

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

July 11, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, July 11, 2016 at 5:30 p.m. in the Assembly Room at Town Hall.

**PRESENT** Mayor: Joyce Whichard-Brown  
Commissioners: Mayor Pro Tem Al Chesson, Ronell Rodgers, Jerry Knox, William Coffield,  
and Junious J. Horton  
Interim Town Administrator: Brent Kanipe  
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  
Planner/Zoning Officer: Jamie Heath

**ABSENT** Town Clerk: Christina Craft

**CALL TO ORDER AND INVOCATION**

The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance. Commissioner Knox offered the invocation. The Mayor requested a moment of silence for the fallen Texas Police Officers.

**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 that the June minutes be removed from the consent agenda as corrections are required and the following addition:

**VIII: Closed Session**

Attorney Client Privilege per NC General Statute 143-318.11 (a) (3)

Items approved in the Consent Agenda are as follows:

- (1) Crossing Closure Agreement with NC DOT and CSX
- (2) Ordinance on Vehicle Tax Charge

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

**Approval of June Minutes**

The Interim Town Administrator reported that the minutes for June 6, 2016 incorrectly list "Police Captain" and are to be amended to state "Police Chief." The June 20, 2016 minutes are incorrectly dated in as "June 6" and are to be amended to state "June 20."

*It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve the June minutes as amended.*

**WELCOME**

The Mayor welcomed County Commissioner Dempsey Bond who was in attendance at the meeting.

**No Public Comment**

**OLD BUSINESS**

**Annexation Area "A" Update**

Blaine Humphrey, Project Engineer with Rivers and Associates, reported that the contract group is currently four months behind on the Annex Area Water and Sewer project. Rivers and Associates held a special meeting with the Central Builders and the Town to brain storm methods to address the issue. It was stressed that the Town is under a strict statutory deadline. Central Builders has two crews laying pipe and another crew starting tomorrow on another section. Central Builders is currently trying to find additional crews to further increase the manpower to get back on track. In the contract, there is an 8 am – 5 pm workday. It was suggested that the work day to be extended to 7:30 am to 7:30 pm and allowing work on Saturdays from 8 am – 5 pm if the Town Board approves the adjusted in the work day schedule. It was the consensus of the Board that this is acceptable as there will be no additional costs to the town.

**NEW BUSINESS**

**Consideration of Ordinance 2016-94 Prohibiting Parking on Portion of North Edgewood Street**

The Interim Town Administrator reported that the property owner, Mr. Jeffery Rogers, has reported an issue with parking on the N. Edgewood Avenue, opposite of his home. In the last three months, Mr. Rogers reported that there have been two traffic accidents when backing out of his driveway. There is off-street parking but it is not used. The issue is with visitors to the area, not with residents. There was one accident involving a detached trailer directly across the street in front of the driveway. The Interim Town Administrator reported that, due to the narrow street and parking on both sides of the street, the additional parking will impede traffic flow.

*It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve the Ordinance 2016-94 Prohibiting Parking on a Portion of North Edgewood Street as presented. Ordinance 2016-94 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

**Roanoke Country Club – Debris Pickup and Disposal**

Mr. Bill Perry, Manager/Owner of the Roanoke Country Club, reported that he had previously expressed concerned that the commercial properties were not provided removal debris pickup and disposal service as provided to residents. He was concerned that the Board had not discussed the matter. He received a letter from the Interim Town Administrator that commercial and business entities were not included in that service. He was not satisfied with the decision to not include commercial businesses in the debris pickup and disposal service. Commissioner Chesson reported that it was the consensus of the board that the ordinance be upheld and the former Town Administrator was instructed to discuss this Mr. Perry.

**Green Memorial Disciples of Christ Church Easement Agreement**

The Interim Town Administrator reported that CSX Railroad has required that all equipment and materials required for the open cut method to continue with the Skewarkee Canal Project. This will require a staging area for the equipment and materials. Green Memorial Disciples of Christ Church agreed to allow the Town to use their property which is adjacent to the site. The Town Attorney drafted a contract to pay \$1,000 per month for three months. The payment will be divided into two payments, with the 90 days agreed to begin on the second payment. The contract provided a suspension of payments if the project has been suspended through no fault of the Town. The Mayor stated that suspension of payments had not been discussed with the Green Memorial Disciples of Christ Church. The Interim Town Administrator reported that there are some items in negotiation with the USDA and the bid process will be done in February 2017. Once the contract is signed by both parties, a check will be sent to the church for \$1,000. The 90 days will hopefully begin in March and will be initiated by the second payment of \$2,000. The Town Attorney reported that a suspension of work could be a long time as the Town has been under a suspension for years. While this is favorable to the Town, it will not be fair compensation to the

Church. The Church is not using the property and is reportedly trying to sell the property. It was suggested that the compensation continue during a time of suspension with a cap.

*It is the consensus of the Board that this discussion be continued to the August 2016 meeting.*

#### **Gaylord Perry Park – Roof Repair Quotes**

Mr. Allen Overby, Parks and Recreation Director, reported that multiple quotes have been received for the roof repairs needed at the Gaylord Perry Park. It is the recommendation to move forward with Baker Roofing to repair which will include flashing grade silicone sealant. The Baker Roofing Company warrants the repairs for one year.

*It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to award the coating contract to Baker Roofing Company in the amount of \$23,400, subject to review by the Town Attorney.*

#### **Amusement Request**

Jamie Heath, Town of Williamston Planner/Zoning Officer, reported that a request has been made by Tekisha Williams to operate a sports bar including pool tables and alcoholic beverage sales at 302 East Boulevard (old Wings & Things location). This property is owned by MSBJR Holdings LLC and Tekisha Williams intends to lease the property. The property is zoned CH (Highway Commercial). The area along East Boulevard has a variety of retail and other commercial uses. East Boulevard is designed to accommodate heavy traffic and commercial development. The sports bar would be allowed under the Permitted Uses (Section 6-16.1) section of the Zoning Ordinance. An Amusements application must be submitted and an Amusements license may be granted by the Board of Commissioners according to the Code of Ordinances (Section 114.02 – 114.03). The Code of Ordinances further specifies that a background investigation on the applicant is required (Section 114.06). The applicant intends to use the existing vacant building which is already set up for a sports bar operation. The building was previously occupied by Wings & Things. The business would have pool tables and a dance floor. The business would serve alcohol for consumption on site. The hours of operation for the business would be Tues. – Thurs. from 6:00 pm – 11:00 pm and Fri. – Sat. from 6:00 pm – 2:00 am. They would also open on Sundays during football season. The area surrounding the location consists of heavy commercial development. There is no residential development nearby. The business must provide their security staff. Police will be available for emergency calls, but will not be available to assist in day to day operations such as clearing the parking lot at closing nightly. The applicant has submitted a background check with no record shown. The staff recommendation is to approve the Amusements request with the conditions that the business must meet all applicable zoning, building and fire codes and must have security staff on duty when business is open. Ms. Tekisha Williams reported that she has contacted licensed security staff. She also reported that the minimum age would be 25 years old.

*It was moved by Commissioner Chesson, seconded by Commissioner Horton. The vote passed with 4 in favor and one, Commissioner Knox, opposed to approve the amusement request made by Tekisha Williams to operate a sports bar with conditions that the business must meet all applicable zoning, building and fire codes and must have security staff.*

#### **Approval of Williamston Housing Authority Advisory Board Appointments**

The Mayor presented a request for the appointment of Brenda Moore to the Williamston Housing Authority Board to her first term.

*It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to appoint Brenda Moore to the Williamston Housing Authority Board.*

#### **Approval of Williamston Community Appearance Commission**

The Mayor presented a request for the re-appointment of Alice Howard to her second three-year term on the Williamston Community Appearance Commission.

*It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to reappoint Alice Howard to her second three-year term on the Williamston Community Appearance Commission.*

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

The Mayor presented a request for the re-appointment of Earl Newsome for the third term to the Williamston Planning Board/Board of Adjustments.

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*It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to reappointment of Earl Newsome for the third term to the Williamston Planning Board/Board of Adjustments.*

### **Approval of Williamston Planning Board/Board of Adjustments Board Appointment**

The Mayor presented a request for the appointment of Dean McCall to the Williamston Planning Board/Board of Adjustments.

*It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to appoint Dean McCall to the Williamston Planning Board/Board of Adjustments.*

## **DEPARTMENTAL REPORTS**

### **Fire/Rescue**

The Fire Chief provided the following report:

- There were 197 emergency responses in the month June.
- Trench Emergency Certification class for several employees in Washington has been completed.
- Joint Hazmat Training with Rocky Mount and Wilson Fire Departments completed this month.
- Presented the end of fiscal year report.

### **Police**

The Police Chief reported:

- Normal call volume for the month.
- Presented the end of fiscal year report.
- The last patrol car has been equipped by the Public Works department.
- Assisted with Elizabeth City's promotional process.
- There is one vacant position.
- Body worn camera grant has been completed and should be submitted this week.
- Legislation has changed since the policy was written for the camera media which will require the policy to be amended.

### **Public Works**

The Public Works Director reported:

- 50 tons of new asphalt has been used in June.
- Plymouth Street has been repaired.
- Martin Luther King Road has a dip in the road that has been fixed.

### **Parks & Recreation**

The Parks & Recreation director reported the following:

- The \$335,000 grant-funded Godwin-Coppage Park playground is complete with Ribbon Cutting Ceremony on June 27th.
- He is in the process of obtaining additional quotes for the roof repair at the center.
- 38 teams are scheduled for the Softball Tournament this weekend. Fire/Rescue and Police Department has volunteered to assist.
- Back to School Carnival is upcoming August 6<sup>th</sup>.

### **Planning**

The Planning Director reported:

- Jamie Heath does a great job with GIS
- Planning Department has an ECU intern assisting with several events to include a scavenger hunt to increase traffic in the downtown businesses.

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**Administration**

The Town Administrator reported:

- The Town Administrator job has been advertised with the League and the Listserv.
- Several applications have been received.

**CLOSED SESSION**

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

**Consideration of Debris Policy Change to Include Commercial Properties**

Commissioner Chesson reported that the Country Club is an asset to the Town and should be treated as such. However, the Town cannot afford to pick up for 600 commercial properties. The Town should stand behind the yard debris pickup policy as written as there are 600 commercial properties in the town limits. The Interim Town Administrator reported that there are federally acceptable fees that the town could consider adopting to accommodate commercial businesses for a fee. Churches are an institution, not commercial properties. The Town is within the parameters of practices of other municipalities of similar size per previous review of the policy. The Country Club is an asset to the Town and should be treated as such. However, the Town cannot afford to pick up for 600 commercial properties. Churches are an institution, not commercial properties. The Board directed the Interim Town Administrator to obtain research data from the League Listserv to find out what other towns/cities do to handle debris, verify that we are within the parameters of what other towns are doing, review our current policy and ordinance, and review what the businesses do receive for their tax dollars to be within the city limits, such as reduce water/sewer rate, reduced fire rating (7 to a 4), police protection.

**ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 7:34 p.m.

Submitted By:

Approved By:

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Town Clerk

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Mayor