

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

August 6, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, August 6, 2018 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: William Coffield, Ronell Rodgers, and Jerry Knox
Interim Town Administrator: Brent Kanipe
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks
Human Resources Administrator: Martha-Brown Lilley

ABSENT Mayor Pro Tem Al Chesson
Police Chief: Travis Cowan

CALL TO ORDER AND INVOCATION

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

WELCOME

The Mayor welcomed County Commissioner Dempsy Bonds and the Williamston 8U All-Stars to the meeting.

AGENDA APPROVED

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 that New Business items 7 and 8 be moved to New Business 2 and 3. He also requested that New Business Item 9 Consideration of Town Board Commissioner Appointment to be postponed until the September meeting. *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the regular agenda as amended.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Consent Agenda. *It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the consent agenda.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the July 9, 16, 26 and 31, 2018 meetings.

PUBLIC COMMENT

None

OLD BUSINESS

Approval of Resolution 2018-152

The Interim Town Administrator reported that the Division of Water Infrastructure (DWI) has grant funds available that will pay in full for a study to see if a water system merger is feasible for Williamston and Martin County. In 2016, Martin County sent a letter to the municipalities in Martin County to gauge interest in the further evaluation of a utility merger. Insufficient interest was received and the study was not pursued at the time. The Town of Williamston agreed to the study provided all water systems in the county participated in the study. The available grant will pay for the study in full with no cost to the Town or County. The study will not be a commitment to a

merger, but will only evaluate if there would be any benefits or savings. There will be no transfer of Town assets without payment. He presented Resolution 2018-152 to approve going forward with the study. It will be approximately a year before the results of the study will be available. *It was moved by Commissioner Knox, seconded by Commissioner Rodgers and unanimously passed to approve the Resolution 2018-152 by the Board of Commissioner for the Town of Williamston. Resolution 2018-152 is hereby attached with the minutes of this meeting and incorporated in the town's Resolution Book for future reference.*

NEW BUSINESS

Town Recognizes the 8U All-Star Team

The Parks and Recreation director presented a proclamation to the 8U All-Star team on behalf of the Mayor for the 2018 SWAC State Softball Tournament held in Tarboro congratulating the team for their victory. The 8U All-Star Team Captains and team were in attendance.

ACCEPTANCE OF FISCAL 2017 AD VALOREM TAX SETTLEMENT AS OF JUNE 30, 2018 REPORT

Tiffany White reported that the original tax levy was \$2,392,629.61. The uncollected tax as of June 30, 2018 is \$191,812.06. The 2017 tax collection rate and deductions are at 92.632%. Ms. White requested, in accordance with G.S. 105-373(a) that the report be approved and accepted as a settlement of the 2017 Ad Valorem Tax Levy. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield and unanimously passed to approve the Fiscal 2017 Ad Valorem Tax Settlement report as presented.*

TAX ORDER TO COLLECT FISCAL 2016 PROPERTY TAXES

Tiffany White requested approval of the Tax Order to Collect Fiscal 2017 Property Taxes in accordance with G.S. 105-373(a). *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the Tax Order to Collect Fiscal 2017 Property Taxes as presented.*

Approval of Resolution 2018-151 to Become a Member of the Municipal Insurance Trust of NC

The Human Resource Administrator reported that the Town of Williamston has been a member of the NC League of Municipalities for over 30 years. In that time, the Town has been continuously covered for the Worker's Compensation and Property and Liability Program. However, the Town has not been covered under their medical program, Municipal Insurance Trust (MIT) since 2002. She presented Resolution 2018-151 to Become a Member of the Municipal Insurance Trust of NC which shows that the Town has elected to participate in the Health Benefits Insurance Pool for the current fiscal year. She also presented the Health Benefits Trust Proposal Acceptance Form and the amendment to Interlocal Agreement for a Group Self-Insurance Pool for Benefit Risk Sharing. The amendment to the Interlocal Agreement permits termination only at the end of the fiscal year. *It was moved by Commissioner Knox, seconded by Commissioner Rodgers and unanimously passed to approve the Resolution 2018-151 to Become a Member of the Municipal Insurance Trust of NC. Resolution 2018-151 is hereby attached with the minutes of this meeting and incorporated in the town's Resolution Book for future reference.*

Approval of Carr, Riggs and Ingram, LLC 2018 Audit Contract

The Interim Town Administrator presented the proposed 2018 Audit Contract with the Carr, Riggs and Ingram, LLC Audit Firm. This contract is for the 2018 fiscal year. The audit is to be completed by October 31, 2018. The 2017 Audit has been delayed as it was a single audit. Single Audits are performed when there are Federal Grants received. The Town is changing to a different office of Carr, Riggs and Ingram as the new location performs single audits. The Wilson office has been used in the past but had staffing issues which has delayed the audit. He requests that the Board approve the Carr, Riggs and Ingram 2018 Audit, subject to the approval of the Town Attorney. *It was moved by Commissioner Rodgers, seconded by Commissioner Knox and unanimously passed to approve 2018 Carr, Riggs and Ingram, LLC 2018 Audit Contract, subject to the approval of the Town Attorney.*

Approval of Capital Project Ordinance 2019-109 Fire Department Renovation

The Interim Town Administrator submitted Capital Project Ordinance 2019-109 Fire Department Renovation for the Board's consideration. The Capital Project Ordinance needs to be in place in order to do the preliminary work. The renovation will involve a 60 foot addition and minor changes to the existing Fire Department building. There is a very strong possibility that the Town will receive grant funds once the USDA loan commitment is in place and the

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project is identified in the USDA system. The estimated cost of \$1,082,400 is the highest estimated cost provided by the architects which includes legal/administrative fees, engineering fees and construction costs. *It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the Capital Project Ordinance 2019-109. Ordinance 2019-109 is hereby attached with the minutes of this meeting and incorporated in the town's Ordinance Book for future reference.*

Approval of Capital Project Ordinance 2019-110 Police Department Facility Project

The Interim Town Administrator submitted the Capital Project Ordinance 2019-110 Police Department Facility Project for the Board's consideration. The Capital Project Ordinance needs to be in place in order to do the preliminary work. The current Police Department has been in the same spot since 1959 with no expansion. Space at the Town Hall building is limited. The all inclusive cost of the project is \$1,830,400. The Town plans to use \$200,000 of General Funds which may be able to recoup that money through the USDA loan. This does not make the project occur automatically. The Board can reassess the project at any time. The new Police facility will be located in the old A&P grocery store building, which is currently the R. S. Stalls building. It will be centrally located with plentiful parking. There is a stipulation in the architectural contract that will allow the Town to stop the project at anytime and only pay for the work that has been performed and not the entire contract. *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the Capital Project Ordinance 2019-110. Ordinance 2019-110 is hereby attached with the minutes of this meeting and incorporated in the town's Ordinance Book for future reference.*

Board Approves Carnival Permit

Town Planner and Zoning Administrator reported that Sergeant Joseph Snyder, who is affiliated with the Martin County Crime Stoppers, has requested the Town allow them to have amusement rides as a part of an event called the Explorer Fun Fest. The carnival rides would be provided by Inner Shows and would be located in the Roses Store parking lot. Investigator Christina Jones with the Sheriff's Department was available for questions. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield and unanimously passed to approve a permit for carnival rides by Inner Shows at the Explorer Fun Fest.*

DEPARTMENTAL REPORTS

Planning

The Town Planner and Zoning Administrator reported:

- He and Zach Dickerson will attend the Main Street conference this week.
- The updated façade grant has been very well received and has 5 applications so far.
- The RFQ for the Comprehensive Plan will be advertised this month.
- Giddy Up Coffee House, Clinic for Health and Wellness, and a vape shop is to open soon.
- The Phase I Environmental Assessment that is required for the Redevelopment Grant Project should be completed the end of this week and will be submitted to the State. The approval process will take approximately two weeks.
- Approximately 10 properties have been abated since the last meeting.
- Magnuson Hotel is still waiting on the crusher which the owner reported was at the beach at this time. The Magnuson Hotel owner was notified that the cleanup must be done by the end of August or the Town will take action.

Public Works

The Public Works Director reported:

- Sanitation picked up 259 tons and the street sweeper picked up approximately 84 tons.
- There were 15 tons of asphalt work performed.
- The NCDOT bypass project continues.
- The Skewarkee Canal project is close to completion as they are reviewing the final punch list.

Parks & Recreation

The Parks & Recreation director reported the following:

- There have been 35 people participating in the Zumba class daily.
- There have been 70 children signed up for the Summer Basketball League.

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- The softball camp had 55 girls registered.
- The Perry Park has had 897 visits in July.
- The Annual Back to School Carnival was held last weekend and gave away over 100 bags of school supplies.
- Work on the Parks and Recreation Master Plan continues.

Police

The Police Chief was unable to attend. The Interim Town Administrator shared a memo from the Police Chief. He reported that the police department was recently tasked by the Board to review potential problem areas in Williamston that could benefit from lowering the citywide speed of 35 mph to a posted 25 mph zone. After consulting with the officers, reviewing reports as well as citizen complaints, the following areas are recommended for consideration by the Board for a reduction in the speed limit: South Park Avenue, E. Franklin Street, and West Pine Street. The Mayor requested that the Police Department also review Warren Street between South Haughton and Jamesville Road. The Police Chief charged the Interim Town Administrator to ask the board if there are any other streets that need to be reviewed. If there are, please let Chief Cowan know within the next week so that the Town Attorney can draft an ordinance for the speed limit change.

Fire/Rescue

The Fire Chief provided the following report:

- July was a busy month with a total of 201 responses.
- The RRT responded over the phone for technical advice from Ocracoke Island and also responded to a carbon monoxide alarm.
- The Fire Prevention Officer is working closely with Public Works reviewing the fire hydrants.
- Staff attended the Martin County Peer Review and the Eastern Fire Fighters Association.
- The Prevention office has started participating in the Meals on Wheels program and offers the residents fire prevention material and checks their smoke detectors.
- The department plans to attend the South Atlantic Fire Expo in Raleigh and will hopefully bring the trophy back to Williamston again this year.
- There are two new car seat technicians.
- He did a presentation at the Williamston Rotary Club.

Historical Landmark Request

Commissioner Rodgers requested the Board's approval for him to move forward with applying for a historical landmark in honor of the distinguished late Judge Johnson as he was a resident of Martin County. He was an outstanding person in this County as well as all of North Carolina. The Town Attorney reported that he had reviewed the statutes and recommended, if the board approves, for him to contact the Historical Commission to determine the best process to start the recognition procedure. He recommended to Commissioner Rodgers to obtain Board approval before contacting the State. It was the unanimous consensus of the Board for Commissioner Rodgers to contact the Historical Division to determine the best process to start the recognition procedure.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:43 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor