

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

September 12, 2016

The Board of Commissioners of the Town of Williamston met in special called session on Tuesday, September 12, 2016 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor Joyce Whichard-Brown
Commissioners: William Coffield, 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

ABSENT Commissioner Jerry Knox

CALL TO ORDER AND INVOCATION

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

WELCOME

The Mayor welcomed County Commissioner Dempsy Bonds who was in attendance at the meeting.

AGENDA APPROVED AS PRESENTED

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. The Interim Town Administrator requested the additions of the RRT Grant consideration in New Business as item 3 and the addition of the proclamation to honor the 12U All-Star team and 16U All-Star team won the 2016 SWAC State Softball Tournament. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the agenda as amended.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of August 8 and September 6, 2016
- (2) Ordinance 2016-97 Housing Demolition Warren Street
- (3) Ordinance 2016-96 Declaring a Road Closure for a Christmas Parade
- (4) Ordinance 2016-95 Declaring a Road Closure for the 20th Annual
- (5) Carolina Country Stampede
- (6) Ordinance 2016-98 Declaring a Road Closure for Williamston Homecoming Parade
- (7) Approval of Tax Relief orders for 2016 are as follows:

<u>Year</u>	<u>Acct#</u>	<u>Name</u>	<u>Remarks</u>	<u>Total</u>
2016	35459	Travis Cowan	County Coded Incorrectly	\$8.88
2016	32046	Bruce Biddlecome	County Coded Incorrectly	\$2.22
2016	42861	Fentress Pritchett	County Coded Incorrectly	\$447.53
2016	29325	Ethel Overbee	Senior Citizen Exemption late entry	\$438.34
2016	39201	Mobile Mini Inc	Error in listing	\$22.71
2011	38989	John Morrow	Building moved to Greenville – 2011	\$285.94

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2012	38989	John Morrow	Building moved to Greenville – 2011	\$285.94
2013	38989	John Morrow	Building moved to Greenville – 2011	\$285.94
2014	38989	John Morrow	Building moved to Greenville – 2011	\$285.94
2015	38989	John Morrow	Building moved to Greenville – 2011	\$285.94

(8) Approval of Budget Amendment – RRT Grant

Undesignated Fund Balance

RRT (Supplies, Uniforms, Small Equipment, Vehicle Reserve) \$15,230.00

The purpose of this amendment is to budget funds not spent at June 30, 2016 for the RRT Grant. These funds were rolled into fund balance and we are required by the grant to budget them in the next fiscal year in order that they are used for RRT only.

It was moved by Commissioner Coffield, seconded by Commissioner Chesson and unanimously passed to approve the consent agenda as presented.

PUBLIC HEARING

Town Intends to Apply for Small Cities Community Development Block Grant (CDBG)

The Mayor opened the public hearing and recognized Kevin Richards, with the Mid East Commission, to present the information concerning an application for a CDBG Infrastructure Grant. Mr. Richards reported that the Town of Williamston was considering an opportunity to apply for CDBG funds and that he is to assist with the CDBG application. This is the first of two public hearings required to apply for CDBG funds. This public hearing is to explain the CDBG program and the second hearing will be project specific. There are a number of different types of funds available through the NC CDBG program. The first type is the infrastructure grants for public water and wastewater infrastructure. In 2013, the North Carolina General Assembly allocated CDBG funds to the Infrastructure program and transferred funds to the Division of Water Infrastructure to administer. This transfer ended the Housing Rehabilitation program portion of the CDBG Program. The CDBG Infrastructure grants are intended to improve the life of low to moderate income people. The second type of CDBG grant is for the Economic Development and provides grants to local governments that partner with a pro-profit business to bring public infrastructure improvements and building renovations services. Another type of CDBG grant is the Downtown Redevelopment Fund. This is designed for infrastructure upgrades of downtown buildings in order to meet current code requirements. The upgrades should be for vacant or underutilized downtown commercial buildings. An underutilized building is defined as a property that is less than fully utilized or used below its potential. This fund is designed to return vacant or underutilized commercial buildings to economic use for new and/or expanded business. The goal of this fund is the prevention or elimination of urban blight.

A local government applicant must propose a project in conjunction with a private for profit business that proposes to renovate a vacant and/or underutilized downtown building for commercial or mixed-use development. This investment is intended to encourage job creation. In order to be eligible, documentation must be provided showing that the building(S) or specific project area(s) in an underutilized building(s) have been vacant thirty (30) days or more prior to the date of the pre-application conference. Funds are limited to a minimum of \$300,000.00 and a maximum of \$500,000.00 per municipality.

Tier 1 communities are not required to match the funds. Evidence of commitment of all funding sources must be submitted at the time of the application. The Mayor asked for citizen comment. There was none. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to close the public hearing.*

OLD BUSINESS

Limb/Yard Debris Pickup Information

The Interim Town Administrator presented Resolution 2016-137 Establishing Rates and Fees for Debris Removal, Processing and Disposal for approval. The Board had requested at the August meeting for a policy for rates and fees in regarding to debris removal that is beyond normal operations and maintenance. This schedule also refers to services required due to negligence or damage to town property. *It was moved by Commissioner Horton,*

seconded by Commissioner Chesson and unanimously passed to approve the Resolution 2016-137. Resolution 2016-137 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Street Repairs and Improvement Bid Award for Area A

Blaine Humphrey, Rivers and Associate Project Manager, reported that a bid opening for Annexation Area A Street Improvement Project was opened. Only one bid was received so the bid received was not opened. The second formal bid opening was held with only one bidder again present. The only bid received was from Barnhill Contracting for the amount of \$1,232,994. The amount was twice the budgeted amount of the project. Based on the bid received, and subsequent negotiations with Barnhill Contracting as authorized and directed by the Town, Rivers and Associates recommends that the Town of Williamston issue tentative award for the Annexation Area A Street Improvements project to Barnhill Contracting company, Inc. for the negotiated amount of \$1,069,597.75. Final award of the project should be subject to CWSRF funding approval and financing approval by the Local Government Commission. Mr. Humphrey recommends Board approval of Resolution 2016-138 Awarding Annexation Area A Construction Bid. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the Resolution 2016-138 subject to CWSRF funding approval and financing approval by the Local Government Commission. Resolution 2016-138 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Board Approves Capital Project Ordinance 2016-99 2010 Annexation Capital Improvements Project

The Finance Officer requested that the Board approves the 2016-99 Capital Project Ordinance for the Annexation Capital Improvements Project. She reported that a new projects ordinance must be presented and approved as a direct result of the Street Repairs and Improvement Bid for Area A is twice the budgeted amount. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the Ordinance 2016-99 as presented. Ordinance-99 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Resolution 2016-136 Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20

The Interim Town Administrator requested the Board to approve the Resolution 2016-136 as required by the Local Government Commission to authorize the filing of an application for approval of a financing agreement authorized by North Carolina General Statute 160A-20. *It was moved by Commissioner Horton, seconded by Commissioner Rodgers and unanimously passed to approve the Resolution 2016-136 Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20. Resolution 2016-136 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Street improvement Loan Financing Terms

The Interim Town Administrator reported that the total cost for a street loan for Annexation Area A is \$1,072,217.75, of which \$6,842.21 will be funded by the Water Fund and \$270,749.37 will be funded by the Sewer Fund. The staff recommends using \$200,000 of Powell Bill funds to fund a portion and to borrow \$600,000 to cover the remaining balance. The loan payments are to be made from the Powell Bill Account each year. Of the banks that responded, PNC had the lowest interest rate at 1.73% on a level principle 5-year loan.

It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to enter into a financing agreement with PNC Bank to borrow the money for the street improvements at 1.73% interest on a 5-year level principal loan to be paid with Powell Bill Funds.

Approval of the Body Camera Grant

The Police Chief reported that the Governor's Crime Commission grant has been approved in the amount of \$13,256.94 to fund a third of the body-worn cameras project. The body camera project is budgeted in the current fiscal year. After reviewing the retention requirements of the data media from the cameras, it has been decided that it is cost effective to utilize our own equipment and not store the information in the cloud or through an outside agency. The storage medium may have to be revisited in the future. Chief Cowan requested that the

board authorize acceptance of the grant funds. *It was moved by Commissioner Horton, seconded by Commissioner Rodgers and unanimously passed to accept the Body Camera Grant funds.*

NEW BUSINESS

Town Recognizes the 12U and 16U All-Star Teams

The Mayor presented a proclamation to the 12U All-Star team and the 16U All-Star team on the 2016 SWAC State Softball Tournament congratulating the teams for their victory. The 16U All-Star Team Captain and team were in attendance. The Parks and Recreation Director presented a plaque with the team names engraved to the 16U All-Star team. The majority of the 12U All-Star team was unable to attend due to a conflict with the volleyball.

Antenna Co-Location on Community College Water Tank

The Public Works Director reported that the Martin County Regional Water & Sewer Authority is requesting permission to locate an antenna on top of the Elevated Water Tank that is located adjacent to the community college in town. This will be done at no cost to the Town. The purpose of the antenna is to improve communications. *It was moved by Commissioner Horton, seconded by Commissioner Rodgers and unanimously passed to allow the MCRWASA to have an antenna installed on the Community College Water Tank.*

Consider Administrative Services for Urban Redevelopment Grant

The Interim Town Administrator reported that the Urban Redevelopment Grant is a Community Development Building Grant (CDBG) grant and the process has a voluminous amount of paperwork. To ensure the paperwork is handled properly, the town will need an administrative service/consultant to manage the grant. The Mid East Commission presented the most reasonable quote of \$23,500. The Committee of 100 has committed to fund \$6,000 and the remainder to be covered by the Town is \$17,500. A project ordinance will be brought before the Board next month if the Board approves. A pre-application has been submitted to the NC Commerce and the funds have been award. The application must be completed at a cost of \$3,500 that will include items such as property owner commitment letters, many environmental inspections, deeds of trust against the property to ensure the grant funds. The administration part will complete the bidding process, construction process, manage the funds spent, and working with the property owners. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to accept the Mid East proposal to assist with the final Urban Redevelopment Grant application at a cost of \$3,500 and for the administration of the Urban Redevelopment Grant for \$20,000 for a total of \$23,500.*

Regional Response Team (RRT) Grant

Fire Chief Peele reported that the Town has the opportunity to receive grant funds from the Department of Homeland Security through the Department of Public Safety. The Town will be a sub-recipient of \$434,450 on behalf of the Response Team Program. He requests authorization to sign and accept this grant. The proceeds will be used for upgrade a robot, PPE, updating equipment and instrumentation. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to authorize Chief Peele to sign and accept the RRT Grant.*

DEPARTMENTAL REPORTS

Public Works

The Public Works Director reported:

- The staff has been busy preparing for the Carolina Country Stampede.
- Asphalt use was up for the month, 55 tons used.
- Sanitation was 194 tons.
- All August grease trap inspections were in compliance.
- Roots under the sidewalk are a concern. Most trees in town are owned by private citizens and the roots expand under the curbs. Cutting out roots can take the anchoring away from the tree and can cause the tree to fall on the home. Removal of the tree is the best option.

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Police

The Police Chief reported:

- The department has attended multiple events during the month.
- The body camera grant required additional work to obtain the grant over the last month.
- The League of Municipalities has a program to review specific policies to improve response and decrease liability. The League may follow up with board after the review is completed.
- The department participated in the Patriot Ride as an escort in the county.
- The department is sending out request to obtain additional help for the Stampede and parades.
- The department held a Fun Day with guest motivational speaker, former Chief Robert Hassell (Reidsville Police Department).

Fire/Rescue

The Fire Chief provided the following report:

- There were 201 emergency responses in the month August.
- The annual safety training was completed for all town employees.
- The prevention department performed 19 fire inspections and installed 6 child seats.
- The department is preparing for the Stampede as it is utilized as an exercise for the Disaster Plan to test and practice the processes.

Parks & Recreation

The Parks & Recreation director reported the following:

- The Town hosted the 2016 SWAC State Softball Tournament
- There are two tackle football teams with a total of 45 children registered.
- Volleyball registration was last week, with a total of 6 teams.
- The Movie in the Park was held on August 18, 2016.
- The Gaylord-Perry Park roof repair is completed and will be inspected for warranty purposed on Wednesday.

Planning

The Planning Director reported:

- He expressed appreciation to the County of Martin and Marion Thompson for assisting the town with the Patriot Bike Ride.
- The Carolina Country Stampede is September 23 and 24, 2016.
- There will be a Business Expo in February 4, 2017 at the Bob Martin Center and will have workshops for any interested in starting a business.
- Fall Festival will be the held in October and is well attended by the public.
- The department has been working with the Police Chief in starting a transaction zone to provide a place that is under video surveillance for people who buy and sell items through social media, such as Craig's list and Facebook Online Yard sales.

CLOSED SESSION

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

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:01 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor