

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

August 8, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, August 8, 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, 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
Planner/Zoning Officer: Jamie Heath

ABSENT Commissioners Jerry Knox and William Coffield

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance. Commissioner Chesson offered the invocation.

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 soccer field lights materials contract be moved to Closed Session under the Attorney Client Privilege per NC General Statute 143-318.11 (a) (3).

VIII: Closed Session

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

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the July 11, 2016 meeting
- (2) Resolution 2016-134 NC Alcoholic Beverage Control Commission

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

WELCOME

The Mayor welcomed Boy Scout Troup 29 who was in attendance at the meeting.

No Public Comment

OLD BUSINESS

Engineers Agreement Skewarkee Canal

The Interim Town Administrator reported the changes to the Skewarkee Canal Engineer Agreement have been approved by the USDA – Rural Development, Rivers and Associate and the Town Attorney. The agreement was submitted to the board several months prior. As per the Board’s directive, the contract was submitted to Bill

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Pollock, Attorney for review. Mark Garners with Rivers and Associates is available for questions. The contract with all of the final changes incorporated was just received prior to the meeting. The Town Administrator requested that the Board approve the contract subject to review by the Town Attorney to assure all approved changes have been made.

It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the Skewarkee Canal Engineering Agreement subject to approval by counsel.

Limb/Yard Debris Pick-up Information

The Interim Town Administrator, as directed by the Board, has completed a survey to see what other communities across the state are doing to handle curbside pickup of yard debris and limbs for commercial properties. 37% of communities that provide the debris pickup charge an additional fee that is not included as a benefit of property taxes. This could be due to counties charging local residences and businesses landfill fees and that fee is passed on in service fees. In summary of the thirty-two communities responded:

- 27 communities provide residential pickup to the tax payers
 - 10 of the 27 charge an additional fee for the service
- 3 do not provide any pickup or debris service for residents or businesses
- 2 provide a debris disposal site for residences
- 17 provide the service to residences paid for via taxes
- 11 provide church pickup
- 10 provide commercial pickup
 - 4 of the 10 charge a fee for the service

Benefits included in being annexed into the town include up to a 50% reduction in water/sewer rates in comparison to out of town rates, reduced Fire ISO rating (7 to a 4) which will reduce insurance premiums, annexation eliminated the fire district tax assessment, police protection/service and no fee or fee reduction on applicable programs and facilities in Parks and Recreation. If commercial business were included in debris pickup, there are a minimum of 200 businesses that could take advantage of this service. The increased volume will also create a need for more equipment and personnel. A debris removal, processing, and disposal fee schedule sample was provided for review. There are certain items identified in the town code that the Town will not handle, such as shingles and hazard pickup. It was the consensus of the Board to table the discussion to the September meeting pending a fee schedule for one-time services provided by the Public Works department. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to table the discussion until the September meeting.*

Update on Administrator Search

The Interim Town Administrator reported that nine applications for the Town Administrator position have been received. The application period will remain open until August 30, 2016.

Resolution 2016-135 Authorizing the Town of Williamston's Participation in the North Carolina State Health Plan

The Human Resources Administrator requested the Board approve Resolution 2016-135 to authorize the Town to participate in the NC State Health Plan. She reported that the State of North Carolina has opened the State Health Plan to another 6,000. In order to be considered for participation in the State Health Plan, a resolution must be submitted. This will not bind the Town into the plan. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the Resolution 2016-135. Resolution 2016-135 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

NEW BUSINESS

Consideration of Ordinance 2016-97 Housing Demolition Warren Street

The Interim Town Administrator requested the Board to approve Ordinance 2016-97 Housing Demolition Warren Street. He reported the house on 405 Warren Street has been vacant and has been extensively vandalized. He reported that, once the ordinance is approved, there will be an inspection of the home prior to the demolition. There are funds in the code enforcement to cover the cost upfront. Once the house is demolished, the cost of the demolition will be added to the property tax bill. There has been an extensive title search and notices sent. The

ordinance is the next step to take the house down. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously voted in favor by Commissioners Rodgers, Chesson and Horton. The ordinance did not pass as a super majority vote is required on the date of introduction. The ordinance will be presented for the second reading at the September 12, 2016 regular meeting.*

Ordinance 2016-96 Declaring a Road Closure for a Christmas Parade

The Parks and Recreation Director requested the approval of Ordinance 2016-96 Declaring a Road Closure for a Christmas Parade. He reported that NC State Department of Transportation now requires notification from the Town to allow road closures of DOT roads. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously voted in favor by Commissioners Rodgers, Chesson and Horton. The ordinance did not pass as a super majority vote is required on the date of introduction. The ordinance will be presented for the second reading at the September 12, 2016 regular meeting.*

Ordinance 2016-95 Declaring a Road Closure for the 20th Annual Carolina Country Stampede

The Interim Town Administrator requested the approval of Ordinance 2016-95 Declaring a Road Closure for a 20th Annual Carolina Country Stampede. He reported that NC State Department of Transportation now requires notification from the Town to allow road closures of DOT roads. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously voted in favor by Commissioners Rodgers, Chesson and Horton. The ordinance did not pass as a super majority vote is required on the date of introduction. The ordinance will be presented for the second reading at the September 12, 2016 regular meeting.*

Ordinance 2016-96 Declaring a Road Closure for a Williamston Homecoming Parade

The Parks and Recreation Director requested the approval of Ordinance 2016-98 Declaring a Road Closure for a Williamston Homecoming Parade. He reported that NC State Department of Transportation now requires notification from the Town to allow road closures of DOT roads. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously voted in favor by Commissioners Rodgers, Chesson and Horton. The ordinance did not pass as a super majority vote is required on the date of introduction. The ordinance will be presented for the second reading at the September 12, 2016 regular meeting.*

Acceptance of Fiscal 2015 Ad Valorem Tax Settlement Report

Jeneane Everett presented the Fiscal 2015 Ad Valorem Tax Settlement Report on behalf of the tax collector. She reported that the original tax levy was \$2,386,576.30. The uncollected tax as of June 30, 2016 \$152,902.01. The 2015 tax collection rate is at 94.015%. Ms. Everett requested, in accordance with G.S. 105-373(a) that the report be approved and accepted as a settlement of the 2015 Ad Valorem Tax Levy.

It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the Fiscal 2016 Ad Valorem Tax Settlement report as presented.

Tax Order to Collect Fiscal 2015 Property Taxes

Jeneane Everett requested approval of the Tax Order to Collect Fiscal 2016 Property Taxes in accordance with G.S. 105-373(a). *It was moved by Commissioner Rodgers, seconded by Commissioner Chesson and unanimously passed to approve the Tax Order to Collect Fiscal 2015 Property Taxes as presented.*

Amusement Permit Request

Jamie Heath, Town of Williamston Planner/Zoning Officer, reported that a request has been made by Cassandra Chantelle Callander to operate a "skills based adult social fish arcade" business at 701C East Blvd. This property is owned by Radhas Realty LLC and Cassandra Chantelle Callander intends to lease the property. The applicant described the "skills based adult social fish arcade" game as a large electronic table game where multiple players try to catch electronic fish, with each fish having a value ranging from .05 cents to one dollar. The applicant stated that this is a skills based game. The applicant intends to have two of these electronic table games in the business. These are the only games the applicant plans to have in the business. The applicant does not plan to serve alcohol. The property is zoned CH which provides for "commercial recreation" as a permitted use. The business would have two large electronic table games for multiple players. The games are skill based and there would be cash prizes. The applicant referred to these games as "skills based adult social fish arcade." The hours of operation would be Monday through Saturday from 10:00 am – 12:00 am. The business would be closed on Sundays. The area surrounding the location consists of heavy commercial development. There is no residential development

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nearby. The applicant has submitted a background check from Martin County and Bertie County with no record shown. The staff is not familiar with this type of game and therefore cannot ensure legality on the state level. The staff recommendation is to approve the Amusements request with the following conditions:

- If the game is determined to be illegal by the Alcohol Law Enforcement division (ALE) of the NC Dept. of Public Safety, or the state of NC, the Zoning Permit will be revoked.
- The applicant must contact staff before increasing or adding any new games to the business.
- The business must meet all applicable zoning, building and fire codes.
- All permits, applications, and services with the Town of Williamston must be in the applicant's name.

It was moved by Commissioner Chesson, seconded by Commissioner Horton with the understanding that if the game is determined to be illegal by the Alcohol Law Enforcement division (ALE) of the NC Dept. of Public Safety, or the state of NC, the Zoning Permit will be revoked, and the applicant must contact staff before increasing or adding any new games to the business, and the business must meet all applicable zoning, building and fire codes, and that all permits, applications, and services with the Town of Williamston must be in the applicant's name." The vote passed unanimously to approve the amusement permit request made by Cassandra Chantelle Callander to operate a skills based adult social fish arcade" business at 701C East Blvd. with conditions that if the game is determined to be illegal by the Alcohol Law Enforcement division (ALE) of the NC Dept. of Public Safety, or the state of NC, the Zoning Permit will be revoked, and the applicant must contact staff before increasing or adding any new games to the business, and the business must meet all applicable zoning, building and fire codes, and that all permits, applications, and services with the Town of Williamston must be in the applicant's name.

Patriot Honor Ride

The Mayor reported that she had received a letter from Col. Gary West regarding the Patriot Ride which is a benefit bicycle ride honoring fallen veterans. The bicycle riders wish to stop in Williamston and enclosed a list of possible flag honoring experiences with varying degrees of simplicity. The Mayor is requesting to do the flag folding ceremony to be held at the Martin County Courthouse at the memorial wall. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the flag folding ceremony with the Patriot Ride.*

DEPARTMENTAL REPORTS

Police

The Police Chief reported:

- Normal call volume for the month.
- The Command Staff has selected the training events for the next 6 months beyond the manual training.
- The department participated in the annual "Back to School Carnival."
- The department is sending out request to obtain additional help for the Stampede and parades.

Public Works

The Public Works Director reported:

- Asphalt use was down for the month, 25 tons used.
- Annual Performance reports submitted as required by the state.
- Sanitation was down to 133 tons.
- The Street Sweeper has been down for repairs and is anticipated to be back in service in a next week.
- All July grease trap inspections were in compliance.
- 110 Utility location requests in July.

Fire/Rescue

The Fire Chief provided the following report:

- There were 205 emergency responses in the month July.
- The Fire Department participated in a majority of the same events as Police Department.

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- Advancing the level of care for the EMS to ALS (Advanced Life Support) was done without any increase in the budget which is noteworthy due to the excess of supplies and overtime required to complete the program.

Parks & Recreation

The Parks & Recreation director reported the following:

- The Town hosted the 2016 SWAC State Softball Tournament
- Registration has begun for the tackle football.
- The "Back to School" Event has a big success with over 300 in attendance.
- The Movie in the Park has been scheduled for August 18, 2016.
- The Gaylord-Perry Park roof repair has begun and is estimated to be completed next week.

Planning

The Planning Director reported:

- He attended the feasibility study for the I-87 Corridor.
- August 23rd Public Officials Meeting to discuss the Williamston to VA feasibility study at the Moratoc Park.
- Hardee's Restaurant is to begin construction soon and will be locating beside the Sonic Drive-In.
- He is anticipating positive results on the Urban Redevelopment grant application next week.

CLOSED SESSION

It was moved by Commissioner Chesson, seconded by Commissioner Horton 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) and 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.

Godwin-Coppage Park Soccer Light Poles

There were multiple quotes received for the addition of two soccer light poles at the Godwin-Coppage Park. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve awarding the contract to Tommy Lawrence Electric Contractors.*

Green Memorial Disciples of Christ

The Town Administrator presented two variations of easements agreements. The purpose of the easement is to allow a staging area for the Skewarkee Canal Drainage project.

It was moved by Commission Chesson, seconded by Commissioner Rodgers and unanimously passed to enter into easement contract #2 with the Green Memorial Disciples of Christ.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:53 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor