review and consider the following:

-Case No. TA 23-01: A text amendment to the Unified Development Ordinance (UDO) amending Article X, Permissible Uses and Article XI, Supplementary Use Regulations to add Private Campground/RV Park as a permissible use in the R-40 and R-20 Zoning Districts and to establish supplemental use regulations governing Private Campground/RV Park in Article XI, Section 11.41.

The material is available for review at the Edenton Planning Office located at 400 South Broad Street.

Dewayne Whealton
Assistant Town Manager
Town of Edenton

THE CHOWAN HERALD

December 23, 2023

December 30, 2023

Please bill to:
Town of Edenton Account # 100354

**TOWN OF EDENTON
CAPITAL PROJECT ORDINANCE
Amendment #2**

Date: January 9, 2024
To: Town Council
From: Virginia Smith, *Finance Officer*
Fund: *ELECTRIC FUND: SMALL CAPITAL PROJECT FUND*
Fiscal Year: 2023-2024
Project: Bolton Bridge Utility Line Relocation
Originally Adopted 7/1/2021
Amendment 4/25/2022
The electric poles were temporarily relocated for DOT to replace the Bolton Bridge on Mexico Road that was completed FYE2021-2022.
This amendment is for DOT reimbursement to place poles back in original location.

Account #	Account Description	Expense (Inc+/Dec-)	Revenue (Inc+/Dec-)
20-384-005	NC DOT		\$ 31,436.77
20-660-937	Bolton Bridge Utility Line Relocation	\$ 29,400.00	
20-830-160	Maint/Repair Lines & System	\$ 2,036.77	
	Balanced	\$ 31,436.77	\$ 31,436.77
	Checkpoint	\$ -	

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

UTILITY RELOCATION AGREEMENT

NCDOT HIGHWAY WBS ELEMENT NO. 17BP.1.ROW.91

TRANSPORTATION IMPROVEMENT PROGRAM NO. _____

COUNTY Chowan

This agreement made this 26th day of May, 2021, by

and between the Department of Transportation, an agency of the State of North

Carolina, hereinafter referred to as the DEPARTMENT, and

Town of Edenton

_____ Inc. hereinafter referred to as the

COMPANY:

WITNESSETH:

THAT WHEREAS, the DEPARTMENT will submit a project for
construction as follows:

Replacement of Chowan Bridge # 3 on SR 1200 (Mexico Road)

known as route SR 1200 in Chowan County,

North Carolina to be designated as N.C. State Highway Project and/or WBS

Element 17BP.1.ROW.91 (the "Project") and, WHEREAS, the construction of said

project will require certain adjustments to be made to the existing facilities of the

COMPANY;

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:

1. That the scope, description, and location of work to be undertaken by the COMPANY are as follows

Removal of jumpers on adjoining pole. Installation of (2) 45 ft poles, cutting in 2 - 3 phase double deads with 4 helix anc's with extension and 4 down guys. Installing 1 span of 3 phase - 336 wire on SR 1200 (Mexico Road) in Chowan County

2. That any work performed under this agreement shall comply with DEPARTMENT's "NCDOT Utilities Accommodations Manual", and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation attached hereto as "Estimate of Relocation Costs" and incorporated herein by reference all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.

4. That pursuant to N.C. Gen. Stat. §136, et seq., the Department has the authority to acquire the Company's utility facilities upon which the Project will be constructed pursuant to the laws of eminent domain.

5. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.

☐ Other (Specify) _____

9. That the method used by the COMPANY in developing the relocation costs shall be as indicated by Paragraph (a), (b), or (c) as follows:

- a. ☐ Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by the applicable Federal or State regulatory body.
- b. ☒ Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the COMPANY and approved by the DEPARTMENT.
- c. ☐ On a lump-sum basis where the estimated cost to the DEPARTMENT does not exceed \$100,000.00. Except where unit costs are used and approved, the estimate shall show such details as man-hours by class and rate; equipment charges by type, size, and rate; materials and supplies by items and price; and payroll additives and other overhead factors.

10. Indicate if (a) or (b) is applicable:

- a. ☒ That the replacement facility is not of greater functional capacity or capability than the one it replaces, and includes no COMPANY betterments.
- b. ☐ That the replacement facility involves COMPANY betterments, or is of greater functional capacity or capability than the one it replaces.

11. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and COMPANY less any credit for salvage, is estimated to be _____ \$ 29,723.79

The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the COMPANY will be _____ \$ 29,723.79

The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be _____ \$ \$0

(The above costs shall be supported by attached estimate and plans)

12. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

13. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Regional Utilities Coordinator.

14. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six months after completion of work. The statement of final billing shall follow as closely as possible the order of the items in the estimate portion of this agreement.

15. That upon reasonable, prior notice, the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

16. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.

17. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the actual cost of same will be that of the DEPARTMENT.

18. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT.

19. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.

20. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.

21. The COMPANY agrees to comply with Buy America. United States Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires the use of domestic steel and iron in all federally funded construction projects.

22. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

DEPARTMENT OF TRANSPORTATION

[Redacted Signature]

0BC6F5AAA04C43D

TITLE: Division Utility Coordinator

ATTEST OR WITNESS

Town of Edenton Electric

(NAME OF COMPANY)

BY:

[Redacted Signature]

B991AFD1387F472

BY:

[Redacted Signature]

77AC0B8D3CE04E0

TITLE: Director of Electric

TITLE: Purchasing Officer

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Form UT 16.8

Rev. 02/20/2021

1250

DEC 19 2023

Lee Electrical Construction, LLC
12828 Hwy 15 501 South
ABERDEEN, NC 28315
Created by: JOANNE

Customer ID
EDTN

Invoice Date
07-27-2023

Invoice #
33466039868

EDENTON, CITY OF
P.O. BOX 300
ATTN: GLENN ANDERSON
EDENTON, NC 27932-0300



Net 30

MSNC-23-OH EDENTON

MEXICO RD DOT PROJECT

1.000

TOTAL AMOUNT DUE

29,400.000

29,400.00

TOWN OF EDENTON

Account # 20 660 957

Vendor # 1250

Approved By HC

This instrument has been preaudited
in the manner required by the Local
Gov't Budget & Finance Officer

Retainage Held

Total Amount Due

\$29,400.00

OK TO PAY JH



Deposit Account Reporting

Deposit Accounts Activity Summary

Report Created: 12/28/2023 08:08:19 AM (ET)
Account: Main Account - Checking - 053102586 - *4556
Date Range: 12/20/2023
Transaction Types: All Transactions
Detail Option: Includes transaction detail
Total By Day: Includes total by day within the selected date range

Main Account - Checking - 053102586 - *4556

Post Date	Reference	Additional Reference	Description	Debit	Credit	Calculated Ending Balance
12/20/2023	NCDOTAP/NCDOTAP		PREAUTHORIZED ACH CREDIT NCDOTAP/NCDOTAP RMR*O I*20232811**31436.77*31436.77*0.00 TOWN OF EDENTON		\$31,436.77	
12/20/2023	Total Calculated Credits (1 item)				\$31,436.77	
12/20/2023	Totals			\$0.00	\$31,436.77	

Showing 1 - 1 of 1



NC Department of Transportation
1514 Mail Service Center
Raleigh, NC 27699-1514

Phone: 919-707-4305
Fax: 919-733-9247
Internet: www.ncdot.org

Remittance Advice

Vendor Address

TOWN OF EDENTON
PO Box 300
EDENTON NC 27932-0300

Correspondence Address

NC Department of Transportation
1514 Mail Service Center
Raleigh, NC 27699-1514

Vendor No.: 27986
Payment Date: 12/19/2023
Notification: The items listed below have been settled by ACH payment 2004150538
to your account at **SOUTHERN BANK & TRUST COMPANY**

1 of 1

Account/Invoice Number	Invoice Date	DOT Tracking # Remarks	PO/Contract #	Gross Invoice Amount*	Discount	Net Amount*
20232811	11/28/2023	1907965198	2000047824/3000277286	31,436.77	0.00	31,436.77
		Total				\$ 31,436.77



Vegetative Debris Removal Photo Guide

FY2024 Funding Cycle

Vegetative Debris Removal

Debris to Remove

The logjam (both the fallen trees, and smaller branches accumulating on them) should be removed.

Logjam causing erosion

Logjam causing ponding and backing up water during normal flow levels.



Vegetative Debris Removal

Debris to Remove

Smaller debris should be removed to prevent it from building up on larger logs and making existing blockages worse.

Large logs in the channel should be removed, as long as they are not embedded in the streambed

Downed trees spanning or fallen into the stream should be removed, even if they are still rooted to the bank.



Before



After



Before



After



Before



After



Before



After

Trees on bank that aren't at risk of falling should be left uncut to protect riparian habitat and streambanks



Before



After



Areas where riparian vegetation is disturbed should be reseeded or otherwise repaired.

Vegetative Debris Removal

- Artificial debris can be removed from the stream channel as part of a debris removal project
 - Artificial debris that is large enough to create blockages/impairments (like the photos below) should be removed as part of a debris removal project.
 - However, small trash/artificial debris (such as bottles, trash, etc.) does not have to be removed from the channel if it is not contributing to stream impairment.
- All artificial debris (building lumber, concrete, rubble) that is removed from the stream must be removed from the 100-year floodplain.

Before



Collapsed wooden bridge
removed where it was
blocking the stream

After



Vegetative Debris Removal

- Stumps should be left in place. Leaving a stump in place will help stabilize the stream bank and reduce erosion.
- Cut the stump close to the stream edge so it will not catch floating debris, but leave the root ball in place.



Vegetative Debris Removal



Log should not be dug out where it is embedded in the stream bed. Parts of log NOT embedded should be cut away.

- Logs that are embedded in the streambed should be left in place. Excavating out imbedded logs would cause significant disturbance of the stream bed.
- If there are branches/limbs sticking off an embedded log: cut away to branches, and leave the embedded portion in place

Beaver Dam Removal



Debris submerged beneath a beaver pond must be removed from the channel once the dam is removed.

- StRAP funds can be used for beaver dam removal or beaver trapping on stream segments that are listed on your scope of work. Beaver dam removal would fall under vegetative debris removal.
 - Removal of beavers/dams on sites NOT listed on your scope of work is not a reimbursable project cost.
- Beaver dams must be fully dismantled, and all logs/branches removed from the dam **MUST** be removed from the 100-year floodplain or cabled/chipped/burned.
- If you choose to trap beavers, it is highly encouraged to trap beavers before debris removal begins, so the beavers do not rebuild dams while work is underway.
- On stream segments being work on, any logs that are uncovered after a beaver pond is drained must be removed from the channel. In the photo to the left, these previously submerged logs were revealed when a beaver pond was drained. Since they are blocking the channel, these logs must be removed from the channel before the site can pass inspection.

Removing Overhanging Trees



- Vegetative debris removal primarily focuses on removing debris within the stream. However, standing trees that overhang the stream can be removed if:
 - They are leaning over the channel at an angle greater than 30 degrees
 - They are dead or severely undercut
 - They appear likely to fall into the channel within 1 year and create blockages to flow.
- Refer to [Army Corps of Engineers BMPS for Selective Clearing and Snagging.pdf](#) for additional information

Using Equipment



- Work can be completed by hand, or by using equipment.
- Tracked or wheeled equipment should be kept out of the stream channel and may work from the bank using a manipulator arm or cables.
- Boat mounted equipment (such as barges or floating excavators) may be an effective option in larger streams, as long as they do not disturb the streambed.

Using Equipment



- Equipment should be placed far enough back from the bank that it will not erode/damage the stream bank.
- Any areas where vegetation is damaged by project work (especially by equipment use) should be revegetated before the project can pass inspection. Your contract with a contractor can require them to reseed the work area as part of their job requirements.

- ALL debris removed from a stream must be managed so that it will not wash back into the stream in future floods and cause future blockages.
- Approve debris processing methods include:
 - Removal from the 100-year floodplain
 - Burning
 - Chipping
 - Cabling/Strapping
- For full details, consult the StRAP debris removal guide:
 - <https://www.ncagr.gov/soil-water/swcstrapdebris-removal-and-processing-guide/open>

Removal from the 100-year Floodplain

- If you choose to remove debris from the 100-year floodplain, please consult the FEMA National Flood Hazard Layer map to determine the extent of the floodplain
 - <https://hazards-fema.maps.arcgis.com/apps/webappviewer/index.html?id=8b0adb51996444d4879338b5529aa9cd>
- If you work on a stream with no mapped 100-year floodplain (per the FEMA NFHL Map), then debris only needs to be set back 30' from the top of the bank.

Chipping

- If you choose to chip debris:
 - Woody debris can be chipped and left in the floodplain.
 - Woodchips/mulch can be left in the floodplain starting at the top of the bank.
 - Wood chips should be removed from the stream. No wood chips should be placed below the top of bank or in side channels that drain from the floodplain
 - Wood chips should be distributed in a layer no more than 3 inches thick. Chips should not be left in piles taller than 3.
 - Wood chips can also be removed from the 100-year floodplain.



Cabling/Strapping

- Cabling or strapping refers to the practice of anchoring logs or other woody debris in place in the floodplain so that it will not be washed back into the stream in future floods.
- If you choose to cable/strap your debris after it is removed from the stream:
 - Cabled/strapped debris should be set back so the ENTIRE log/log pile is at least 30 feet from the top of the bank.
 - Logs can be anchored individually or in groups. If a group of logs or branches are anchored together, wrap the cable/rope around the log pile at least 2 times.
 - Anchors: the most common anchor is to tie the log/log pile to a live tree in the floodplain.
 - Cable material: you can use a rope, cable, or strap material with a break strength of at least 1,700 pounds. The most common example of an appropriate material is ¼ inch braided nylon rope.

Burning

- Debris removed from streams can be burned on site as an approved method of disposing of woody/vegetative debris.
- The grantee/contractor is responsible for obtaining and processing a valid burn permit (if applicable), and for following any other necessary laws or statutes related to burning.
- Any large debris that does not burn completely (large tree trunks, root balls) must be processed further (EX: removed from 100-year floodplain) so that partially-burned debris is not left unsecured in the floodplain.

Cabling/Strapping

- If logs are stacked together, the rope/strap should wrap around the entire pile at least 2 times and be pulled tight to prevent logs from slipping out of the pile in floods.





Inspection & Request for Payment Process

1	Contractor Completes Work	Work does not need to be completed for the entire project. Individual stream segments can be inspected & reimbursed once work on that segment is completed.
2	Grantee performs preliminary Inspection	Grantees are responsible for monitoring contractors and reviewing completed work prior to a final StRAP inspection. If uncertain if the work is ready for a final inspection, reach out to StRAP staff for guidance.
3	Grantee schedules Inspection	Contact: Patricia Gabriel Inspection Coordinator 919-751-0976 x 5609 patricia.gabriel@usda.gov
4	Grantee fills out Request for Payment form	When possible, the request for payment (RFP) form should be completed before inspection. If not, email the RFP to the inspector to be signed after the inspection.
5	StRAP inspector performs Inspection	Grantee and (if possible) contractor will join Inspector during the inspection and should provide maps or other documents for review. Once the site passes inspection, Inspector will sign the completed Request for Payment form.
6	Grantee Submits Request for Payment	Submit signed Request for Payment, and all necessary invoices and receipts, to heather.reichert@ncagr.gov Payment will be processed within 30 days of receiving all paperwork.

Questions?

Matt Safford

919-707-3784 (office)
984-960-9168 (cell)
matt.safford@ncagr.gov

Heather Reichert

919-707-3768
heather.reichert@ncagr.gov

Streamflow Rehabilitation Assistance Program

15% Administrative Costs FAQ

StRAP Contracts state: *"A portion of the funds awarded to the Grantee may be used to reimburse actual documented engineering, technical assistance, and administrative expenses for the project, excluding any salary, benefits, and operating expenses that would normally have been paid by the Grantee. Reimbursement of engineering, technical assistance, and administrative expenses shall be limited to 15% of total reimbursed expenditures."*

What are Admin Costs?

"Admin Costs" collectively refers to costs associated with project administration, engineering, or technical assistance. This includes costs such as purchasing equipment your staff needs while working on the project, hiring an outside firm to manage the project, or hiring new staff to oversee the project. This is in contrast to "project work costs", which refers to the amount paid to the contractors completing the on-the-ground project work (EX: removing debris from streams).

What are project work costs?

These are any amount paid to the contractor(s) completing the on-the-ground work (such as stream debris removal or construction work on PL-566 structures), which does not count towards the 15% admin allowance. At least 85% of total reimbursements must be for project work costs.

How much can be spent on Admin/Engineering/Technical Assistance costs?

Up to 15% of total reimbursements can be for administrative, engineering, or technical assistance (collectively called "admin costs"). Please note that this means 15% of reimbursements paid out thus far can be for admin expenses. A grantee cannot receive administrative reimbursements until at least some project work is completed.

For example: in a StRAP award of \$100,000, if the grantee uses the full \$100,000, then up to \$15,000 of reimbursements could be for admin costs. The grantee could not receive the full \$15,000 in admin costs until the remaining \$85,000 was spent on project work costs. If the first section of stream debris removal was completed for \$8,500 in project work costs, the first reimbursement could be up to \$10,000- this would include both the \$8,500 in project work costs (85% of total amount reimbursed) and up to \$1,500 in admin expenses (15% of the total reimbursed so far). As the total amount of completed work increases, the total amount of admin costs that can be reimbursed increases, since up to 15% of the total amount reimbursed can be for admin costs.

The 15% administrative allowance is calculated based on the total amount actually reimbursed, not the awarded amount. For example, if a grantee was awarded \$100,000 but the project is completed underbudget so that the total costs (both project work costs and admin costs) only come to \$50,000, then the maximum amount of admin costs that could be reimbursed is \$7,500 (15% of the \$50,000 final cost). Any admin costs above \$7,500 could not be reimbursed.

Does the 15% come from the total award amount?

Yes. Up to 15% of your awarded amount can be used to reimburse admin costs. For example, if a grantee receives an award of \$100,000, they could spend at least \$85,000 on project work and up to \$15,000 on admin (not exceeding the total award of \$100,000). They would not be reimbursed for \$100,000 of project work and an additional \$15,000 of admin costs.

Do I have to use any StRAP funds on admin costs?

No- grantees are welcome to use 100% of their award amount to pay for project work costs (such as paying contractors to remove stream debris). Using a portion of the StRAP award to pay for administrative expenses is an option, but not required. Grantees can use anywhere between 0% and 15% of their StRAP award to reimburse admin costs.

Do Admin Costs need to be Documented for Reimbursement?

Yes. The total amount of admin costs reimbursed should be outlined on the StRAP Request for Payment form. Because StRAP is a reimbursement program, every reimbursed cost, whether project work or admin, must have an accompanying receipt attached to the Request for Payment.

Can equipment be reimbursed?

Yes. Grantees can use StRAP funds to purchase equipment needed by the grantee to complete project tasks. This can include both physical equipment (waders, boots, kayak, etc.) as well as other purchases (licenses for mapping software, stamps for mailing access letters to landowners). All reimbursed equipment purchases must be documented and a receipt/invoice for the item attached to the StRAP Request for Payment. This only applies to equipment purchases made by the grantee- any equipment a contractor purchases to complete their work would be considered a project work cost, and would NOT count towards the 15% administrative limit. For specific examples, please review the document "Admin Cost Examples" on <https://www.ncagr.gov/SWC/watershed/StRAPResources.htm>

Can outside project management be reimbursed?

Yes. If a grantee hires an outside firm to provide project management for the StRAP project (documenting areas needed for work, directing contractors, contacting landowners, overseeing advertisement of bids, etc.), this cost can be reimbursed, but would count as part of the 15% admin allowance.

What if admin costs exceed 15% of costs?

If you are performing stream debris removal, any admin amount above 15% of total reimbursed costs could not be reimbursed by StRAP. If you are performing PL-566 structure repair, please speak with StRAP staff.

How should admin costs be documented on the Request for Payment (RFP)?

In Section 2 of the RFP form, the box "Total spent this invoice period from contract Budget" should include both project work expenses AND any admin cost expenses to be reimbursed on this RFP.

Streamflow Rehabilitation Assistance Program Project Invoice Form (ver. 1, 4/2022)

Please fill in Parts 1-7 and send, along with necessary backup, to: Heather.Reichert@ncagr.gov **NOG NOT on SFL**

Payee Organization Name	Streamflow Rehab Project	Invoice #	
1 Project Name:		Payment Authorization	
Contract Number		Tax ID #	
Contract Expiration Date		PO Line	
Request No.:	Date:	Payment Amount	

Contract Amount:	Amount contract Funds Remaining:			\$0.00
	a	b	c	d
Activity	Contract Budget	Previously Spent from contract Budget	Total spent this invoice period from contract Budget	Total spent to date from contract Budget
2 StRAP Contracts				\$ -
Amount Requested this Invoice				\$ -

In Section 6 of the RFP form spreadsheet, the box "Admin allowed (15% Max)" will automatically calculate the total amount of admin costs that can be reimbursed so far in your project, based on the total amount you have requested in reimbursement across all submitted RFPs.

Administration/Technical Assistance (Not to exceed 15% of total expended contract funds, not including matching funds)	Admin allowed (15% max):	Admin Previously Invoiced :	Total Admin this Invoice	Total Admin Invoiced to Date
	\$ -			\$ -
6 Detailed Admin Expenses Claimed this Invoice (Must be related to implementation, Salary/Benefits for existing salaried staff not eligible, without prior written approval. Must attach supporting documentation) Please add rows as needed.	Salary/Benefits	Equipment	Supplies	Total
				\$ -
				\$ -

For each admin cost being reimbursed, please include a receipt/invoice documenting that cost.

Town of Edenton 2022 CDBG-NR Program
Summary Rating Sheet for Asbestos Inspection Services Proposals

<u>Rating Factor</u>	<u>Max Points</u>	<u>Firms</u>				
		Keenan Construction & Consulting, CO	Enviro Assessments East, Inc.	W.F. Bulow Inspections	Matrix Health & Safety Consultants	
Professional qualifications/ experience	30	29	29	29	29	
Per unit asbestos inspection fee	30	20	27	30	15	
Sampling fee (each)	20	20	18	16	17	
Average response time	20	20	20	20	19	
Total Points	100	89	94	95	80	

Notes:
Recommend Award to W.F. Bulow Inspections for asbestos inspection services.

Rated By:

Chris Hilbert

Date: 1/5/2024

TOWN OF EDENTON
NOVEMBER 2023
FISCAL YEAR 2023-2024

GENERAL FUND REVENUE

Account Number	Description	Actuals 11/01/2023 11/30/2023	Actual YTD 07/01/2023 to 11/30/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -301	TAXES: AD VALOREM	584,809.22	1,391,833.59	0.00	2,565,671.00	1,173,837.41	54.25	
Total -302	TAXES: PRIOR YEARS	11,325.62	25,433.50	0.00	20,000.00	-5,433.50	127.17	
Total -303	TAXES: LAND TRANSFER TAX	0.00	123,841.35	0.00	175,000.00	51,158.65	70.77	
Total -309	PAYMENT IN LIEU OF TAXES	4,249.25	21,246.25	0.00	80,491.00	59,244.75	26.40	
Total -317	INTEREST ON DELINQUENT TAX	1,176.80	2,833.17	0.00	10,000.00	7,166.83	28.33	
Total -319	AUTO/DMV REVENUE	1,670.00	8,580.00	0.00	20,000.00	11,420.00	42.90	
Total -329	INTEREST ON INVESTMENTS	11,324.17	61,705.65	0.00	113,500.00	51,794.35	54.37	
Total -331	RENT REVENUE	600.00	1,600.00	0.00	750.00	-850.00	213.33	
Total -335	MISCELLANEOUS	10.00	1,232.50	0.00	6,500.00	5,267.50	18.96	
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	111,845.45	541,198.95	0.00	986,600.00	445,401.05	54.85	
Total -348	STATE GOVERNMENT GRANTS	0.00	36,000.00	0.00	80,000.00	44,000.00	45.00	
Total -351	OFFICERS FEES	139.82	791.60	0.00	1,000.00	208.40	79.16	
Total -352	POLICE REVENUE	4,658.19	5,764.28	0.00	304,500.00	298,735.72	1.89	
Total -353	CHOWAN COUNTY FIRE PROTECTION	0.00	0.00	0.00	694,854.00	694,854.00	0.00	
Total -354	NC STATE FIRE PROTECTION	0.00	0.00	0.00	3,400.00	3,400.00	0.00	
Total -355	INSPECTION REVENUE	200.00	2,580.00	0.00	50,000.00	47,420.00	5.16	
Total -359	STREET DEPARTMENT REVENUE	41,131.12	188,391.42	0.00	397,000.00	208,608.58	47.45	
Total -360	DUMPSTER RENTAL	4,031.10	18,721.64	0.00	27,792.00	9,070.36	67.36	
Total -361	CEMETERY REVENUE	734.00	12,564.00	0.00	45,000.00	32,436.00	27.92	
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	8.00	375.60	0.00	10,000.00	9,624.40	3.76	
Total -391	GARAGE REVENUE	28,959.43	158,461.00	0.00	434,462.00	276,001.00	36.47	
Total -396	CHARGES FROM ELECTRICAL FUND	64,504.83	322,524.15	0.00	774,058.00	451,533.85	41.67	
Total -397	TRANSFER FROM ELECTRIC FUND	29,646.25	148,231.25	0.00	355,755.00	207,523.75	41.67	
Total -398	TRANSFER FROM WATER/SEWER FUND	16,194.58	303,951.27	0.00	421,178.00	117,226.73	72.17	
Total -399	FUND BALANCE APPROPRIATED	0.00	0.00	0.00	393,810.00	393,810.00	0.00	
		=====	=====	=====	=====	=====	=====	
TOTAL FUND GENERAL FUND		917,217.83	3,471,485.77	0.00	8,449,321.00	4,977,835.23	41.09	
		=====	=====	=====	=====	=====	=====	

GENERAL FUND EXPENSES

Total -410	ELECTED OFFICIALS	5,792.50	27,350.48	0.00	86,902.00	59,551.52	31.47	
Total -420	ADMINISTRATION	56,630.91	417,462.58	0.00	795,972.00	378,509.42	52.45	
Total -510	POLICE	178,354.45	893,762.15	201,994.47	2,391,524.00	1,295,767.38	45.82	
Total -530	FIRE	112,828.52	595,658.69	26,610.94	1,585,209.00	962,939.37	39.25	
Total -540	INSPECTION	19,304.65	96,780.76	0.00	259,636.00	162,855.24	37.28	
Total -555	GARAGE	18,909.76	268,116.77	4,247.00	520,444.00	248,080.23	52.33	
Total -560	STREETS	87,338.83	322,003.30	24,401.41	720,488.00	374,083.29	48.08	
Total -580	SANITATION	71,156.71	625,097.32	7,163.64	1,001,068.00	368,807.04	63.16	
Total -590	MOSQUITO CONTROL	0.00	0.00	0.00	5,015.00	5,015.00	0.00	
Total -640	CEMETERY/LANDSCAPE	48,917.78	263,889.30	6,215.43	667,195.00	397,090.27	40.48	
Total -660	PROGRAMS & CAPITAL PROJECTS	0.00	335,844.73	0.00	415,868.00	80,023.27	80.76	
		=====	=====	=====	=====	=====	=====	
TOTAL FUND GENERAL FUND		599,234.11	3,845,966.08	270,632.89	8,449,321.00	4,332,722.03	48.72	
		=====	=====	=====	=====	=====	=====	

TOWN OF EDENTON
NOVEMBER 2023
FISCAL YEAR 2023-2024
ELECTRIC FUND REVENUE

Account Number	Description	Actuals 11/01/2023 11/30/2023	Actual YTD 07/01/2023 to 11/30/2023	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
Total -329	INTEREST ON INVESTMENTS	787.07	4,002.59	0.00	95,000.00	90,997.41	4.21	
Total -335	MISCELLANEOUS	7,355.60	30,679.64	0.00	65,000.00	34,320.36	47.20	
Total -337	UTILITIES FRANCHISE TAX	5,490.00	6,020.00	0.00	5,000.00	-1,020.00	120.40	
Total -371	ELECTRICITY SALES	906,660.71	5,557,028.49	0.00	12,891,049.00	7,334,020.51	43.11	
Total -372	BAD DEBT RECOVERIES	0.00	2,162.79	0.00	7,500.00	5,337.21	28.84	
Total -377	ELECTRIC POLE RENTS	0.00	300.00	0.00	45,000.00	44,700.00	0.67	
Total -379	PENALTIES	5,157.52	27,018.11	0.00	65,000.00	37,981.89	41.57	
Total -381	SALE OF MERCHANDISE	1,233.38	15,921.23	0.00	20,000.00	4,078.77	79.61	
Total -382	SALE OF SCRAP	0.00	938.75	0.00	2,500.00	1,561.25	37.55	
Total -384	SYSTEM EXPANSION	3,300.00	9,786.35	0.00	150,000.00	140,213.65	6.52	
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	44,600.98	295,740.86	0.00	650,000.00	354,259.14	45.50	
		=====	=====	=====	=====	=====	=====	
TOTAL FUND ELECTRIC FUND		974,585.26	5,949,598.81	0.00	14,046,049.00	8,096,450.19	42.36	
		=====	=====	=====	=====	=====	=====	

ELECTRIC FUND EXPENSES

Total -660	PROGRAMS & CAPITAL PROJECTS	93,235.52	427,327.32	23,325.53	1,345,046.00	894,393.15	33.50	
Total -720	ELECTRIC ADMINISTRATION	113,281.00	610,842.35	2,255.01	1,441,328.00	828,230.64	42.54	
Total -724	BILLING & COLLECTIONS	37,009.28	161,216.21	0.00	434,372.00	273,155.79	37.11	
Total -830	ELECTRIC POWER	699,367.76	3,931,969.12	41,426.82	10,825,303.00	6,851,907.06	36.70	
		=====	=====	=====	=====	=====	=====	
TOTAL FUND ELECTRIC FUND		942,893.56	5,131,355.00	67,007.36	14,046,049.00	8,847,686.64	37.01	
		=====	=====	=====	=====	=====	=====	

WATER/SEWER FUND REVENUE

WATER/SEWER FUND EXPENSES

Total -660 PROGRAMS & CAPITAL PROJECTS	0.00	60,476.44	130,077.29	412,000.00	221,446.27	46.25
Total -810 WATER OPERATIONS	63,541.68	400,926.01	27,915.64	1,114,297.00	685,455.35	38.49
Total -820 SEWAGE COLLECTIONS	62,971.04	355,472.42	23,358.37	972,991.00	594,160.21	38.93
Total -828 WATER/SEWER LINE MAINTENANCE	81,353.72	356,027.78	611,665.90	1,338,623.00	370,929.32	72.29
	=====	=====	=====	=====	=====	=====
TOTAL FUND WATER & SEWER	207,866.44	1,172,902.65	793,017.20	3,837,911.00	1,871,991.15	51.22
	=====	=====	=====	=====	=====	=====

TOWN OF EDENTON
NOVEMBER 2023
FISCAL YEAR 2023-2024

AIRPORT FUND REVENUE

Account Number	Description	Actuals	Actual YTD	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y
		11/01/2023 11/30/2023	07/01/2023 to 11/30/2023					P E
Total -659	AIRPORT REVENUE	17,760.37	162,119.61	0.00	329,361.00	167,241.39	49.22	
		===== =	===== =	=====	===== =	===== =	=====	
TOTAL FUND	AIRPORT FUND	17,760.37	162,119.61	0.00	329,361.00	167,241.39	49.22	
		===== =	===== =	=====	===== =	===== =	=====	

AIRPORT FUND EXPENSES

Total -650	AIRPORT ADMINISTRATION	5,694.53	45,466.15	0.00	90,111.00	44,644.85	50.46	
Total -651	AIRPORT OPERATIONS	6,090.02	125,732.75	9,275.89	239,250.00	104,241.36	56.43	
		===== =	===== =	=====	===== =	===== =	=====	
TOTAL FUND	AIRPORT FUND	11,784.55	171,198.90	9,275.89	329,361.00	148,886.21	54.80	
		===== =	===== =	=====	===== =	===== =	=====	

TOWN OF EDENTON
NOVEMBER 2023
FISCAL YEAR 2023-2024

POWELL BILL FUND REVENUE

Account Number	Description	Actuals	Actual YTD	Encumbered Requested	Adjusted Budget	Available Budget	% Used	Y P E
		11/01/2023 11/30/2023	07/01/2023 to 11/30/2023					
Total -319	VEHICLE GAS TAX REVENUE	0.00	68,556.49	0.00	130,000.00	61,443.51	52.74	
Total -329	INTEREST ON INVESTMENTS	34.00	170.00	0.00	408.00	238.00	41.67	
Total -353	VEHICLE TAX REVENUE	8,350.00	42,900.00	0.00	100,000.00	57,100.00	42.90	
		=====	=====	=====	=====	=====	=====	
TOTAL FUND POWELL BILL FUND		8,384.00	111,626.49	0.00	230,408.00	118,781.51	48.45	
		=====	=====	=====	=====	=====	=====	

POWELL BILL FUND EXPENSES

Total -560	POWELL BILL	6,610.63	41,055.47	18,000.00	230,408.00	171,352.53	25.63	
		=====	=====	=====	=====	=====	=====	
TOTAL FUND POWELL BILL FUND		6,610.63	41,055.47	18,000.00	230,408.00	171,352.53	25.63	
		=====	=====	=====	=====	=====	=====	

[illegible]

EDENTON POLICE DEPARTMENT

MONTHLY REPORT

December

2023

<u>Warrants</u>		2022	2023	% Change			
Warrants/Subpoenas Received		23	63	173.91%			
Warrants/Subpoenas Served		59	48	-18.64%			
Town Tickets Issued		7	1	-85.71%			
Total Town Ticket Revenue		60	50	-16.67%			
Warning Tickets		27	34	25.93%			
<u>Calls Answered and/or Investigated</u>							
	2022	2023	%Change		2022	2023	%Change
Alarms	2	41	1950.00%	Buisness Opened	0	11	0.00%
Escorts	1	8	700.00%	Homes Checked	0	0	0.00%
Fire Assist	5	8	60.00%	Assist Motorist	43	41	-4.65%
Rescue Assist	0	0	0.00%	Public Drunks	2	3	50.00%
Misc Calls	6	289	4716.67%	Auto Accidents	14	13	-7.14%
Domestic Calls	14	20	42.86%	Appx Damage Acc	48760	25,360	-47.99%
Cases Open <i>see below</i>	22	27	22.73%	Personal Injuries	4	1	0.00%
Total Calls	109	461					
<u>Breakdown of Cases Opened for Investigation</u>							
	2022	2023	%Change		2022	2023	%Change
B/E or B/E/L	2	0	-100.00%	Larceny from M/V	0	0	0.00%
Drug Cases	1	0	-100.00%	Domestic Assaults	0	0	0.00%
Larceny	5	3	-40.00%	Motor Vehic Theft	0	0	0.00%
Unauthorized Use MV	0	0	0.00%	Injury to Prop	4	1	-75.00%
Misc Cases	6	7	16.67%	Other Weapon Violation	3	0	0.00%
Assaults	0	1	0.00%	Assault with Gun	0	0	0.00%
Vandalism	0	0	0.00%	Concealed Weapon	0	1	0.00%
Arson	0	0	0.00%	Murder/Attempt	0	0	0.00%
Trespassing	0	0	0.00%	Robbery	0	0	0.00%
Shoplifting	0	0	0.00%	Resist Arrest	0	0	0.00%
Fraud/Counterfiet	1	0	-100.00%	Sex Offenses	0	1	0.00%
Embezzlement	0	0	0.00%	Forgery/Uttering	0	0	0.00%
Total Cases Assinged	22	14	-36.36%	Open Cases to date	29	13	-55.17%
Total Cases Cleared	22	12	0.00%				
<u>Arrests</u>							
	2022	2023	%Change		2022	2023	%Change
Arrests	6	6	0.00%	Traffic Citations	15	22	46.67%

Narrative

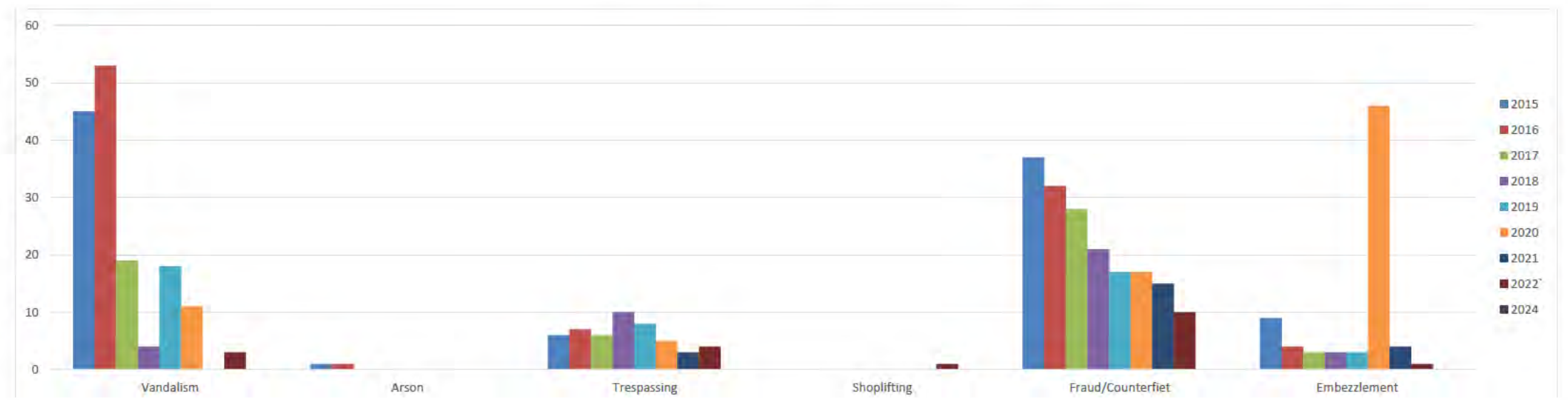
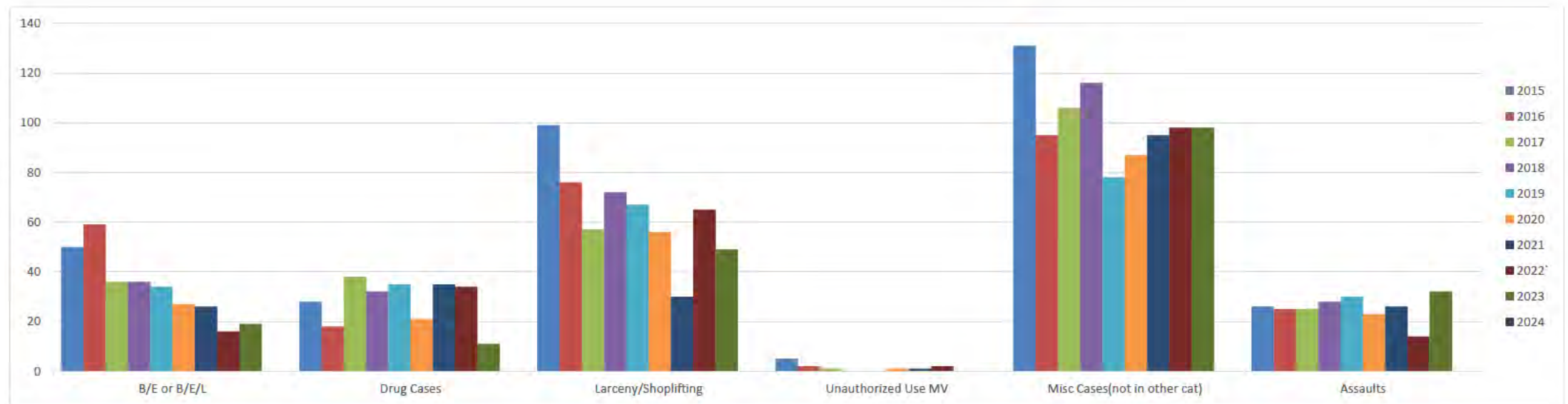
The Edenton Police Department started the month by assisting with the Christmas Candlelight Tour and Christmas kickoff on December 8th from 4:00 pm until 8:00 pm. The Edenton Police Department assisted with the Christmas Parade on December 9th at 10:00 am. The Edenton Police Department ended the month assisting with the Procession on Foot of St. Ann Catholic Church March held on December 12th at 6:15 pm.

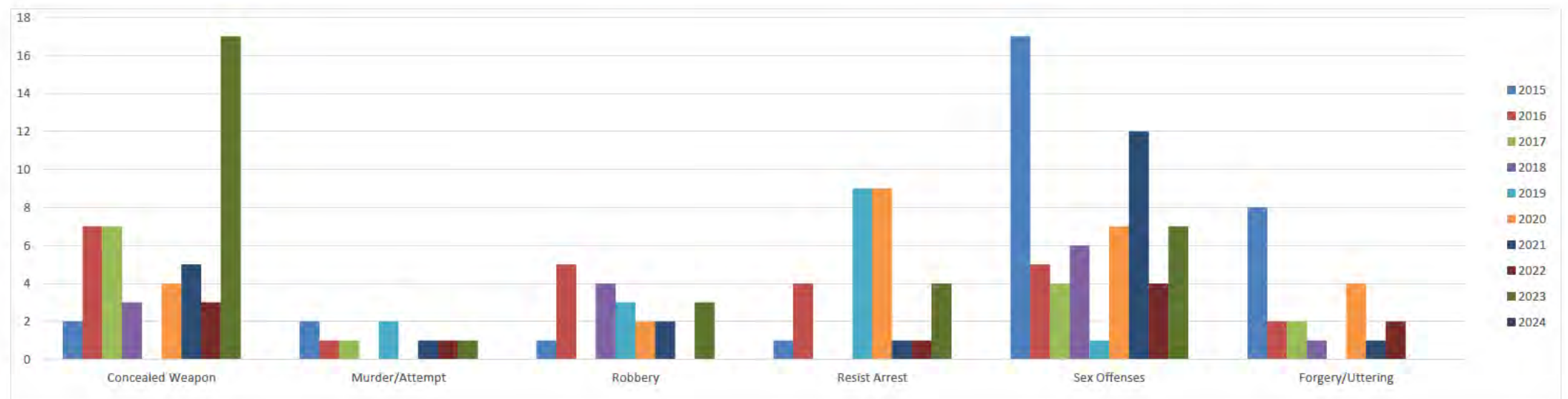
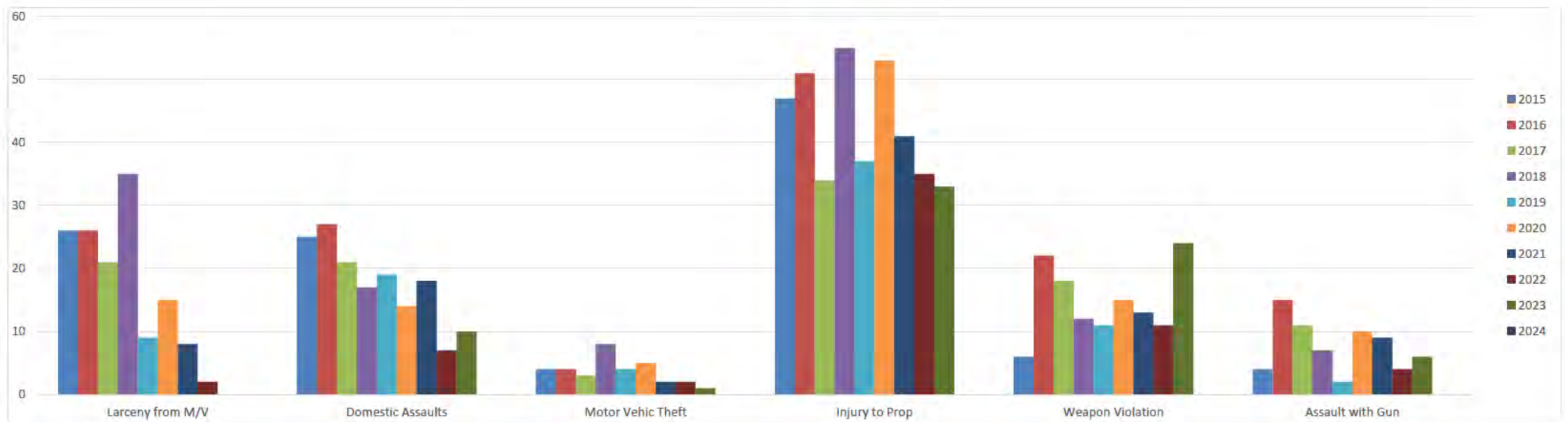
Submitted by Daroyll Brown Police Captain

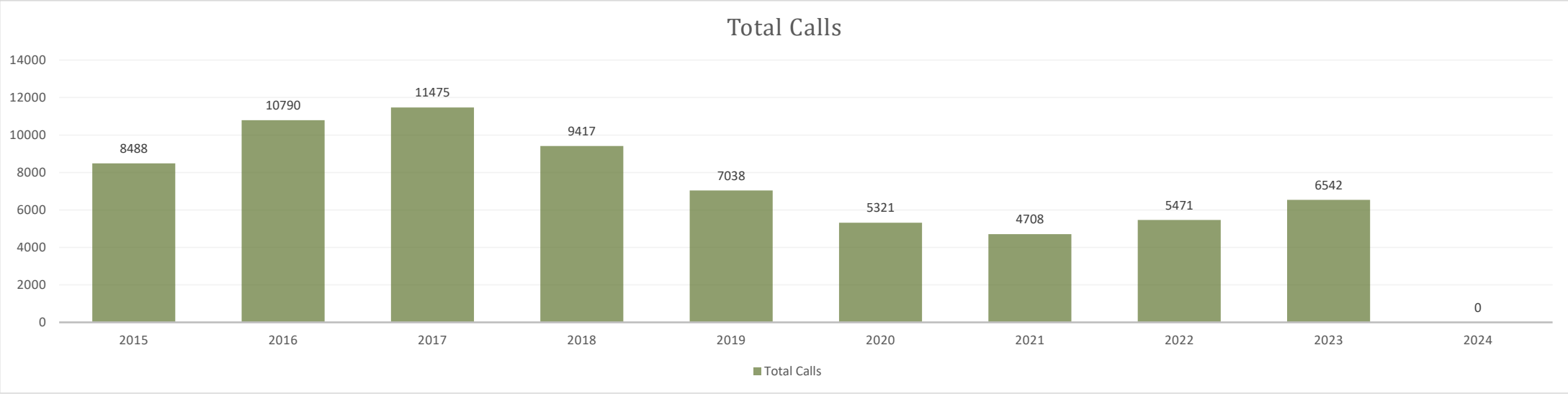
EDENTON POLICE DEPARTMENT
YEARLY REPORT 2015 to date

Year to Date Totals

Warrants	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Warrants/Subpoenas Received	866	863	784	795	548	629	858	551	827	
Warrants/Subpoenas Served	698	768	687	756	752	558	739774	517	768	
Town Tickets Issued	698	311	152	53	103	16	27	94	68	
Total Town Ticket Revenue	#####	\$11,585	\$3,870	\$1,910	\$3,435	\$530	\$1,190	\$1,750	\$1,280	
Warning Tickets	451	414	522	462	553	247	386	695	838	
Calls Answered and/or Investigated										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Alarms	418	448	472	472	464	404	406	387	408	
Escorts	973	1184	1305	1305	920	319	440	154	171	
Fire Assist	106	93	110	110	84	92	73	140	82	
Rescue Assist	713	671	688	688	618	243	142	82	0	
Misc Calls	5062	4387	4490	4490	3770	3321	2739	3609	4940	
Domestic Calls	338	326	273	273	202	211	260	427	269	
Cases Open <i>see below</i>	580	541	448	448	400	397	347	280	302	
Total Calls	8488	10790	11475	9417	7038	5321	4708	5471	6542	0
Breakdown of Cases Opened for Investigation										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
B/E or B/E/L	50	59	36	36	34	27	26	16	19	
Drug Cases	28	18	38	32	35	21	35	34	11	
Larceny/Shoplifting	99	76	57	72	67	56	30	65	49	
Unauthorized Use MV	5	2	1	0	0	1	1	2	0	
Misc Cases(not in other cat)	131	95	106	116	78	87	95	98	98	
Assaults	26	25	25	28	30	23	26	14	32	
Vandalism	45	53	19	4	18	11	0	3	0	
Arson	1	1	0	0	0	0	0	0	0	
Trespassing	6	7	6	10	8	5	3	4	10	
Shoplifting	0	0	0	0	0	0	0	1	0	
Fraud/Counterfiet	37	32	28	21	17	17	15	10	11	
Embezzlement	9	4	3	3	3	46	4	1	8	
Total Cases Assinged	580	541	441	#REF!	387	432	348	320	344	0
Total Cases Cleared										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Arrests	299	300	310	273	220	173	240	115	139	
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Traffic Citations	356	543	263	336	320	538	338	291	436	







Edenton Fire Department Monthly Report

December 1 – December 31, 2023

Town Calls – 23

County Calls – 12

Commercial Alarms – 14

Residential Alarms – 4

CO Calls – 0

Auto Accidents – 7

Structure Fires – 0

Vehicle Fire – 1

Gas Leak – 2

Good Intent Call – 1

Smoke Scare – 1

Brush Fire/Trash Fire – 1

Powerline / Transformer – 0

Rescue – 0

Public Service – 0

Unauthorized Burning – 0

Electrical Problems – 1

Boat – 0

Smoke Detector & Battery Change Install – 1

EMS Assist – 2

Haz-Mat – 0

Police Dept. Assist – 0

Storm Calls – 0

Crop Fire – 0

Training

December 7 – NC OSFM Firefighter Certification – Rescue Ops 1 – 2 Members (Currituck)

December 12 – NC OSFM Firefighter Certification – Rescue Ops 1 – 2 Members (Currituck)

December 13 – NC OSFM Firefighter Certification – Rescue Ops 1 – 2 Members (Currituck)

December 14 – NC OSFM Firefighter Certification – Rescue Ops 1 – 2 Members (Currituck)

December 14 – Monthly In-house Training – Haz-Mat Crop Duster Review – 14 Members

December 19 – NC OSFM Firefighter Certification – Safety & Survival – 5 Members (Currituck)

December 20 – NC OSFM Firefighter Certification – Safety & Survival – 5 Members (Currituck)

December 21 – NC OSFM Firefighter Certification – Safety & Survival – 5 Members (Currituck)

Engineer Aiden Owens and Engineer Damarrian Jackson both finished the NC OSFM Firefighter Certification Program in Currituck County. This certification is 428 hours of training hours, this makes these two men NFPA 1403 compliant.

Mutual Aid: Received: 13 Given: 2

**Town of Edenton
Department of Public Works**

**Monthly Report
DECEMBER 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. Cleaned storm drains and raked washed-up leaves on the sidewalk downtown. Put up Christmas trees at the Cupola House. Weeded the Barker House Garden. Put up lights outside of the Chamber Building for the tree lighting activities. Watered newly planted trees at the treatment plant and at the lift station across from Westover. Weeded the flower boxes downtown. Finished clearing out overgrown brush around the group of trees at lot in Oak Hill. Cut the parks to mulch the leaves. Mowed/mulched leaves at EVM Park and at the storm water pump. Trimmed trees in front of the Courthouse and a crape myrtle on the corner of King and Court St. Picked up fallen limbs in EVM Park and blew off the sidewalks and around the benches. Picked up trash in the wetlands. Raked up debris on the Cannon Strip. Cleaned storm drains and debris after rain storm. Starting trimming oak trees in Oak Hill with the bucket truck and chipper. Repaired the information sign across from the Barker House. Cleaned up over wash on the Cannon Strip and also pulled several logs off of the rocks and out of the water. Cut them up for easier disposal. Cleaned over wash in the curve at the end of S. Granville. Cleaned up washed up debris in the area next to Hayes Bridge. Took down two torn flags downtown and replaced with new flags.

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.

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 Took Fog variance sample #1 at Olam edible nuts. Cleaned strainer behind the effluent pumps. Met with Wooten and Peter's and White Construction about what's next with the upgrade plans at the WWTP. Found WWTP's main isolations valves to get inserta valves installed. Drew up plans for the temporary chlorine feed system. Prepared current chlorine room to be demolished. Fixed 4x4 post on the fence.

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. Repaired a meter leaking at 809 Badham Rd. Rodded the sewer on Jackson St. Repaired broken sewer service at 128 E Freemason St. Met with Piedmont to discuss repairs and clean up on E Freemason St. Installed a new meter at 1003 Johnston St. Rodded the sewer main from Ellis Carpet to Second St. Rodded Herringbone's clean out. Repaired leak and replaced the meter at 901 Johnston St. Replaced meter/box at 101 Cypress Dr. Dug up Church St. to try and locate Jackson Dairy's service line. Backfilled 307 Queen Anne Dr. Dug up the 2" main on the north side of Church St. to try and locate valve. Rodded and cleaned the sewer on Iredell. Called in a locate and helped Brad Overton on Old Herford Rd. Rodded the sewer for the town of Colombia. Installed contractor meter at the old Food Lion. Met with the fiber crew to mark the force main along HWY 32.

Repaired sewer and water line old Hertford Rd. Repaired the force main for the transfer station. Took sewer/grease samples from Olam. Rodded and cleaned sewer lines after the big storm we had. Changed out the meter box at 709 Johnston St. Responded to a sewer back up at 902 MLK Ave. Rodded the sewer main at the end of W. Church St. Helped the NCDOT with vac truck on Virginia Rd. Shut off the main at the Old George C. Moore Bldg. due to water leak. Replaced the broken sewer clean out at 1390 N. Broad St. Installed a new 1" shutoff valve at 1392 N. Broad St.

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. Dug up an old bad pipe, constructed a ditch and landscaped behind Red Apple. Cleaned and rodded storm drains that were clogged due to the big rain storm we had. Put new storm drain lids on boxes at E. Queen St. and Gale St. Replaced the old 32" galvanized storm water pipe with an upgraded 48" corrugated pipe at 149 Old Hertford Rd. Rodded the storm pipe on Boswell St. Repaired sinkholes on S. Oakum St. and E. Eden St. Realigned storm drain box at Chowan Ct. Put up handicap signs downtown. Closed the ditch in on Old Hertford Rd. Fixed the stop sign at N. Oakum and Cabarrus St.

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). Delivered several trash carts and recycle carts to customers throughout the town. Picked up yard waste (Thurs & Fri.). Ran the leaf machine. Checked dumpsters for any repair work. Pushed up leaves and yard debris at the landfill. Completed temperature readings at the yard waste site for grass piles. Attended Landfill and Transfer Station classes. Cleaned the transfer station. Helped with cleaning storm drains due to the big rain storm we had.

David Myers,
Director of Public Works