

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

February 4, 2019

The Board of Commissioners of the Town of Williamston met in regular session on Monday, February 4, 2019 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Jerry Knox, Ronell Rodgers, Alton Moore, and William Coffield
Town Administrator: John O’Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Police Chief: Travis Cowan
Recreation Director: Allen Overby
Public Works Director: Kerry Spivey
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

CALL TO ORDER AND INVOCATION

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

WELCOME

The Mayor welcomed County Commissioners Dempsy Bonds and Ronnie Smith 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 the Regular Agenda. The Town Administrator requested Item #6 Consideration of Downtown Williamston Urban Redevelopment and #7 Consideration of Resolution 2019-1 under New Business to be removed. The Town Administrator requested the addition of Consideration of the FunFest Annual Event and Consideration of Bids for Phase II for the Police Department under New Business. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield 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. Commissioner Moore requested the removal of items 1 & 3 from the Consent Agenda

Items approved in the Consent Agenda are as follows:

1. Approval of Tax Relief Order as follows:

<u>Year</u>	<u>Name</u>	<u>Remarks</u>	<u>Total</u>
2018	Ushel Lee	Disable Veterans Exemption	\$228.08
2018	David Bilbro	Garage not correctly coded	\$ 40.37
2018	Nguyet Nguyen	Sold boat in 2017	\$ 19.75
2018	John Hardison	Boat no longer inside town limits	\$ 9.01
2018	Chaise Kanipe	Boat no longer inside town limits	\$ 51.87
2018	A McCray Jones	Discovery Error (not annexed 2013)	\$ 165.92
2018	A McCray Jones	Discovery Error (not annexed 2014).	\$ 148.78

It was moved by Commissioner Moore seconded by Commissioner Rodgers to approve the consent agenda as amended.

Board of Commissioner's Meeting

February 4, 2019

Page 2

PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS**Approval of BMH (Beaufort/Martin/Hyde) Library Board**

The Town Administrator presented a request for the appointment of Patricia Moore to the BMH Library Board to her first term. *It was moved by Commissioner Knox, seconded by Commissioner Moore and unanimously passed to appoint Patricia Moore to the BMH Library Board.*

Consideration of the Master Plan for the Gaylord Perry Park Renovation

The Recreation Director presented the Master Plan for the Gaylord Perry Park renovation. The Master Plan is a written document detailing the plans for the park. The proposed new elements, which include a picnic shelter with restrooms, a skate park, an adult fitness area, new playground, expanding parking, additional access to the park, and plans to renovate the existing outdoor basketball courts and a ball field. The 2011 Parks and Recreation Comprehensive Plan as well as information from multiple public input meetings gathered specifically for the Gaylord Perry Park from various sources were primarily used to complete this site specific master plan. The plan includes the physical needs, current renovation costs, and site plan for the park. A Master Plan is instrumental in applying for a PARTF (Parks and Recreation Trust Fund) Grant. *It was moved by Commissioner Moore, seconded by Commissioner Coffield and unanimously passed to approve the Gaylord Perry Park Master Plan as presented.*

Approval of PARTF (Parks and Recreation Trust Fund) Grant Basic Facts and Assurances

The Recreation Director reported the basic elements listed in the Basic Facts and Assurances provide the basic costs with 5% contingency included for the Gaylord Perry Park Renovation Project. The total cost of the project is \$524,525. The PARTF grant request is \$262,000. PARTF requires the Town to provide a 50% match. This match can consist of other grants as well as General Funds. Commissioner Knox questioned the Town's financial position with the upcoming Police and Fire Departments renovation projects. The Town Administrator reported that the approval of the Basic Facts and Assurances allows the Town to apply for the PARTF grant. Once the grant is approved by PARTF, the grant will be brought before the Board for approval before acceptance. *It was moved by Commissioner Rodgers, seconded by Commissioner Moore and unanimously passed to approve the PARTF Grant Basic Facts and Assurances as presented.*

Approval of Resolution 2019-2 Approving Financing Terms for Three (3) Vehicles

The Finance Director presented Resolution 2019-2 Approval of Financing Terms for the purchase of three patrol cars which have been approved in the 2018/2019 Budget. The Police Chief reported leasing is not financially feasible due to the annual amount of miles on the patrol cars. The patrol cars are purchased under a State contract at a reduced rate. The vehicle replacement cycle allows for the cars to be sold while there is still life available in the car for the general public. The patrol vehicle is sold on Govdeals.com. *It was moved by Commissioner Knox, seconded by Commissioner Moore and unanimously passed to approve the Resolution 2019-2 Approving Financing Terms as presented.*

Approval of SpyGlass Snapshot Audit Agreement

The Town Administrator presented the SpyGlass Snapshot Audit Agreement for approval. The services provided it to analyze the Town's primary telecommunication service accounts to seek cost recovery, service elimination and cost reduction recommendations. The auditors will receive 50% of any "Cost Recovery," 12 times any "Service Elimination Savings," and 12 times any "Cost Reduction Savings." *It was moved by Commissioner Knox, seconded by Commissioner Moore and unanimously passed to approve the SpyGlass Snapshot Audit Agreement as presented.*

Approval of Carnival Permit for FunFest

Martin County Sheriff Department's Lt. Joseph Snider presented a request to allow them to have amusement rides as part of an event called the FunFest which is sponsored by the Martin County Special Olympics. The event will be held March 6-10, 2019 in the Roses Parking lot at 809 East Boulevard, Williamston. General Liability Insurance for

Board of Commissioner's Meeting

February 4, 2019

Page 3

the event will be obtained upon permit approval. *It was moved by Commissioner Rodgers, seconded by Commissioner Knox and unanimously passed to approve the Amusement Permit as presented.*

DEPARTMENTAL REPORTS**Planning**

The Town Planner and Zoning Administrator reported:

- A hearing date has been set for February for the Pearl Street home that is on the list for demolition.
- He and Mr. Dickerson attended a promotional training.
- Public information sessions to receive public input for Comprehensive Plan will be held in the near future. Local interviews are being conducted of community members for the Plan.
- The 2019 Stampede Committee held the first meeting to discuss the upcoming Stampede.
- The Phase II study as recently required by HUD has been completed on all three buildings that are to be recipients of the CDBG grant. HUD has not responded at this point on the study and release of funds.
- Planning and Downtown Marketing Coordinator hosted a Historic Tax Credit Workshop to review opportunities to renovate the downtown area.

Fire/Rescue

The Fire Chief provided the following report:

- There were a total of 264 responses in January.
- RRT responded to a train derailment in Beaufort County and an 18-wheeler accident with a gas spill in Jones County.
- The Prevention office was very busy with fire inspections, 7 smoke alarm inspections, and fire hydrant inspections.
- The Fire Officer I Class for current and aspiring officers began in January.
- He traveled to Wisconsin to inspect the new fire truck which should be delivered within the next week.
- Several staff attended the RRT Fire Academy.
- The department is considering a "Citizen's Academy" to increase interest in Fire/Rescue.

Parks & Recreation

The Parks & Recreation director reported the following:

- He has begun coordinating the 2019 Summer programs
- The tennis court fence installation is complete. The Martin County School system plans to install a sidewalk from the courts to the restrooms.
- He attended the NCRPA (North Carolina Recreation & Parks Association) for training on playground designs and grant available through GameTime.

Police

The Police Chief reported:

- The department attended a Bear Grass Charter School Career Fair which reached 450 students. He is trying to identify career fairs in surrounding counties to increase interest in Williamston.
- The Crime Prevention officer attended a Human Trafficking presentation at the Martin Memorial Library.
- Several officers were able to attend Traffic Stop Safety training in Wilson.

Public Works

The Public Works Director reported:

- 250 man-hours were spent in water-related work. There was a sizable leak on the bypass which may require a contractor to repair.
- 13 tons of recycled asphalt was used for street repair.
- There were 75 utility locates and 4 grease traps inspections preformed.
- The street sweeper is operational with a new employee with CDLs.

CLOSED SESSION

Board of Commissioner's Meeting
February 4, 2019
Page 4

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 Privilege 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 Moore and passed.

Williamston Police Phase II Bids

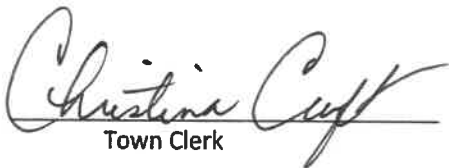
It was moved by Commissioner Knox, seconded by Commissioner Moore to not disclose any bids received and to authorize Town Administrator John O'Daniel to handle negotiations and the informal bidding process relating to the Phase II inspection of the proposed Police Department building.

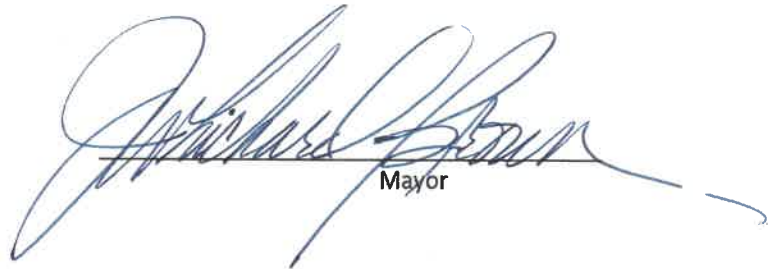
ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:18 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor