

TOWN OF AURORA, NC
BOARD OF COMMISSIONERS' MINUTES
April 6, 2020 Meeting

A regular meeting of the Aurora Town Board of Commissioners was held via teleconference at 7:00 P.M. on Monday, April 6, 2020. The toll free phone number and access code was posted and made available to all residents. Mayor Clif Williams called the meeting to order with the following present:

Officials Present: [X] Clif Williams, Mayor

Commissioners Present:
[X] Coley Jordan
[] Brad Lee
[] Jeff Peed
[X] Tina Taylor

Attendance: [X] Judith Lannon – Town Clerk/Finance Officer
[X] Chuck Bonner – Public Works Director
[] Curt Hendrix – Recreation Coordinator
[X] Various members of the public were in attendance

A motion to approve the proposed Agenda was made by Commissioner Jordan, seconded by Commissioner Taylor with a 2 to 0 vote.

The Mayor asked if any members of the public had any Public Comment for the Town Board and no Public Comment was received.

The proposed minutes for the regular March 2, 2020, meeting were approved on a motion made by Commissioner Jordan and seconded by Commissioner Taylor, with a 3 to 0 vote.

Under Old Business the Public Works Director Chuck Bonner gave the Board an overview of the April 1, 2020 Water Treatment Plant Rehabilitation Pre-Construction meeting.

(At this time both Commissioner Lee and Commissioner Peed joined the conference call.)

Mr. Bonner provided the Board with the highlights of the first pre-construction meeting which was also attended by: Beaufort County Public Works; A.C. Shultes; NC DEQ and Mack Gay Associates, P.A. (Please see the attached minutes.) As of now, the pre-construction meetings will take place monthly and then sooner as we near the actual construction phase of the project.

Under New Business the Mayor opened the floor for the discussion and consideration of the annual municipal audit contract with Larry E. Carpenter, CPA for the fiscal year ending June 30, .2020. A motion was made by Commissioner Lee, seconded by Commissioner Taylor and approved with a 4 to 0 vote.

Under Staff Reports the Public Works Director Chuck Bonner gave an oral report which included the following:

- The Department has been edging and cleaning grass growing on road edges
- Moved unused equipment from outside shop to the lagoon area
- New street sign for Pearl Circle has been ordered
- Dallas Toler replaced a float in the retention tank that was malfunctioning
- One of two high service pumps in the water plant had died. A.C. Schultes, the company handling the installation of the water plant upgrade will be supplying the Town with a new back-up pump to have on hand in case the operational one fails. This pump and motor will be paid for out of the grant/loan and will be used in the new water plant. If it is needed we will have to pay to have the pump installed.
- Replaced the drain tile on Middle Street between 6th and 7th Street. The church group using Holy Cross church covered the old drain tile at the back of the facility causing the ditch to back up. They were contacted and asked to fix the problem and said that they would but it did not get done. We dug it out and found that the old terracotta pipe was collapsed and needed to be replaced anyway.
- The tile on Helen Drive has been located by 811 and we are starting to replace that one.
- Public Works has new uniforms. We are still looking for the right jackets.

The Recreation Coordinator Curt Hendrix was attending a Fossil Museum event and unable to attend, but supplied the Clerk with the following information:

- All previously planned events have been cancelled due to the pandemic.
- He is currently working on getting the Community Garden up and running as social distancing will not be a problem.
- He is also working with the Fossil Museum, which is currently closed to the public, making a "Virtual Fossil Tour" for the Boy Scouts.
- He is also continuing the maintenance of the athletic fields.

The Town Clerk Judi Lannon gave an oral report which included:

- Implemented the Executive Order #121 "Stay At Home Order" and how the Town Hall and Public Works are continuing to perform their "essential duties" daily.
- Currently working with FEMA finalizing the damage reports and reimbursement requests for damages from Hurricane Dorian totaling about \$34,826.
- Working on the budget for 2020-2021 for the Boards consideration and the close out of 2019-2020 fiscal year in preparation for the annual audit.

Under Board Comments the Mayor reported that he had experienced a large water leak at his home. After a brief discussion of the Town's water bill adjustment policy, a motion was made to adjourn the meeting by Commissioner Peed and seconded by Commissioner Lee, with a vote of 4 to 0.

Clif Williams, Mayor

Judith S. Lannon, Town Clerk

MEETING MINUTES FOR:

PROJECT: WATER SYSTEM UPGRADE – WATER TREATMENT PLANT REHABILITATION

CLIENT: TOWN OF AURORA

General Contractor – A.C. Schultes of Carolina

Subcontractors – **Potentially one subcontractor will be used**

- **MGA will send debarment forms to A.C. Schultes for their sub and for A.C. Schultes to fill out**

Contract Amount - \$368,519 (Negotiated quantities to meet budget constraints)

- **A.C. Schultes confirmed agreement with contract amount based on negotiated terms**

Notice to Proceed Date: **April 15th 2020**

Substantial Completion (300 days) = **February 9th 2021**

Final Completion = **March 9th 2021**

- **A.C. Schultes comments**
 - Demolition will need to be timed accordingly with switching over to County water supply and then equipment lead times / ordering, etc.
 - Flushing of system to get “old” water out of system after switching over to County Supply as well as checking water quality will need to take place before real demolition should begin
- **Beaufort County Comments**
 - No bulk rate established currently – County set up WebEx meeting for April 8th at 1:30 to get this part of the process rolling
 - No meter at interconnect point at this time – will need to be installed
 - Can Schultes or Town install this meter?
 - Existing interconnect is a 6”? and could likely use a 4” meter
- **DWI Comments**
 - Project cannot move forward without meter in place and bulk rate
 - Meter would be eligible to be included in the project as a change order item
 - Advised to be patient with the current pandemic with processing time for change order as many people are out of place and working with an adjusted schedule
- **MGA and Town Comments**
 - Contingency has been approved in the ATA and should cover the cost of a meter and vault – approx. \$19k in contingency
 - Beaufort County will spec a size and configuration for the meter and bypass
 - Existing interconnect is on Peed Town Road near 7th Street (South end of Town)
 - Will get A.C. Schultes to price change order for meter and bypass moving forward to get full change order reviewed, approved and finalized.

- **Impact to timeline and schedule overall would call for a pause in contract times in order to allow the moving parts that impact schedule to be finalized.**
- **Group was agreeable to leaving Notice to Proceed dates as listed above and adjusting the duration using a “pause” document to allow administrative items to be finalized and cleared up.**

Contractor requested sets of plans and specs = 3

Town requested sets of plans and specs = 3

Contracts executed and hand delivered to:

- Executed by Contractor, received via fed ex by Engineer on 3/30/2020
- Documents **hand delivered** to Town for full execution – 4/01/2020
- Notice to Proceed – If dates are acceptable to everyone – will be forwarded as well.
 - **Dates were tentatively acceptable pending a “pause” be issued to accommodate the administrative delays that will come with the bulk water rate and meter specification**
- Contracts will be assembled once fully executed agreements and front end documents are received back from Town

Operating Hours? : 7am to 5pm – M-F

Timeframe to begin mobilization? –

- **With anticipated front end administrative work, 1-2 months to mobilize for demolition and changeover to County Supply.**

Monthly Progress Meetings?

Last Wednesday of the month? (_____ for 1st meeting after NTP?)

10-month contract = 8-10 progress meetings

COVID-19 restrictions will impact logistics of holding update meetings

- **Not first Monday of Month per Town**
- **Tuesday or Wednesday per Contractor**
- **Via telephone per DWI**
- **Option for via telephone for most involved**
- **County will not need to attend after initial setup – would like to get minutes to keep updated**
- **Will tentatively set an update meeting for Wed, April 29, 2020 via telephone for now for 10:00 am and will adjust from there as needed**
- **Calendar Invite forthcoming**

Invoices

- 5 originals to the Engineer by the end of each month
- Engineer will process within one week and forward to Town for signature

- Town will then forward to Grant Administrator to prepare the required reimbursement forms
- Town should be reimbursed within 30-45 days of receipt of reimbursement request
 - **DWI reiterated the need to comply with timely payment schedules as stated in the contracts – Town and Engineer need to be very prompt in processing all pay requests in a timely, regular fashion.**

Disposal of excavated material

- Minimal disposal expected – Coordinate with Chuck Bonner

Record drawings

- Contractor shall submit "redline" record drawings to Engineer

Warranty

- All work is subject to a one-year general warranty, beginning at the date of SC

Correspondence / RFI / Change Requests

- Directed to Mike Tolson directly or through MGA designated representative
 - **First change order will be for meter and vault (if required) on the interconnect**
 - **No work to be done unless approval has been granted by DWI**

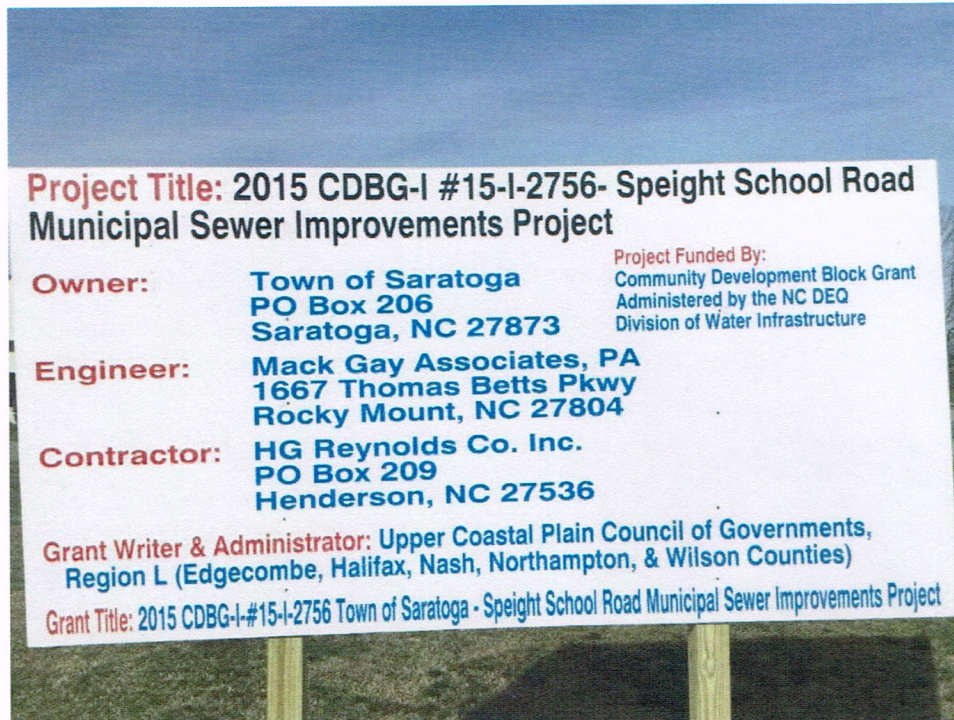
Project Sign

- Required?
 - **Yes, DWI is confirming some of the information that will need to be included on the sign.**
 - **Must be installed before payment request #1**
 - **Photos of front and back required to be in inspection file**
 - **Template for sign (See last page)**

Notes:

- Any disturbance to adjacent properties shall be minimized and repaired as soon as possible.
- Majority of work will take place within public rights of way on NCDOT and on designated WF property to be transferred to Town of Seaboard.
- The Engineer shall be kept notified of the progress of the work, and any changes in the work schedule shall be given to the Engineer and Consultant at least 24 hours in advance.
- Because this Contract is based on unit prices, a change order will be needed whenever the contract amount for any unit quantity is exceeded. The Engineer should be notified in advance of cost overruns unless it is an emergency. The Engineer cannot guarantee payment to the Contractor of any changes in the scope of work that are not approved in advance in writing of the work being done.
- The Contractor shall be solely responsible for maintaining a safe work environment for his crews and the public.
- The Contractor shall not allow alcohol, illegal drugs, or other unsafe practices at the work site.
- The Contractor should arrange for a source for select backfill as needed.
- The Contractor should submit a schedule to the Owner and Engineer for approval. This schedule should be updated if there are significant changes.
- The Contractor shall establish and maintain adequate erosion and sedimentation control measures throughout the life of the project.

- Per N.C. Senate Bill 914, the Contractor should provide signed copies of all subcontractor agreements to the Engineer prior to submittal of the first pay request. The amounts and names on the subcontractor agreements should match those in the bid documents.
- One project sign is required to be installed on the project site before the commencement of construction. All necessary compliance, regulatory and labor posters should be posted on the project site (construction trailer) as well.



Example of project sign

Project Title: Town of Aurora – Drinking Water System Upgrade

Owner: Town of Aurora
PO Box 86
Aurora, NC 27806

Engineer: Mack Gay Associates, PA
1667 Thomas Betts Parkway
Rocky Mount, NC 27804

Contractor: A.C. Schultes of Carolina, Inc.
354 Sawdust Road
Rocky Point, NC 28457

Grant Writer & Administrator: Eastern Carolina Solutions, LLC
Grant Title: State Reserve Project Grant# H-SRP-D-17-0081

Town of Aurora

From: Mike Tolson <mike@mackgaypa.com>
Sent: Thursday, April 2, 2020 9:17 AM
To: Chuck Bonner; Town of Aurora
Subject: P170073-WTP upgrades

C 11	Grading and cleanup of WTP site to provide positive drainage	0	LS	\$	1,211	\$	-
NEW WTP EQUIPMENT (see specifications for detail)							
D 1	Install new low profile aerator on top of new detention tank chamber (includes water connections)	1	LS	\$	17,250	\$	17,250
D 2	Install new detention tank with integral gravity filter (includes all connections and concrete)	1	LS	\$	57,575	\$	57,575
D 3	Provide and install two vertical multistage high service pumps (includes all connections, mounting foundations, electrical panels and control panels)	1	LS	\$	34,575	\$	34,575
D 4	Provide and install one vertical pressure anion exchange vessel with overdrain and underdrain system (includes all connections, support media, and ion exchange media)	1	LS	\$	40,710	\$	40,710
D 5	Provide and install all required control valves (includes wiring and connections)	1	LS	\$	40,000	\$	40,000
D 6	Provide and install automatic flow restrictor valve	1	LS	\$	940	\$	940
D 7	Provide and install two vertical pressure cation exchange vessels with overdrain and underdrain systems (includes all connections, support media, and ion exchange media)	1	LS	\$	54,619	\$	54,619
D 8	Provide and install automated brine unit (includes all connections)	1	LS	\$	73,650	\$	73,650
Total As-Bid Price				\$	448,498	\$	368,519

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Respectfully,

Michael D. Tolson, PE, PLS
Mack Gay Associates, P.A.

1667 Thomas A. Betts Pkwy
Rocky Mount, NC 27804
252.446.3017 (o)
252.343.6467 (m)
mike@mackgaypa.com
www.mackgaypa.com