

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

January 7, 2019

The Board of Commissioners of the Town of Williamston met in regular session on Monday, January 7, 2019 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, 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 Commissioner Jerry Knox

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. The Mayor called for a moment of silence for the Commissioner Knox and his family. Commissioner Rodgers offered the invocation.

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 Mayor requested Item #1 under Old Business “Discussion of Water Adjustment Policy” to be removed and discussed in at the Planning Retreat in January 2019. The Town Administrator requested the addition Tony Mencilm, representative of the North Carolina Section of the American Water Works Association (NC AWWA) and the NC Member Association of the Water Environment Federation (NC WEA) as Item #1 under New Business. *It was moved by Commissioner Rodgers, seconded by Commissioner Chesson 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.

Items approved in the Consent Agenda are as follows:

1. Approval of the Minutes of the Minutes of December 3, 2018 meeting
2. Approval of Budget Amendment – Purchase Property at 108 W. Main Street
Revenue Account
Undesignated Fund Balance \$5,055.63

The purpose of this amendment is to budget additional funds for the purchase of the property at 108 W. Main Street that was owned by Ed Harrington. The cost includes Martin County Taxes and other legal fees. The Town of Williamston taxes were written off.

3. Approval of Budget Amendment – Comprehensive Plan Update
Revenue Account
Contract Services \$25,000.00

Board of Commissioner's Meeting
January 7, 2019
Page 2

The purpose of this amendment is to transfer additional funds from the Capital line to the Contract Services line in the Planning Department. The funds are for the Comprehensive Plan Update and the cost is \$25,000.00.

It was moved by Commissioner Chesson seconded by Commissioner Coffield to approve the consent agenda.

WELCOME

The Mayor welcomed County Commissioners Dempsy Bonds to the meeting.

PUBLIC HEARING

Citizen Input for Fiscal Year 2019-2020 Budget

The Town Administrator reported that the public hearing for Citizen Input for fiscal Year 2019-2020 Budget is not a statutory requirement. The purpose of this hearing is to receive input from citizens in planning of the Fiscal Year 2018/2019 Budget for the Town of Williamston. As there were no further comments, the Mayor closed the public hearing.

PUBLIC COMMENT

None

OLD BUSINESS

Consideration of Amendment to Carr Riggs and Ingram Contract

The Town Administrator reported that Carr Riggs and Ingram passed the audit date and the Local Government Commission requires an amendment to the contract. The information was provided to the audit firm in a timely manner and the delay is due to internal issues and new guidelines. There is no additional cost associated with the contract. The staff anticipates the audit to complete by the end of February. The Town Administrator recommends the approval of the audit contract. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve the 2017/2018 Audit Contract Amendment as presented.*

NEW BUSINESS

Eastern Excellence Award

Tom Mencolm, representative of the North Carolina Section of the American Water Works Association (NC AWWA) and the NC Member Association of the Water Environment Federation (NC WEA), presented the 2018 NC AWWA-WEA Wastewater Treatment Plant Operations and Maintenance "Eastern Excellence Award" to the Williamston Wastewater Treatment plant. He reported that the Town of Williamston Waste Water Treatment staff have accomplished an enviable compliance history by maximizing the use of limited resources. The plant has been fully compliant with all permit requirements for an impressive twelve years and has also found time to work on reducing utility costs. By installing variable frequency drives on the influent, effluent and return activated sludge pumps, utility costs have been lowered by 15% annually. The staff participates in the local school system's internship program and are proud to have hosted four interns thus far, all of which have gone on to begin their college educations. The award was presented to the Waste Water Treatment Plant Supervisor Gene Reed, Lab Tech Billie Jo cooper and the Mayor. Supervisor Reed expressed appreciation on behalf of the department as his staff continually strives for excellence.

Consideration of Statement of Need Letter to USDA

The Town Administrator reported that the United States Department of Agriculture (USDA) requires a letter of need in conjunction with the application for assistance for the Police Department Relocation Project and the Fire Department Expansion Project. The town is applying for the maximum amount of grant funding of \$50,000 per project from the USDA. *It was moved by Commissioner Chesson, seconded by Commissioner Moore and unanimously passed to approve the submittal of the Statement of Need Letter to the USDA as presented.*

Memorandum of Agreement (MOA) between Martin County School System and Williamston Parks & Recreation

The Recreation Director reported that an updated MOA is needed between the Martin County School System and the Recreation department. The current contract is 20 years old. The main change was to include the West End Tennis Court maintenance as the School System assists the Town with the costs. The contract has been reviewed

Board of Commissioner's Meeting

January 7, 2019

Page 3

by the Town Attorney. *It was moved by Commissioner Moore, seconded by Commissioner Chesson and unanimously passed to approve the Memorandum of Agreement between the Martin County School System and Williamston Parks & Recreation as presented.*

DEPARTMENTAL REPORTS**Parks & Recreation**

The Parks & Recreation director reported the following:

- The Town's Christmas parade was held December 6th. A new float company was used for the floats. The parade was a success with a large participation from the citizens. He thanked the multiple departments that worked together so well to make the parade a success. The Mayor reported that this year's parade was the best she has seen in Williamston.
- The fencing has been installed around the West End Tennis Court and looks great.
- The Perry Park Concept plan will be presented at the Planning Retreat in January.
- The Godwin Coppage park is open from sunrise to sunset.

Police

The Police Chief reported:

- All mandated training has been completed and reports submitted to the State.
- He plans to bring a new employee to meet the Board at the February meeting as he is to take the state exam this Friday.
- He extended his appreciation of the support received from the community and Board in passing of Lt. Tony Bowen.

Public Works

The Public Works Director reported:

- 10 tons of asphalt was purchased for street repair.
- Sewer related calls have increased.
- Sanitation scheduling has changed in 2019 with the department concentrating work efforts in one quarter of the town daily which allows for a greater focus on each quarter and proper monitoring of the service provided.
- The major pump station has failed and a back up pump is currently being used until the replacement pump arrives.

Fire/Rescue

The Fire Chief provided the following report:

- December was an average month with a total of 203 responses.
- The Prevention office was very busy with fire inspections and fire hydrant inspections.
- The staff attended the RRT Fire Academy.
- All mandated training has been completed and reports are to be submitted to the State.
- David Bonds has been promoted to Captain and Joshua Brownfield has been promoted to Lieutenant.
- The department collected toys for the Department of Social Services.
- The department assisted with a mass influx drill.
- The new fire pumper engine should be onsite the first of February.

Planning

The Town Planner and Zoning Administrator reported:

- The demolition process has begun on the three houses, located on Martin St, Pearl St, and S Martin Luther King. These were chosen due to the severity and cost of demolition. One building owner has contacted the Town and plans to demolish the building.
- 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.
- Planning and Downtown Marketing Coordinator is hosting a Historic Tax Credit Workshop to review opportunities to renovate the downtown area.

Board of Commissioner's Meeting
January 7, 2019
Page 4

CLOSED SESSION

It was moved by Commissioner Moore, seconded by Commissioner Chesson 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) and Acquisition of Real Property 143-318.11 (a) (3).

It was moved by Commissioner Rodgers to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and passed.

Williamston Fire and Police Sites Survey Bid

It was the consensus of the Board to postpone consideration of the Williamston Fire and Police sites survey bids to the January 18, 2019 meeting.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:40 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor