



**TOWN OF GRIFTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**Tuesday, June 13, 2023**  
**7:00 PM**

**AGENDA**

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes: (May 9, 2023, Regular Meeting.) (7-9)
- D. Public Hearings
1. Mr. Mark A. Gray requests to rezone Pitt County Tax Parcel 87833 being a 3.00-acre tract located on Hwy. 118 from R-10 Single Family Residential to I-1 Light Industrial. (10)
  2. Mr. James R. Frizzelle requests to rezone Pitt County Tax Parcel 20956 being a 0.42-acre tract located at 6203 N. Highland Blvd. from R-14 Residential to R-6 Residential.
  3. Mr. Paul Porterfield requests to rezone Pitt County Tax Parcel 19369 being a 3.19-acre tract located at 858 Wall Street from R-10 Residential to R-8 Residential and to request a special use permit to erect a Class A Manufactured Dwelling (double-wide) on site.
  4. Public Hearing on proposed Town of Grifton 2023-2024 fiscal year budget
- E. Manager Report
1. Monthly Manager's Report
- E. Recognition of Persons to Be Heard NOTE: This is an opportunity for public comment, and we thank you for coming to the Board of Commissioners meeting tonight to share your views. We value all citizens input.
- Speaker comments are limited to a maximum of 5 minutes during the public comment period.
  - Groups shall designate one speaker to represent the group on a particular subject matter.
  - At the conclusion of the 5 minutes, each speaker shall leave the podium.
  - Comments will be directed to the full Board, not an individual Board member or Staff member.
  - Although the Board is interested in hearing your comments, speakers should not expect any comments, action, or deliberation from the Board on any issue raised during public comment period.
  - Please state your full name and address.

**G. Discussion Items**

- (11) 1. Consideration of resolution for re-zoning for Mr. Mark A. Gray to rezone Pitt County Tax Parcel 87833 being a 3.00-acre tract located on Hwy. 118 from R-10 Single Family Residential to I-1 Light Industrial.
- (12) 2. Consideration of resolution for re-zoning for Mr. James R. Frizzelle to rezone Pitt County Tax Parcel 20956 being a 0.42-acre tract located at 6203 N. Highland Blvd. from R-14 Residential to R-6 Residential.
- (13) 3. Consideration of resolution for re-zoning for Mr. Paul Porterfield to rezone Pitt County Tax Parcel 19369 being a 3.19-acre tract located at 858 Wall Street from R-10 Residential to R-8 Residential and to request a special use permit to erect a Class A Manufactured Dwelling (double-wide) on site.
- (14-17) 4. Adoption of Budget Ordinance for FY 2023-2024
- (18-20) 5. Adoption of close out Budget amendments for FY 2022-2023
- (21-24) 6. Appointment of Oryan D. Lowry to the CMSD (Contentnea Metropolitan Sewerage District) Board and NRWASA (Neuse Regional Water and Sewer Authority) Board
- (25-30) 7. Approval of the Water Shortage Plan
- (31-34) 8. Approval of Audit Contract with Barrow, Parris & Davenport, P.A.
- (35-37) 9. Town of Grifton DRAFT ordinance to amend Chapter 91: Animals (Chickens)

**H. Commissioners Comments**

**I. Adjournment**



June 13, 2023

**Memorandum**

To: Mayor and Commissioners

From: Oryan D. Lowry, Town Manager

Subject: Manager's Comments for June 13, 2023, Regular Meeting

**Item E-1:**

Special Thank-you to Mrs. Tyra Sparrow for her kind words of encouragement and a Card

**Item E-2:**

- The Town of Grifton has started the close-out process for the Wastewater Pump Station and Sewer System Improvements with the Wooten Company
- Signed Change Order No. 04-Final 1 - 4
- Certificate of Substantial Completion 5
- Fast Track Sewer Engineering Certification 6

**Item E-3:**

Thank-you to the Commissioners and Town Employees for your patience showed during this transition between Mark Warren and Myself.

Special Recognition



Change Order No. 04-FINAL

Date of Issuance: 05/22/23	Effective Date: 3/27/23
Owner: Town of Grifton	Owner's Contract No.: 1
Contractor: Central Builders, Inc.	Contractor's Project No.: 21-05
Engineer: The Wooten Company	Engineer's Project No.: 2280-BO
Project: Wastewater Pump Station and Sewer System Improvements	Contract Name: USDA-NC-RD

The Contract is modified as follows upon execution of this Change Order:

	Unit Price	Estimated Quantity	Change to Contract Price
Final quantity adjustments per attached spreadsheet.		1 LS	(-) \$89,776.91
<b>Total</b>			<b>(-) \$89,776.91</b>

**Descriptions/Attachments:** *[List documents supporting change]*

Spreadsheet documenting the final project quantities.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:  \$ 1,194,590.00	Original Contract Date: 06/01/2021, NTP 10/11/2021 Substantial Completion: <u>180 days; 04/09/2022</u> Ready for Final Payment: <u>210 days; 05/09/2022</u> days or dates
Increase from previously approved Change Orders No. <u>1</u> through No. <u>3</u> :  (+) \$ 135,600.63	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> through No. <u>3</u> : Substantial Completion: <u>92 calendar days</u> Ready for Final Payment: <u>92 calendar days</u> days or dates
Contract Price prior to this Change Order:  \$ 1,330,190.63	Contract Times prior to this Change Order: Substantial Completion: <u>272 calendar days 07/10/2022</u> Ready for Final Payment: <u>302 calendar days 08/09/2022</u> days or dates
Decrease of this Change Order:  (-) \$89,776.91	Increase of this Change Order: Substantial Completion: <u>0 calendar days</u> Ready for Final Payment: <u>0 calendar days</u> days or dates
Contract Price incorporating this Change Order:  \$ 1,240,413.72	Contract Times with all approved Change Orders: Substantial Completion: <u>272 calendar days 07/10/2022</u> Ready for Final Payment: <u>302 calendar days 08/09/2022</u> days or dates



RECOMMENDED:

By: EE Olsen  
Eric E. Olsen, PE  
Engineer (if required)  
Title: Construction Administrator  
Date: 05/22/2023

ACCEPTED:

By: [Signature]  
Oryan D. Lowry  
Owner (Authorized Signature)  
Title: Town Manager  
Date: 06/07/2023

ACCEPTED:

By: [Signature]  
Brent Phillips  
Contractor (Authorized Signature)  
Title: Vice President  
Date: 6/5/23

Approved by Funding Agency (if  
applicable)

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Change Order #4

Prepared By

THE WOOTEN COMPANY

120 NORTH BOYLAN AVE.

RALEIGH, NORTH CAROLINA 27603

March 27, 2023

Contractor's Name  
Central Builders, Inc.

Project Name  
Wastewater Pump Station and Sewer System Improvements

TWC #2280-BO  
RD-USDA

Item No.	Description of Item of Work	Bid Quantities	Unit Price	Unit	Bld Contract Price	Change		Change		Change		Change		New Qty
						Order #1 Qty	Order #1 Amt	Order #2 Qty	Order #2 Amt	Order #3 Qty	Order #3 Amt	Order #4 Qty	Order #4 Amt	
1	6-inch Gravity Sewer Replacement w/(0)-(6) ft. 8-inch PVC Gravity Sewer	810	\$55.00	LF	\$ 44,550.00		\$ -		\$ -		\$ -	-92	\$ (5,060.00)	718.00
2	6-inch Gravity Sewer Replacement w/(0)-(6) ft. 8-inch DIP Gravity Sewer	20	\$118.00	LF	\$ 2,360.00		\$ -		\$ -		\$ -		\$ -	20.00
3	6-inch Gravity Sewer Replacement w/(6)-(8) ft. 8-inch PVC Gravity Sewer	170	\$65.00	LF	\$ 11,050.00		\$ -		\$ -		\$ -	-29	\$ (1,885.00)	141.00
4	6-inch Gravity Sewer Replacement w/(8)-(10) ft. 8-inch PVC Gravity Sewer	40	\$82.00	LF	\$ 3,280.00		\$ -		\$ -		\$ -	-30	\$ (2,460.00)	10.00
5	6-inch Gravity Sewer Replacement w/(10)-(12) ft. 8-inch PVC Gravity Sewer	80	\$94.00	LF	\$ 7,520.00		\$ -		\$ -		\$ -	100	\$ 9,400.00	180.00
6	(0)-(6) ft. 8-inch PVC Gravity Sewer Replacement	690	\$55.00	LF	\$ 37,950.00		\$ -		\$ -		\$ -	22	\$ 1,210.00	712.00
7	(0)-(6) ft. 8-inch DIP Gravity Sewer Replacement	100	\$118.00	LF	\$ 11,800.00		\$ -		\$ -		\$ -	17.5	\$ 2,065.00	117.50
8	(6)-(8) ft. 8-inch PVC Gravity Sewer Replacement	950	\$65.00	LF	\$ 61,750.00		\$ -		\$ -		\$ -	-55.5	\$ (3,607.50)	894.50
9	(8)-(10) ft. 8-inch PVC Gravity Sewer Replacement	270	\$82.00	LF	\$ 22,140.00		\$ -		\$ -		\$ -	129	\$ 10,578.00	399.00
10	(10)-(12) ft. 8-inch PVC Gravity Sewer Replacement	360	\$97.00	LF	\$ 34,920.00		\$ -		\$ -	182	\$ 17,654.00	-160	\$ (15,471.50)	382.50
11	(12)-(14) ft. 8-inch PVC Gravity Sewer Replacement	40	\$117.00	LF	\$ 4,680.00		\$ -		\$ -		\$ -	-5	\$ (585.00)	35.00
12	(6)-(8) ft. 8-inch DIP Gravity Sewer Replacement w/72 LF of 16-inch Steel Encasement	65	\$475.00	LF	\$ 30,875.00		\$ -		\$ -		\$ -	1	\$ 475.00	66.00
13	8-inch Cured in Place Sanitary Sewer	1,220	\$64.00	LF	\$ 78,080.00		\$ -		\$ -		\$ -	-583.5	\$ (37,344.00)	636.50
14	6-inch VCP Gravity Sewer to be Abandoned and Filled w/Grout	2,720	\$7.00	LF	\$ 19,040.00		\$ -		\$ -	100	\$ 700.00	-84	\$ (588.00)	2,736.00
15	Replace (0)-(6) ft. Existing Manhole w/New 4 ft. Manhole	2	\$3,150.00	EA	\$ 6,300.00		\$ -		\$ -		\$ -		\$ -	2.00
16	Replace (0)-(6) ft. Existing Manhole w/New 4 ft. Manhole & Watertight Lid w/ Vent	1	\$4,500.00	EA	\$ 4,500.00		\$ -		\$ -		\$ -	-1	\$ (4,500.00)	0.00
17	Replace (0)-(6) ft. Existing Manhole w/New 4 ft. Manhole Watertight lid	1	\$3,950.00	EA	\$ 3,950.00		\$ -		\$ -		\$ -		\$ -	1.00
18	Replace (6)-(8) ft. Existing Manhole w/New 4 ft. Manhole	1	\$4,325.00	EA	\$ 4,325.00		\$ -		\$ -		\$ -	2	\$ 8,650.00	3.00
19	Replace (10)-(12) ft. Existing Manhole w/New 4 ft. Manhole	1	\$5,250.00	EA	\$ 5,250.00		\$ -		\$ -		\$ -		\$ -	1.00
20	New (0)-(6) ft. 4 ft. Manhole	7	\$2,800.00	EA	\$ 19,600.00		\$ -		\$ -		\$ -	-1	\$ (2,800.00)	6.00
21	New (0)-(6) ft. 4 ft. Manhole w/Watertight Lid & Vent	1	\$4,000.00	EA	\$ 4,000.00		\$ -		\$ -		\$ -		\$ -	1.00
22	New (6)-(8) ft. 4 ft. Manhole	2	\$4,000.00	EA	\$ 8,000.00		\$ -		\$ -		\$ -	1	\$ 4,000.00	3.00
23	New (6)-(8) ft. 4 ft. Manhole w/Watertight Lid	1	\$4,400.00	EA	\$ 4,400.00		\$ -		\$ -		\$ -		\$ -	1.00
24	New (6)-(8) ft. 4 ft. Manhole w/Outside Drop	1	\$9,400.00	EA	\$ 9,400.00		\$ -		\$ -		\$ -	-1	\$ (9,400.00)	0.00
25	New (8)-(10) ft. 4 ft. Manhole	1	\$4,400.00	EA	\$ 4,400.00		\$ -		\$ -		\$ -		\$ -	1.00
26	New (10)-(12) ft. 4 ft. Manhole	1	\$4,900.00	EA	\$ 4,900.00		\$ -		\$ -	1	\$ 4,900.00		\$ -	2.00
27	New (12)-(14) ft. 4 ft. Manhole	1	\$5,400.00	EA	\$ 5,400.00		\$ -		\$ -		\$ -		\$ -	1.00
28	Remove Existing (0)-(6) ft. Manhole	1	\$1,000.00	EA	\$ 1,000.00		\$ -		\$ -		\$ -	3	\$ 3,000.00	4.00
29	Abandon Existing Manhole and Fill w/Grout	9	\$1,000.00	EA	\$ 9,000.00		\$ -		\$ -		\$ -	-3	\$ (3,000.00)	6.00
30	4-inch Gravity Sewer Service Replacement ( Same Side of Road)	41	\$1,080.00	EA	\$ 44,280.00		\$ -		\$ -		\$ -	7	\$ 7,560.00	48.00
31	4-inch Gravity Sewer Service Replacement (Opposite Side of Road)	23	\$2,880.00	EA	\$ 66,240.00		\$ -		\$ -		\$ -	1	\$ 2,880.00	24.00
32	4-inch DIP Gravity Sewer Service by Dry Jack & Bore	8	\$9,800.00	EA	\$ 78,400.00		\$ -		\$ -		\$ -	-1	\$ (9,800.00)	7.00
33	4-inch Gravity Sewer Service Connection from right-of-way to house	38	\$1,200.00	EA	\$ 45,600.00		\$ -		\$ -		\$ -	-3	\$ (3,600.00)	35.00









## CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Town of Grifton	Owner's Contract No.:
Contractor: Central Builders, Inc.	Contractor's Project No.: 21-05
Engineer: The Wooten Company	Engineer's Project No.: 2280-BO
Project: Wastewater Pump Station and Sewer System Improvements	Contract Name: NC-RD USDA

**This [preliminary] [final] Certificate of Substantial Completion applies to:**

☒ All Work ☐ The following specified portions of the Work:

March 31, 2023

### Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities:

☒ None  
☐ As follows

Amendments to Contractor's responsibilities:

☒ None  
☐ As follows:

The following documents are attached to and made a part of this Certificate: *Punch List dated 5/3/23*

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:

By: EE Olsen  
(Authorized signature)

Title: PM/Construction Admin.

Date: 06/07/2023

RECEIVED:

By: [Signature]  
Owner (Authorized Signature)

Title: Town Manager

Date: 06/07/2023

RECEIVED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*5*

### FAST TRACK SEWER ENGINEERING CERTIFICATION

**PERMITTEE:** Town of Grifton  
**PERMIT #:** WQ0041311  
**PROJECT:** Pump Station and Sewer Rehabilitation/Replacement  
**ISSUE DATE:** November 19, 2019

This project shall not be considered complete nor allowed to operate in accordance with Condition 7 of this permit until the Division has received this Certification and all required supporting documentation. It should be submitted in a manner that documents the Division's receipt. Send the required documentation the Regional Supervisor, Water Quality Regional Operations Section at the address at the bottom.

Any wastewater flow made tributary to the wastewater collection system extension prior to completion of this Certification shall be considered a violation of the permit and shall subject the Permittee to appropriate enforcement actions. The Permittee is responsible for tracking all partial certifications up until a final certification is received. A Final Certification shall be a complete set of record drawings and design calculations regardless of whether partials have been submitted.

#### PERMITTEE'S CERTIFICATION

I, the undersigned agent for the Permittee, hereby state that this project has been constructed pursuant to the applicable standards & requirements, the Professional Engineer below has provided applicable design/construction information to the Permittee, and the Permittee is prepared to operate & maintain the wastewater collection system permitted herein or portions thereof.

Oryan D. Lowry (Town Manager)

Printed Name, Title



Signature

7 June 2023

Date

#### ENGINEER'S CERTIFICATION

I, Eric E. Olsen, P.E., as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe (☒ periodically, ☐ weekly, ☐ full time) the construction of the project name and location as referenced above for the above Permittee hereby state that, to the best of my abilities, due care and diligence was used in the observation of the following construction: of approximately 2,460 linear feet of 8-inch gravity sewer; as part of the Pump Station and Sewer Rehabilitation/Replacement project (PROJECT INFO- aligning new gravity sewer main and manholes and rehabilitation of two pump stations), the discharge of existing (no new) flow consisting of domestic and commercial wastewater being discharged into the Contentnea Metropolitan existing sewerage system; such that the construction was observed to be built within substantial compliance of this permit; 15A NCAC 02T; the Division of Water Resources' (Division) Gravity Sewer Minimum Design Criteria adopted February 12, 1996 as applicable; the Division's Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains adopted June 1, 2000 as applicable; and other supporting materials.

North Carolina Professional Engineer's Seal w/signature & date:

☒ Final

☐ Partial (include description)



**Certification Comments/Qualifiers (attach if necessary):**

Reference Partial certifications provided for Woodland Pump Station dated 7/8/22 and Contentnea Pump Station dated 2/20/23. Copies attached.

NC DWR – Water Quality Regional Operations Section  
Washington Regional Office

943 Washington Square Mall, Washington, NC 27889  
Phone: (252)-946-6481 FAX: 252-946-9215



**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
TUESDAY, MAY 9, 2023**

**Present:** Mayor B.R. Jackson; Commissioners Jessica Daigneault, Angela Gay, Claude Kennedy, Raymond Oakes; Interim Manager Mark Warren, Clerk Tina Mitchell

Mayor Jackson called the meeting to order.

Mayor Jackson led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Minutes**

Commissioner Kennedy made a motion to approve minutes as presented. The motion was seconded by Commissioner Daigneault. The motion carried unanimously.

**Manager's Report**

Monthly Manager's Report – See Attached

FY 23-24 Manager's Recommended Budget (Public Hearing set for budget on June 14<sup>th</sup> at 7:00 P.M.) See Attached

**Recognition of Persons to Be Heard** NOTE: This is an opportunity for public comment, and we thank you for coming to the Board of Commissioners meeting tonight to share your views. We value all citizens' input. Speaker's comments are limited to a maximum of 5 minutes during the public comment period. Groups shall designate one speaker to represent the group on a particular subject matter. At the conclusion of the 5 minutes, each speaker shall leave the podium. Comments will be directed to the full Board, not an individual Board member or Staff member. Although the Board is interested in hearing your comments, speakers should not expect any comments, action, or deliberation from the Board on any issue raised during the public comment period. Please state your full name and address

- 1) Waldo Alicea of 292 Chebistal Dr. Grifton, N.C. asked if there was a list of the notices that went out for back taxes for people who may want to purchase the property. Manager Mark Warren shared that he could email him, but it will take a little while before they get to the sale process and it will take place at the Pitt County Courthouse.

**Discussion Items**

- 1) Request to allow chickens in Town limits (See survey of other municipalities attached)

Commissioner Kennedy commented with the information that we received from New Bern, Greenville, Farmville, I would suggest that the Town Manager take these three and look at what would fit Grifton and the citizens of Grifton if they want to allow chickens, and we as a Board through public comment will hear what they have to say. Then take the best of those



three and let it fit our Town.

Commissioner Barnes asked how long it would take to possibly get a rough idea before our next meeting. Manager Mark Warren said it would take approximately 10 days.

On a motion of Commissioner Barnes, seconded by Commissioner Kennedy, that we set a public hearing to be held on June 13, 2023. Motion carried Unanimously.

- 2) Authorized public hearings on the following request and recommendations from the Planning Board for the June 13, 2023 meeting

:

On a motion of Commissioner Barnes, seconded by Commissioner Gay, that we have this public hearing. Motion carried Unanimously.

- A. Mark A. Gray requests to rezone Pitt County Tax Parcel 87833 located on HWY. 118 from R-10 Single Family Residential to I-I Light Industrial.

The consensus of the Board was that the hearing be authorized.

- B. Mr. James R. Frizzelle requests to rezone Pitt County Tax Parcel 20956 being 6203 N. Highland Blvd. from R-14 Single Family Residential to R-6 Residential.

On a motion of Commissioner Kennedy, seconded by Commissioner Oakes, that we have this public hearing. Motion carried Unanimously.

- C. Mr. Paul Porterfield request to rezone 858 Wall Street (Pitt County Tax Parcel 19369) being a 3.19-acre tract from R-10 to R-8, and to request a special use permit for Class A double wide manufactured dwelling on site.

On a motion of Commissioner Barnes, seconded by Commissioner Oakes, that the hearing be authorized. Motion carried Unanimously.

### **Commissioner Comments**

Commissioner Kennedy would like to thank Mr. Warren for presenting what he feels like is a workable budget for this Board and for the citizens that we can act upon and move forward in the coming year.

Commissioner Barnes mentioned a sink hole on Highland near the Dollar General. He also mentioned that the January Agenda and minutes were missing from the website, but Tina said that she would have them up first thing tomorrow morning. He asked how the debit card machine was working out. He asked about the water billing and said that we have talked about it in the past. He had somebody approach him this month and said that this person's bank account had fraud and had to close out the account and open a new one. This person told him that the automatic draft was returned and when they came in to make the payment, she was unable to write another check for the return per policy and the payment had to be cash. He asked Clerk, Tina Mitchell why this person couldn't pay with another check because it was identity theft. He was told that we are following the policy that was put in place by the board to collect payments in cash for all checks that are

returned to us by the bank. Commissioner Barnes stated that in a situation like this, it blows my mind on that aspect of it so I wanted to bring that to attention and maybe we can look into this.

Commissioner Oakes wanted to thank Mark for all his hard work on the budget.

Commissioner Daigneault also wanted to thank Mark for the budget.

Commissioner Gay also wanted to thank Mark. She also read over the delinquent taxes and some of them I know.

Mayor B. R. Jackson states that when Municipalities are allowed by General Statute 143-318.11 to go into close session with personnel issues and during a closed session.

### **Adjournment**

There being no further business the meeting adjourned.

Respectfully  
Tina Mitchell  
Town of  
Grifton

CE. mailed  
5/23/23

## PUBLIC HEARING

The Mayor and Board of Commissioners will hold public hearings on the following matters on Tuesday June 13, 2023 at 7:00 P.M. in the Grifton Town Hall located at 528 Queen Street.

1. Mr. Mark A. Gray requests to rezone Pitt County Tax Parcel 87833 being a 3.00-acre tract located on Hwy. 118 from R-10 Single Family Residential to I-1 Light Industrial.
2. Mr. James R. Frizzelle requests to rezone Pitt County Tax Parcel 20956 being a 0.42-acre tract located at 6203 N. Highland Blvd. from R-14 Residential to R-6 Residential.
3. Mr. Paul Porterfield requests to rezone Pitt County Tax Parcel 19369 being a 3.19-acre tract located at 858 Wall Street from R-10 Residential to R-8 Residential and to request a special use permit to erect a Class A Manufactured Dwelling (double-wide) on site.

Citizens wishing to be heard may do so at the above-mentioned time and place. As a result of deliberations, other alternatives may be considered by the Board.

Mark R. Warren  
Interim Town Manager

Legal June 3, June 10





## **RESOLUTION 2023 - 0403**

### **RESOLUTION AMENDING OFFICAL ZONING MAP OF THE TOWN OF GRIFTON**

Whereas the Planning Board reviewed a request from an applicant and recommended amending the Official Zoning Map of the Town of Grifton, and.

Whereas a public hearing on the proposed rezoning was duly advertised and held on June 13, 2023, at 7:00 P.M. in the Grifton Town Hall giving interested parties the opportunity to speak to the rezoning.

Now, therefore be it resolved, that the Board of Commissioners of the Town of Grifton hereby make the following amendment to the Official Zoning Map of Grifton, N.C.

- A. That Pitt County Tax Parcel 87833 (3.0-acre tract) located on Hwy. 118 be rezoned from R-10 Single Family Residential to I-1 Light Industrial.

Adopted this 13th day of June 2023.

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B.R. Jackson, Mayor

**ATTEST:**

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Tina Mitchell, Town Clerk



## **RESOLUTION 2023 - 0404**

### **RESOLUTION AMENDING OFFICAL ZONING MAP OF THE TOWN OF GRIFTON**

Whereas the Planning Board reviewed a request from an applicant and recommended amending the Official Zoning Map of the Town of Grifton, and.

Whereas a public hearing on the proposed rezoning was duly advertised and held on June 13, 2023, at 7:00 P.M. in the Grifton Town Hall giving interested parties the opportunity to speak to the rezoning.

Now, therefore be it resolved, that the Board of Commissioners of the Town of Grifton hereby make the following amendment to the Official Zoning Map of Grifton, N.C.

- A. That Pitt County Tax Parcel 20956 (0.42-acre tract) located on 6203 N. Highland Blvd. from R-14 Single Family Residential to R-6 Residential.

Adopted this 13th day of June 2023.

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B.R. Jackson, Mayor

**ATTEST:**

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Tina Mitchell, Town Clerk



## **RESOLUTION 2023 - 0405**

### **RESOLUTION AMENDING OFFICAL ZONING MAP OF THE TOWN OF GRIFTON**

Whereas the Planning Board reviewed a request from an applicant and recommended amending the Official Zoning Map of the Town of Grifton, and.

Whereas a public hearing on the proposed rezoning was duly advertised and held on June 13, 2023, at 7:00 P.M. in the Grifton Town Hall giving interested parties the opportunity to speak to the rezoning.

Now, therefore be it resolved, that the Board of Commissioners of the Town of Grifton hereby make the following amendment to the Official Zoning Map of Grifton, N.C.

- A. That Pitt County Tax Parcel 19369 (3.19-acre tract) located at 858 Wall Street from R-10 Residential to R-8 Residential and to request a special use permit to erect a Class A Manufactured Dwelling (double-wide) on site.

Adopted this 13th day of June 2023.

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B.R. Jackson, Mayor

**ATTEST:**

---

Tina Mitchell, Town Clerk



**ORDINANCE NO. 2023-01**

**TOWN OF GRIFTON  
FY 2023-2024 BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of the Town of Grifton, North Carolina, and meeting in regular session on June 13, 2023 that the following fund revenues and departmental expenditures are approved and appropriated for operations of the Town of Grifton for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

SECTION I. GENERAL FUND: Revenues totaling \$1,989,423 are hereby approved from the following sources:

Ad Valorem Taxes (Current and Prior)	\$814,500
State Shared Revenues	\$201,000
Local Option Sales Tax	\$712,879
Other Revenues	\$261,044
 TOTAL	 \$1,989,423

A total of \$1,989,423 is hereby authorized to be expended from the departmental accounts of the General Fund as follows:

Governing Body	\$15,300
Administration	\$540,685
Elections	\$3,776
Tax Collections	\$7,500
Community Development	\$5,000
Buildings & Grounds	\$182,489
Police Department	\$605,218
Fire Department	\$76,000
Streets	\$221,203
Workshop	\$110,700
Waste Services	\$146,000
Civic Center	\$16,050
Recreation	\$18,700
Library	\$40,802
Transfers	\$0
 TOTAL	 \$1,989,423

SECTION II. WATER / SEWER FUND: Revenues totaling \$1,281,429 are hereby approved from the following sources:

Water and Sewer Charges	\$1,115,310
CMSD Surcharge	\$101,300
Water and Sewer Connect Fees	\$10,500
Other Revenues	\$54,319
 TOTAL	 \$1,281,429

A total of \$1,281,429 is hereby authorized to be expended from the departmental accounts of the Water / Sewer Fund as follows:

General Operations	\$197,509
Water Supply	\$349,988
Sewer Collection	\$733,932
 TOTAL	 \$1,281,429

SECTION III. STORMWATER FUND: Revenues totaling \$67,100 are hereby approved from the following sources:

Residential Stormwater Charges	\$35,000
Non-Residential Stormwater Charges	\$32,100
Transfer from General Fund	\$0
 TOTAL	 \$67,100

A total of \$67,100 hereby authorized to be expended from the departmental account of the Stormwater Fund as follows:

General Operations	\$67,100
 TOTAL	 \$67,100

SECTION IV. DEPOT FUND: Revenues totaling \$20,000 are hereby approved from the following sources:

Rental Fees	\$20,000
Miscellaneous	
 TOTAL	 \$20,000

A total of \$20,000 is hereby authorized to be expended from the Depot Fund for the operation and maintenance of the Depot facility.

#### SECTION V. AD VALOREM TAXES

An Ad Valorem tax rate of \$0.63 per \$100 valuation of taxable property, as listed for taxes as of January 1, 2023 is hereby levied and established as the official tax rate for the Town of Grifton for Fiscal Year 2023-2024. The rate is based on a total projected valuation of \$119,426,295 and an estimated collection rate of 95.00%. The purpose of the Ad Valorem tax levy is to raise sufficient revenue to finance the necessary municipal government operations in the Town of Grifton.

#### SECTION VI. DOCUMENTATION

Copies of this ordinance will be kept on file at the Grifton Town Hall and shall be furnished to the Town Clerk to provide direction in the collection of revenues and the disbursement of town funds.

#### SECTION VII. SPECIAL AUTHORIZATION

The Budget Officer shall be authorized to reallocate departmental appropriations among the various line item expenditures of that department, as said officer believes necessary. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, provided that no departmental budget shall be reduced by more than ten percent without the prior approval of the Board of Commissioners. A list of all such transfers shall maintained by the Budget Officer and available for inspection.

#### SECTION VIII. RESTRICTION

- a. Inter-fund transfers of monies by the Finance Officer shall be accomplished only with authorization from the Board of Commissioners.
- b. The utilization of any contingency appropriation shall only be accomplished with authorization from the Board of Commissioners.

#### SECTION IX. BUDGET AMENDMENTS

The North Carolina Local Government Budget and Fiscal Control Act allow the Board of Commissioners to amend the budget ordinance at any time during the fiscal year, as long as it complies with North Carolina General Statutes. The Board must approve all budget amendments.

#### SECTION X. UTILIZATION OF THE BUDGET AND THE BUDGET ORDINANCE

This budget ordinance and the budget document shall be the basis for the financial plan for the Town of Grifton during the 2023-2024 Fiscal Year. The Town Manager shall administer the budget, and he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The



Finance Officer shall establish records, which are in compliance with this ordinance, and the appropriate statutes of the State of North Carolina.

This Ordinance is approved and adopted this 13<sup>th</sup> day of June 2023:

BOARD OF COMMISSIONERS  
TOWN OF GRIFTON  
NORTH CAROLINA

---

B.R. Jackson, Mayor

ATTEST:

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Tina Mitchell, Town Clerk

**MAY BUDGET AMENDMENTS**

**FUND 10 (GENERAL FUND)**

**EXPENSES**

**ADMIN**

SALARIES	1042000200	+3300.00
FICA	1042000500	+3400.00
EQ MT REPAIR	1042001600	+4500.00
CONTRACTED SVCS	1042004500	+5500.00
INS BOND	1042005300	+3000.00

**TAX DEPARTMENT**

CONTRACTED SVCS	1045004500	+3000.00
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**COMM DEVELOPMENT**

CODE ENFORCEMENT	1049506100	+2515.00
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**POLICE**

SALARIES	1051000200	+32000.00
FICA	1051000500	+2000.00
CAP OUTLAY	1051007400	+12800.00

**RECREATION**

UTILITIES	1062101300	+5000.00
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**LIBRARY**

SUPPLIES	1063003300	+4000.00
CAP OUTLAY	1063007400	+710.00

**WORKSHOP**

VEH OP POLICE	1056502700	-9000.00
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VEH OP	1056503100	-15000.00
SUPPLIES	1056503300	-2000.00

STREETS

ST MT REP	1056102100	-8000.00
SUPPLIES	1056103300	-2000.00

FIRE

CONT SVCS	1053004500	-10600.00
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**FUND 10 (GENERAL FUND)**

REVENUES

MISC	1033500000	-35125.00
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**FUND 30**

EXPENSES

WATER

SALARIES	3064000200	+3100.00
FICA	3064000500	+300.00
GROUP INS	3064000600	+300.00
RETIREMENT 401K	3064000700	+600.00
PROFESSIONAL SVCS	3064003400	+5000.00
WATER ANALYSIS	3064004800	+500.00

SEWER

SALARIES	3065000200	+2000.00
FICA	3065000500	+300.00



GROUP INS	3065000600	+1000.00
RET 401K	3065000700	+500.00
UTILITIES	3065001300	+6000.00
EQ MT REPAIR	3065001600	+7000.00
LIFT STATION REHAB	3065003500	+5000.00
USDA 2014	3065002500	+27112.00

GENERAL OPS

CAPITAL OUTLAY	3062007400	-29000.00
SALARIES	3062000200	-17000.00
ADMIN SVCS	3062000800	-6000.00
GROUP INS	3062000600	-3000.00
RETIREMENT 401K	3062000700	-2000.00
SUPPLIES	3062003300	-1712.00

*Contentnea Metropolitan Sewerage District*

**CMSD**

POST OFFICE BOX 477  
GRIFTON, NORTH CAROLINA 28530

CHARLES M. SMITHWICK, JR.  
DISTRICT MANAGER

May 16, 2023

Mr. Mark Warren  
Town of Grifton  
P.O. Box 579  
Grifton, NC 28530

Dear Mr. Warren,

Please find attached a statement of charges covering the CMSD operational charges for May 2023. Your town's share is 19.74% of the total fiscal year 2022-2023 and is \$227,274.63 for this billing period. Please make your check payable to CMSD and mail it to P.O. Box 477, Grifton, NC 28530 within five (5) days upon receipt of this letter.

Thank you,



Charles M. Smithwick, Jr.  
District Manager

CMS/hgp

*MM*  
*5/18/23*  
*430*  
*30.6500.4700*  
*Pd. 5/25/23*  
*CHK# 30525*  
*\$227,274.63*

CONTENTNEA METROPOLITAN SEWERAGE DISTRICT  
(CMSD)

OPERATIONAL EXPENSES

TO BE BILLED IN THE MONTH OF MAY 2023

SEWER TREATMENT PLANT-OPERATIONS AND MAINTENANCE:

SALARIES	318220.02	\$	37,643.82
PROFESSIONAL SERVICES	318220.04		3,666.25
FICA	318220.05		2,879.75
GROUP INSURANCE	318220.06		10,932.00
RETIREMENT	318220.07		4,200.01
POSTAGE	318220.10		800.09
TELEPHONE & TELEMETRY	318220.11		1,147.50
TRAVEL & SCHOOL	318220.14		2,485.73
MAINT. REPAIR AND EQUIPMENT	318220.16		1,847.01
FUEL (GAS)	318220.20		-
ADVERTISING	318220.26		-
DEPARTMENTAL SUPPLIES	318220.33		408.53
CHEMICALS	318220.34		-
UNIFORMS	318220.36		580.34
FINES & PENALTIES	318220.40		2,137.67
NITROGEN LEASE	318220.42		-
LAND LEASE	318220.43		-
CONTRACTED SERVICES	318220.45		5,658.39
SLUDGE HANDLING	318220.46		-
POWER COSTS	318220.48		31,811.12
INSURANCE & BONDS	318220.54		-
CAPITAL OUTLAY IMPROVEMENTS	318220.73		-
CAPITAL OUTLAY EQUIPMENT	318220.74		45,495.91
CONTINGENCY	319900.01		-
DEBT SERVICE:			
PRINCIPAL	316700.01		598,950.00
INTEREST	316700.02		402,355.00
SUBTOTAL		\$	1,152,999.12
MISCELLANEOUS SEWER CHARGES (LESS)			1,658.54
RATE STABILIZATION (LESS)			-
TOTAL		\$	<u>1,151,340.58</u>
AYDEN'S SHARE	40.11%	\$	461,802.71
GRIFTON'S SHARE	19.74%		227,274.63
WINTERVILLE'S SHARE	39.56%		455,470.33
CMSD'S SHARE	0.59%		<u>6,792.91</u>
TOTAL		\$	<u>1,151,340.58</u>



CHECK	30525		
Inv. No.		Inv. Date	Inv. Amount
-----		-----	-----
MAY 2023		05/16/23	227,274.63
Desc.: CMSD OPERATIONAL CHARGES FOR MAY 2023			

# TOWN OF GRIFTON

**TOWN OF GRIFTON**  
P.O. BOX 579  
GRIFTON, NORTH CAROLINA 28530

This disbursement has been  
approved as required by the  
Local Government Budget and  
Fiscal Control Act.

VOID AFTER 90 DAYS  
FIRST CITIZENS BANK  
& TRUST COMPANY  
Grifton, North Carolina 28530

030525

66-30  
531

CHECK	DATE	AMOUNT
30525	05/25/23	\$227,274.63

PAY EXACTLY  
\*\*\*\* TWO HUNDRED TWENTY SEVEN THOUSAND TWO  
HUNDRED SEVENTY FOUR DOLLARS AND 63/100 \*\*

PAY CMSD  
TO THE P.O. BOX 477  
ORDER GRIFTON NC 28530  
OF:

430

TOWN OF GRIFTON

*Janie Mitchell*  
Financial Officer  
*[Signature]*  
Counlera



## What is the Neuse Regional Water and Sewer Authority?

The Neuse Regional WASA is a cooperative partnership of water and sewer service providers formed in 2000 to develop regional solutions for meeting future resource

*The WASA is a cooperative partnership of water and sewer service providers.*

needs. Current members include the Town of Ayden, Bell Arthur Water Corporation, Deep Run Water Corporation, Eastern Pines Water Corporation, Town of Grifton, City of Kingston, North Lenoir Water Corporation, and the Town of Pink Hill. Each WASA member appoints one or more members to the Board of Directors, which is the WASA's decision-making body.

## What is the Purpose of the WASA?

The purpose of the WASA is to develop a new water supply source for the region. As a regional commercial and business center, Lenoir County, Pitt County, and surrounding areas have seen and continue to see increased water demands. At the same time, regional groundwater supplies are being depleted due to overuse. The yields of existing area wells are decreasing, and as a result, the State of North Carolina stepped in

to regulate the allowable rate of groundwater withdrawals. The goal of these regulations, called the Central Coastal Plain Capacity Use Area Rules, is to limit groundwater withdrawals to a sustainable rate. This will allow the groundwater aquifers to replenish themselves, thus providing a reliable, high quality source of water for years to come.



## How Will Our Region Meet Its Future Water Supply Needs?

In 2000, the WASA, working in conjunction with Lenoir County, commissioned a regional water supply study to determine the best means of meeting future water supply shortages. The recommended solution to meeting this challenge was to continue to use a safe amount of groundwater in conjunction with developing a new water supply, the Neuse River.



*A state-of-the-art water treatment plant began operation in September 2008 to produce high quality drinking water.*

The Neuse River provides an abundant source of water that can be treated using state-of-the-art technology to produce high quality drinking water. By continuing to use groundwater to the degree possible while supplementing this supply with abundant surface water, the WASA can meet the region's long-term water supply needs reliably and cost-effectively.

A state-of-the-art water treatment plant began operation in September 2008. It can produce up to 15 million gallons of water per day. In addition, over 74 miles of water transmission mains have been constructed across Lenoir and Pitt counties to carry treated water to each agency's water distribution system.

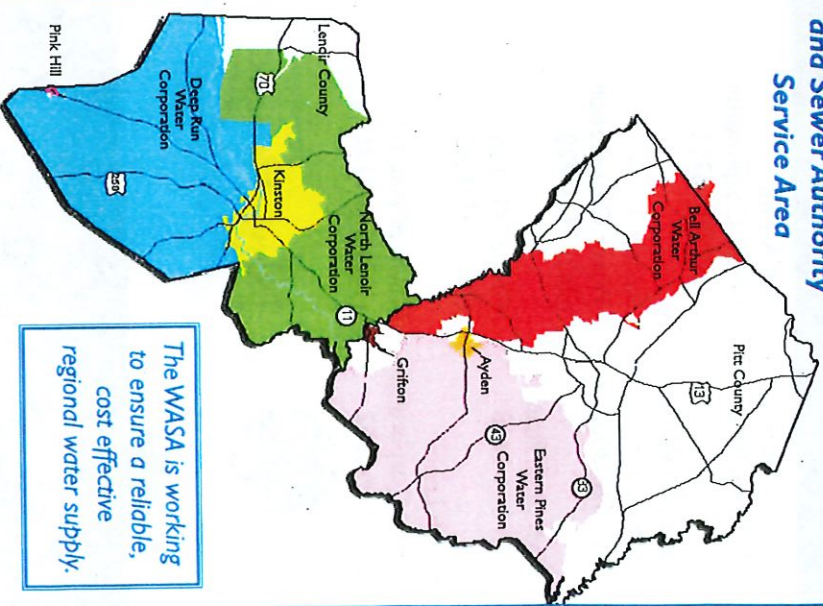


## How Are the WASA's Programs Funded?

The WASA receives revenues through water sales to each member entity. Therefore, costs are shared equitably based on the benefits received. The WASA funded design and construction work through grants and low-interest loans from the USDA, State of North Carolina, USEPA, The Rural Center, Tobacco Trust Fund, and other local sources, and funding is being sought for future projects.

Through funding assistance and active attention to cost controls, the WASA seeks to control any future impacts on customer water and sewer rates.

## Neuse Regional Water and Sewer Authority Service Area



*The WASA is working to ensure a reliable, cost effective regional water supply.*



**Water Shortage Response Plan  
Grifton, North Carolina  
May 23, 2023**

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for potable water.

**I. Authorization**

The Grifton Town Manager shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his absence, the Public Works Director will assume this role.

Grifton Town Manager  
Phone: (252) 524-5168  
E-mail: [townmanager@grifton.com](mailto:townmanager@grifton.com)

Town of Grifton Public Works Director  
Phone: (252)561-6260  
E-mail: [utilitiesdir@outlook.com](mailto:utilitiesdir@outlook.com)

**II. Notification**

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee e-mail announcements, notices at municipal buildings, notices in water bills. Required water shortage response measures will be communicated through *The Times Leader*, PSA announcements on local radio and cable stations. Declaration of emergency water restrictions or water rationing will be communicated to all customers by telephone or door hangers if necessary.

**III. Levels of Response**

Five levels of water shortage response are outlined in the table below. The five levels of water shortage response are: voluntary reductions, mandatory reductions I and II, emergency reductions and water rationing. A detailed description of each response level and corresponding water reduction measures follow below.



Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions I	Water users must abide required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Mandatory Reductions II	Same as in Stage 2
4	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.
5	Water Rationing	Water supply conditions are substantially diminished and remaining supplies must be allocated to preserve human health and environmental integrity.

In Stage 1, Voluntary Reductions, all water users will be asked to reduce their normal water use by 5%. Customer education and outreach programs will encourage water conservation and efficiency measures including: irrigating landscapes a maximum of one inch per week; preventing water waste, runoff and watering impervious surfaces; watering plants deeply to encourage root growth; washing only full loads in clothes and dishwashers; using spring-loaded nozzles on garden hoses; and identifying and repairing all water leaks.

In Stage 2, Mandatory Reductions I, all customers are expected to reduce their water use by 10% in comparison to their previous month's water bill. In addition to continuing to encourage all voluntary reduction actions, the following restrictions apply: irrigation is limited to a half inch per week between 8PM and 8AM; outdoor use of drinking water for washing impervious surfaces is prohibited; and all testing and training purposes requiring drinking water (e.g. fire protection) will be limited.

In Stage 3, Mandatory Reductions II, customers must continue actions from all previous stages and further reduce water use by 20% compared to their previous month's water bill. All non-essential uses of drinking water are banned and garden and landscape irrigation must be reduced to the minimum amount necessary for survival. Additionally, in Stage 3, a drought surcharge of 1.5 times the normal water rate applies.

In Stage 4, Emergency Reductions, customers must continue all actions from previous stages and further reduce their water use by 25% compared to their previous month's water bill. A ban on all use of drinking water except to protect public health and safety is implemented and drought surcharges increase to 2 times the normal water rate.

The goal of Stage 5, Water Rationing, is to provide drinking water to protect public health (e.g. residences, residential health care facilities and correctional facilities). In Stage 5, all customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use and pickup locations for distributing potable water will be announced according to Grifton's Emergency Response Plan. Drought surcharges increase to 5 times the normal water rate.

#### IV. Triggers

Grifton has two sources of water; ground water and water purchased from Neuse Regional Water and Sewer Authority. The system that is triggered first by the conditions below will be the one Grifton will follow.

Ground water Triggers:

Stage	Well Operating Conditions
1	Pumping Time >10 hrs 20% reduction in seasonal normal distance from static water level and pump intake 20% increase pumping time for same output
2	Pumping Time >12 hrs 40% reduction in distance from static water level and pump intake 40% increase pumping time for same output
3	Pumping Time >14 hrs 60% reduction in distance from static water level and pump intake 60% increase pumping time for same output
4	Pumping Time >20 hrs 80% reduction in distance from static water level and pump intake
5	Water level at pump intake elevation

Grifton is provided water by purchase from the Neuse Regional Water and Sewer Authority. When the Neuse Regional Water and Sewer Authority (NRWSA) declares a water shortage Grifton is required to do so as well. During this time Grifton Public Works Director will stay in close contact with Neuse Regional Water and Sewer Authority and follow their triggers.



## Return to Normal

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

## V. Enforcement

The provisions of the water shortage response plan will be enforced by Town of Grifton personnel and local law enforcement. Violators may be reported to the Town's phone line. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

<b>Water Shortage Level</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
Voluntary Reductions	N/A	N/A	N/A
Mandatory Reductions (Stages 2 and 3)	Warning	\$250	Discontinuation of Service
Emergency Reductions	\$250	Discontinuation of Service	Discontinuation of Service
Water Rationing	\$500	Discontinuation of Service	Discontinuation of Service

Drought surcharge rates are effective in Stages 3, 4 and 5.

## VI. Public Comment

Customers will have multiple opportunities to comment on the provisions of the water shortage response plan. A draft plan will be available at Town Hall for customers to view. A notice will be included in customer water bill notifying them of such. All subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by Grifton's Town Commissioners.

## VII. Variance Protocols

28



Applications for water use variance requests are available from the Town Hall. All applications must be submitted to the Town Hall for review by the Town Manager or his or her designee. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

#### VIII. Effectiveness

The effectiveness of the Grifton water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained and evaluation of demand reductions compared to the previous year's seasonal data.

#### IX. Revision

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Grifton's Town Commissioners. The Town of Grifton Public Works Director is responsible for initiating all subsequent revisions.

## SAMPLE RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for ( name of the unit ), has been developed and submitted to the ( governing body ) for approval; and

WHEREAS, the ( governing body ) finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for ( name of the unit ), as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the ( governing body ) of ( name of the unit ) that the Water Shortage Response Plan entitled, \_\_\_\_\_ dated \_\_\_\_\_, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the ( governing body ) intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

ATTEST:

Need to write on  
letter Head



The of and	Governing Board Board of Commissioners
	Primary Government Unit Town of Grifton
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Barrow, Parris & Davenport, P.A.
	Auditor Address P.O. Box 6069, Kinston, NC 28501-0069

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
-----	--------------------------------	---

*Must be within four months of FYE*

**CLIENT'S COPY**  
*Prepared By*  
**BARROW, PARRIS & DAVENPORT, PA**  
**CERTIFIED PUBLIC ACCOUNTANTS**

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then



8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.



23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).



## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Connie Huffman, CPA

Contract CPA/Town of Grifton

chuffman@conniehuffman.com

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

## PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Grifton
Audit Fee	\$ 15,000
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$ 1,900
Writing Financial Statements	\$ 3,250
All Other Non-Attest Services	\$

## DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$



**SIGNATURE PAGE – DPCU**  
(complete only if applicable)

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all  
required signatures prior to submission.

PRINT

**Ordinance # 2023- 01**

**TOWN OF GRIFTON ORDINANCE  
TO AMEND TITLE IX  
OF THE GRIFTON CODE OF ORDINANCES**

**CHAPTER 91: ANIMALS**

**DRAFT**

Section

91.02 Establishment of Bird Sanctuary Area Designated; Hunting, Trapping, Shooting  
Therein; Posting of Regulations

91.04 Construction or Maintenance of Stables

91.05 Chickens

91.17 Running at Large Prohibited; Impoundment Authorized

91.99 Penalty

**91.04 CONSTRUCTION OR MAINTENANCE OF STABLES.**

- (A) All animals or livestock shall be kept and maintained in an enclosed area, and stables shall be constructed and maintained in conformity with the requirements of the County Board of Health. After the plans for such areas and stables have been approved as to sanitation requirements by the County Health Department, an application shall then be made to the Building Inspector of the town for a permit for such construction.
- (B) In all cases, the structure shall be located in such a manner as to give the least possible offense to the occupants or residents on adjoining lots. All such stables shall be cleaned and disinfected at least once each day and kept free of noxious odors.
- (C) Lot Size, Total Allowable, and Other Requirements for Chicken Coops and Pens are as follows:

<b>Lot Size</b>	<b>Maximum Chickens Allowed</b>	<b>Minimum Setback for Coops and Pens from Adjacent Residential Structure</b>
1 Acre or More	6	20'
.5 to .99 Acres	4	15'
.25 to .49 Acres	2	10'

- (D) In all cases, coops, pens, and any enclosure shall be made of solid material and include ventilation. Coops shall be made from solid material and include ventilation; pens shall be made out of wood and include ventilation.
  - (E) In all cases, coops, pens, and any enclosures shall remain clean and sanitary at all times.
  - (F) Site plans for the coops, pens, or enclosures shall be provided and required by the Town of Grifton.
- (Prior code, § 91.04) (Ord. passed- -) Penalty, see §91.99

#### **91.05 CHICKENS.**

- (A) It shall be unlawful for any person to own or house male chickens (roosters), there are no restrictions on the breed of female chicken.
  - (B) There shall be no commercial use of chicken products i.e. selling eggs, chicks, or full-grown chickens. Commercial use is by law prohibited due to the lack of regulation performed by the state.
  - (C) Chickens shall be prohibited to occupy any space other than the back side of the property.
  - (D) The owners of the chickens shall obtain a registration for the ownership of chickens costing \$40.00 annually to uphold rightful ownership.
- (Ord. passed 06-13-2023; Ord. passed- -) Penalty, see §91.99

#### **91.17 RUNNING AT LARGE PROHIBITED; IMPOUNDMENT AUTHORIZED.**

- (A) It shall be unlawful for a dog owner to permit his or her dog to run at large within the corporate town limits. Any dog found running at large shall be captured by the police or their designated representative and held for redemption or disposal as provided herein.
  - (B) It shall be unlawful for a chicken owner to permit his or her chicken to run at large within the corporate town limits.
- (Prior code, § 91.17) (Ord. passed 10-14-1969; Ord. passed- -) Penalty, see §91.99

#### **91.99 PENALTY.**

Any person who violates any provisions of this chapter for which no other penalty is set forth shall be subject to the penalty provisions of 10.99. Any violation of section 91.05 shall result in a \$100.00 civil penalty.

(Prior code, § 91.99) (Ord. passed 10-14-1969; Ord. passed- -)



Adopted this on the 13th day of June 2023.

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Mayor B.R. Jackson

ATTEST:

SEAL

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Angel Hudson, Town Clerk