

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

December 3, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, December 3, 2018 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, William Coffield and Jerry Knox
Town Administrator: John O’Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Police Chief: Travis Cowan
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 Public Works Director: Kerry Spivey

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Chesson led the pledge of allegiance. The Mayor called for a moment of silence for the family of late David Whitley, Martin County Chamber of Commerce Chairman and the 41st President of the United States, George H. W. Bush. Commissioner Moore 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 #2 under New Business “Consideration of Holiday Schedule Change” to be discussed in at the Planning Retreat in January 2019. The Town Administrator requested the addition of a letter to the Senator concerning Senate Bill 821 to be added under New Business. *It was moved by Commissioner Chesson, seconded by Commissioner Knox 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 Moore to approve the consent agenda.*

PUBLIC COMMENT

The Mayor asked for public comment. Roy Lilley reported he had a silent water leak that was not noticed until Town staff advised that he had a high water usage in October. He contracted identified the problem and fixed the issue. The first bill was \$439.50 which normally averages \$119. He approached Town officials for assistance with the high bill. The next month’s bill was \$820. He is aware that the policy states only one adjustment can be made in a 12 month period. He had previously had a leak in January. He requested to pay back the first adjustment if the board would consider action with this abnormally high bill. The Mayor reported that she would take it under advisement.

OLD BUSINESS

Approval of Ordinance 2018-9 Limiting the Speed of Motor Vehicles on Certain Streets in the Town of Williamston

The Town Administrator reported, at the request of the Board, several streets were to be monitored by the police department to address citizen’s complaints that vehicles were traveling at a higher rate of speed than is safe. The ordinance will reduce the speed limit on South Park Avenue, East Franklin Street, West Pine Street and Haughton

Street within the corporate limits of the Town of Williamston from 35 miles per hour to no more than 25 miles per hour. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the Ordinance 2018-9 Limiting the Speed of Motor Vehicles on Certain Streets in the Town of Williamston as presented. Ordinance 2018-9 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

NEW BUSINESS

Gaylord Perry Center Fee Schedule Update

The Parks and Recreation Director recommends change to the Gaylord Perry Center to begin January 2019. He is requesting a reduction in the fees for the Riverside High School students from \$40 to \$20 and a mentoring agency fee from \$75 to \$100. *It was moved by Commissioner Rodgers seconded by Commissioner Moore to approve the Gaylord Perry Center Fee Schedule as presented.*

Parking on Improved Surfaces on Private Property

The Town Administrator reported that the Mayor had requested he and the Zoning Department review the parking on improved surfaces on private property. He presented that current ordinance for review and requested direction from the board. The Mayor reported that she wanted the ordinance to address parking on the grass in front of homes. Commissioner Chesson reported that it is unsightly but is concerned of what their rights as homeowners are and how this would be enforced. The Mayor tabled this discussion, to be continued at the Budget Retreat in January.

Letter in Opposition to Senate Bill 821

The Town Administrator reported that he has prepared a letter to the Senator on behalf of the Board to express opposition to Senate Bill 821. Senate Bill 821 will repeal the statutes that created the Clean Water Management Trust Fund Board of Trustees and the North Carolina Parks and Recreation Authority. It was the consensus of the Board to forward the letter to the Senator.

DEPARTMENTAL REPORTS

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. Commissioner Chesson requested a priority listing of houses that will require demolition to address budget concerns at the budget retreat.
- The UNC School of Government's Community Revitalization Project was completed and The Town Planner, the Downtown Planner, and Town Administrator attended the presentation. The project's focus was on utilizing vacant downtown buildings and informing future investors of possible tax incentives, historic tax credits, types of uses, and floor plans that maximum return on investment.
- The Comprehensive Plan committee had their initial meeting with N-Focus who was chosen to update the Plan. They will be reaching out to members of the public, local stakeholders, and Town officials in the future for input. They will also be holding public information meetings early next year to ensure that the community's ideas and visions are incorporated into the plan.
- The Planning and Downtown Marketing Coordinator has reached out to our local State Historic Preservation Commission (SHPO) and has set up a Historic Tax Credit Workshop for the people of Williamston and Martin County. This will be held on Thursday, January 10 at 6:00 PM in the Town Hall Council Chambers. This event will be open to the public and will be an information session about available tax credits for investors in the downtown business district.
- The Phase 2 Environmental Study was started on December 3rd as requested for the CDBG Redevelopment project. The Phase 2 will focus on making sure that there are no lingering contaminants in the soil or groundwater from previous businesses such as dry cleaners, service stations, etc. It should take 2-3 weeks to complete and once completed, it will be submitted to the HUD office in Greensboro for final approval. If approved, the next step will be the release of funds and securing a contractor for the projects.

Public Works

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The Public Works Director reported:

- 7 tons of asphalt was recycled for street repair.
- Sanitation was normal for the month at 153 tons
- Christmas preparation has begun.
- There were some old Christmas decorations that were marked for disposal. Another town in Martin County has requested any old decorations in lieu of disposal. Per the Town Attorney, the board has statutory authority to give personal property to another municipality for continued public use. It was the consensus of the Board to allow the other municipality.
- There has been a sewer issue related to the rising river levels.
- Streets have been identified for the street improvement project for this year.
- Staff is reviewing the aeration process for the waste water treatment plant.

Parks & Recreation

The Parks & Recreation director reported the following:

- Volleyball and youth soccer tournaments were played in Currituck County.
- The department hosted the Community Youth Superbowl Games which was held at Riverside High School. A food drive associated with the Superbowl Games collected 200 cans of food and \$560 for the Eastern NC Food Bank.
- Basketball registration has begun.
- The Town's Christmas parade will be held this Thursday at 4pm.

Police

The Police Chief reported:

- The staff attended the mandatory OSHA training.
- The State architects and electrical engineer inspected the proposed building for the new police station and will have more details tomorrow.
- The Crime Prevention officer attended the Northeastern Regional Agriculture Expo which was attended by 1,200 students.
- Thank you for your calls, visits and support in the recent illness and passing of Lt. Anthony "Tony" Bullock as he was a dedicated employee and family man. He served this community well as a town employee and a citizen.

Fire/Rescue

The Fire Chief provided the following report:

- November was a busy month with a total of 214 responses.
- The RRT was deployed twice in the month, once to Hertford County and one CO2 alarm in Martin County.
- The staff attended the annual OSHA training.
- Jason Phelps was selected as "Fireman of the Year."
- The Williamston House staff needs to be recognized for the quick response to a fire. 52 residents were moved out of the building by their staff in less than 4 minutes. The Parks and Recreation director opened the Perry Park gym for the residents as it was very cold outside.

CLOSED SESSION

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

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

ACCEPTANCE OF STREET PAVING BID

It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve and accept the Tripp Brother's bid on the street paving project in the amount of \$51,910.

Water Adjustment

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The Mayor requested the water adjustment policy to be reviewed to address huge losses. The Town Administrator reported that further study needs to be done and review the possibility of concessions if the water loss was not treated by the sewage. The consensus of the board was to review the policy at the budget retreat in January.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:25 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor