

MINUTES OF THE MEETING OF  
THE TOWN BOARD OF COMMISSIONERS  
TOWN OF WILLIAMSTON, NC

November 7, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, November 7, 2016 at 5:30 p.m. in the Assembly Room at Town Hall.

**PRESENT** Mayor: Joyce Whichard-Brown  
Commissioners: Mayor Pro Tem Al Chesson, Jerry Knox, William Coffield and Junious J. Horton  
Interim Town Administrator: Brent Kanipe  
Town Clerk: Christina Craft  
Finance Officer: Linda Harrison  
Public Works Director: Kerry Spivey  
Recreation Director: Allen Overby  
Director of Planning and Development: Brent Kanipe  
Police Chief: Travis Cowan  
Fire Chief: James B. Peele, III  
Town Attorney: Daniel A. Manning  
Human Resources Administrator: Martha-Brown Lilley

**ABSENT** Commissioner Ronell Rodgers

**CALL TO ORDER AND INVOCATION**

The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance and recognized military veterans for their service. Commissioner Horton offered the invocation.

**WELCOME**

The Mayor welcomed Martin County Commissioner Dempsy Bond and Council on Aging Director Charmaine Hardison who were in attendance at the meeting.

**AGENDA APPROVED AS AMENDED**

The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added to the Regular Agenda or the Consent Agenda. The Interim Town Administrator requested the addition of FEMA Resolution as item 7 under New Business.

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the October 3, 2016 meeting.
- (2) Approval of Tax Relief order as follows:

<u>Year</u>	<u>Name</u>	<u>Remarks</u>	
2015	Kelly Chess	Sold Boat	\$2.22
- (3) Budget Amendment – Entrepreneur Expo  
Committee of 100 \$600  
ElectriCities \$600

The purpose of this amendment is to budget funds for contributions to the town for the Strategic Economic Development Project to sponsor the Entrepreneur Expo at the Senator Bob Martin Center of February 4, 2017.

*It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the agenda as amended.*

**PUBLIC COMMENT**

Charmaine Hardison, director of the Council on Aging, extended an invitation to the Williamston Board to attend an informal care and share event at the Williamston Senior Center.

Delmus Wiggins, citizen of Williamston, reported to the board that there is a problem with drainage on Willow Drive. Any significant amount of rain causes his property to flood and the excess water does not have an outlet. The stagnant water remains until it seeps into the ground. Mr. Wiggins reported that he would like a storm drainage pipe from Willow Street to the Roanoke River. The Mayor reported that she has forwarded the issue to staff for review.

**PROCLAMATION FOR RETIRING AUXILIARY OFFICER**

Chief Cowan presented Auxiliary Police Officer David Michael Brown with a plaque as appreciation for his 34 years served as an Auxiliary Police Officer for the Williamston Town Police. The Mayor presented a Proclamation in appreciation for the dedication as Auxiliary Officer Brown had served the community so proudly and humbly.

**OLD BUSINESS**

**Approval of Resolution 2016-140 to Accept the Asset Inventory Assessment**

Mark Garner, Rivers and Associates Vice President, reported that the North Carolina Department of Environment and Natural Resources (NCDENR) has offered a \$150,000 grant for an Asset Inventory Assessment project for the Town water system. He is requesting that the Board approve the Resolution 2016-140 to accept the NCDENR grant in the amount of \$150,000. There is a \$7,500 match with the NCDENR grant of which \$3,500 can be offset by Town staff labor. *It was moved by Commissioner Coffield, seconded by Commissioner Horton and unanimously passed to approve the Resolution 2016-140. Resolution 2016-140 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

**Approval of Asset Inventory Assessment Consultant Contract**

Mark Garner, Rivers and Associates Vice President, recommended Board approval of that the Asset Inventory Assessment Consultant Contract for the Public Water System. The work to be covered in the contract will included GPS survey/GIS mapping of water system, assessment of water system assets, preparation of capital improvements plan matrix for water system, and preparation of Asset management Plan for the water system. The project should be completed in one year.

*It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the Asset Inventory Assessment Consultant contract.*

**Approval of Resolution 2016-141 for Adoption of Prequalification Policy**

Greg Churchill, Rivers and Associates, reported that the next step in the Skewarkee Canal Project is the adoption of a prequalification policy. The Prequalification policy will give the Town assurance of the capability and capacity of the approved contractors that are in bidding competition for the project. CSX has very specific requirements in the encroachment contract such as an 81-hour timeframe and specific equipment defined. This prequalification policy is only for the Skewarkee Canal Project.

*It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the Resolution 2016-141. Resolution 2016-141 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

**State Health Insurance Plan Information**

Martha-Brown Lilley reported that the Town is planning to change the health insurance plan from First Carolina Health to the State Health Plan (SHP). The Consumer Health Directive Health Plan offered in the State Health Plan is the most comparable to the current health savings plan. The state will put \$600 into the health reimbursement account (HSA) for the employees and the employees can not contribute. All three of the SHP plans have a wellness program component that will cost the employee if they choose not to participate. By participating they will receive additional credits to the HSA account. If they elect to not participate, the State will not allow the Town to pay that portion of the monthly cost. There is a cost-savings for the Town and employees under each of the three SHP plans. The town will be able to leave the SHP after 5 years. It is unknown if the State will reopen the plans to small towns again. The main issue is that the retirees are not covered under the SHP plans. The Interim Town

Administrator reported that they are in the process of finding a HSA policy for the retirees that is comparable to the SHP as they will not be covered under the SHP.

#### **NEW BUSINESS**

##### **Consideration of Mural in the Barnes Plaza**

Judy Wobbleton, Martin County Arts Council, reported that she has served on the Downtown Sub-design Committee and has been working on the Mural Project for the last year. The mural is to incorporate things that will draw interest to the downtown area. Jamie Heath presented a Barnes Plaza Mural Project Proposal. The Town of Williamston's Appearance Commission and Williamston Downtown Inc.'s Design Subcommittee have been planning a public art project for the wall at Barnes Plaza. A preliminary sketch of the mural by Mike Bennett is attached. The mural cannot be painted on the wall due to the condition of the bricks. The mural will be painted directly on wood, sealed and hung on the wall with a separation to avoid moisture issues. The project will be included on the Tar-Roanoke Quilting Trail. This project will be unique to the Quilting Trail as this is the only quilt square that will be incorporated in the mural at this time. The estimated total cost is \$15,800 to be funded by grants and sponsorships from local businesses, non-profits, and individuals. The committee is not requesting any financial contribution from the Town at this time.

*It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously approved to permit the Mural in the Barnes Plaza.*

##### **Approval of FY 2018 Budget Calendar**

The Interim Town Administrator recommended approval for the Fiscal 2018 Budget Calendar. The calendar sets benchmarks for developing the budget. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously approved the Fiscal Year 2018 Budget Calendar.*

##### **Board Approves Reappointment of Williamston Planning Board/Board of Adjustments**

The Mayor presented a request for the reappointment of Ralph Corey to his second three-year term on the Williamston Planning Board/Board of Adjustments. *It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to reappoint Ralph Corey to his second three-year term on the Williamston Planning Board/Board of Adjustments.*

##### **Board Approves Appointments to the Martin Memorial Library Advisory Board**

The Mayor presented requests for the appointments of Laurie Irwin-Pinkley, James Conner, Jeanne Maner, and Fred Harrison, Jr. to their first six-year term on the Martin Memorial Library Advisory Board.

*It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to appoint Laurie Irwin-Pinkley, James Conner, Jeanne Maner, and Fred Harrison, Jr. to their first six-year terms on the Martin Memorial Library Advisory Board.*

##### **Board Approves Appointments to the Martin County Regional Water and Sewer Authority (MCRWASA) Board**

The Mayor presented requests for the reappointment of Hilton Keel (MCRWASA Board Director) and Town Commissioner Al Chesson (MCRWASA Board Director), Town Commissioner Junious J. Horton (alternate MCRWASA Board Director) and the appointment of Christina Craft as the alternate MCRWASA Deputy Secretary.

*It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to reappoint Hilton Keel (MCRWASA Board Director) and Town Commissioner Al Chesson (MCRWASA Board Director), Town Commissioner Junious J. Horton (alternate MCRWASA Board Director) and the appointment of Christina Craft as the alternate MCRWASA Deputy Secretary.*

##### **Board Approves Appointments to the Parks and Recreation Advisory Board**

The Mayor presented requests the appointment of Tammy Hall and Doug Baker to their first three-year term to the Parks and Recreation Advisory Board. The Mayor also requests the reappointment of Amy Pierce and William Johnson to their second three-year term to the Parks and Recreation Advisory Board. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to appoint Tammy Hall and Doug Baker to their first three year term and to reappoint Amy Pierce and William Johnson to their second three-year term to the Parks and Recreation Advisory Board.*

**FEMA Resolution 2016-142 Designation of Applicant's Agent**

The Interim Town Administrator reported that the Town of Williamston was declared in the Declaration for FEMA assistance due to Hurricane Matthew. He and the Finance Officer met with FEMA and began the process to participate in the Public Assistance Program. He requests that the Board approve the Resolution 2016-142 as it will give authority to he and the Finance Officer to act on the Town's behalf to sign documents required by FEMA for the Public Assistance Program. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the Resolution 2016-142. Resolution 2016-142 Designation of Applicant's Agent is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

**DEPARTMENTAL REPORTS**

**Public Works**

The Public Works Director reported:

- Sanitation was up for the month to 299 tons which was low considering the damage from Hurricane Matthew.
- There were several collapsed lines in the month. Town staff was able to repair without need of contractors.
- 20 million gallons of water were used compared to 60 million was treated due to the approximate 9 inches of rainfall.
- The washed out area on West Main Street belongs to the NCDOT.

**Police**

The Police Chief reported:

- There are several community involvement opportunities this month to include Fall Yall Festival and Young at Heart meeting.
- There were several officers on standby during the storm.
- There are two officers that are being reassigned to the detective division.
- A couple of officers assisted Greenville Police on Halloween for their downtown event and extra staff were on patrol in Williamston. There were no incidences.
- The camera quotes have been received and will be installed in 2 weeks.
- Printers have been installed in the patrol cars so the PD has the ability to print and electronically send citations.

**Fire/Rescue**

The Fire Chief provided the following report:

- There were 224 emergency responses in the month October.
- There was a EOC activation during Hurricane Matthew.
- Fire Prevention Week was a success with over 200 children participating.
- The Grillin' on the Green was a success.
- The November 25<sup>th</sup> on Black Friday, the department will hold the annual Boot Drive from 8 am to 12 pm.

**Parks & Recreation**

The Parks & Recreation director reported the following:

- The volleyball season ends this week.
- The soccer lights project is almost completed.
- The Christmas Parade will be held December 1, 2016
- Commissioner Horton noted that the drainage ditch between the park and the soccer field needs to be cleaned out as it is flooding the walkway. Allen Overby reported that he would check into it.

**Planning**

The Planning Director reported:

- The "Business Evening" held in the Barnes Plaza was well attended.

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- "Fall Yall" was held October 27<sup>th</sup> in the Barnes Plaza. There were over 150 children in attendance for games, food and prizes.
- The Skewarkee drainage canal sustained significant damage in two locations due to Hurricane Matthew. It is unknown at this time if FEMA will assist in the repair. If FEMA does not, it will be an expensive repair for the town.

**CLOSED SESSION**

It was moved by Commissioner Chesson, seconded by Commissioner Knox and passed to go out of regular session into closed session to address a Personnel Issue N.C.G.S. 143-318.11 (a) (6).

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Horton and passed.

**Appointment of Town Administrator**

The Mayor requested a motion to approve the appointment of Charles Graham as the Town Administrator. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously approved the appointment of Charles Graham as Town Administrator.*

**CLOSED SESSION**

It was moved by Commissioner Chesson, seconded by Commissioner Knox and passed to go out of regular session into closed session to address an Attorney Client issue per N.C.G.S. 143-318.11 (a) (3).

It was moved by Commissioner Knox to go out of closed session and into regular session. The motion was seconded by Commissioner Chesson and passed.

**ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 9:00 p.m.

Submitted By:

Approved By:

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Town Clerk

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Mayor