

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

December 5, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, December 5, 2016 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, Jerry Knox, William Coffield and Junious J. Horton  
Town Administrator: Charles Graham  
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** None

**CALL TO ORDER AND INVOCATION**

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

**WELCOME**

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

**AGENDA APPROVED AS AMENDED**

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 or the Consent Agenda. The Town Administrator requested the removal of V: Old Business (3) State health Insurance Plan Information. *It was moved by Commissioner Coffield, 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 the November 7, 2016 meeting.
- (2) Budget Amendment – Community Development Fund  
EnviroLink Inc \$400

The purpose of this amendment is to budget funds for contributions to the Town for the Strategic Economic Development Project to sponsor the Entrepreneur Expo at the Senator Bob Martin Center on February 4, 2017.

*It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the agenda as amended.*

**PUBLIC COMMENT**

The Mayor asked for public comment. No comment was forthcoming.

**OLD BUSINESS**

**Ordinance 2016-101 Capital Project Skewarkee Canal Phase IV-A Railroad Culvert Improvements Project**

Linda Harrison presented the Ordinance 2016-101 Capital Project Skewarkee Canal Phase IV-A Railroad Culvert Improvements Project for Board approval. This ordinance specifies detailed accounting records to satisfy the requirements of the Local Government Commission. *It was moved by Commissioner Rodgers, seconded by*

*Commissioner Chesson and unanimously passed to approve Ordinance 2016-101. Ordinance 2016-101 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

#### **Gaylord Perry Center Park Renovations Professional Planning**

Allen Overby recommended approval of the McGill Associates proposal to perform a professional planning services for the "Gaylord Perry Center Park Renovations" master plan and Parks and Recreation Trust Fund (PARTF) Grant Assistance. The study will identify the needs of the park and will elicit input from the citizens and the Board. The contract is for \$11,500 for the plan and another \$5,000 for the PARTF grant assistance. *It was moved by Commissioner Rodgers, seconded by Commissioner Chesson and unanimously passed to approve the Proposal for Professional Planning Services "Gaylord Perry Center Park Renovations" Master Plan and PARTF Grant Assistance as presented.*

#### **DEPARTMENTAL REPORTS**

##### **Public Works**

The Public Works Director reported:

- The crews have been busy putting up Christmas decorations in the town, including decorating the water tower.
- Sanitation was up for the month to 162 tons.
- There were 54 electrical locations requests and 4 grease trap inspections.
- The 6-inch water taps and tie-ins on Fairway Drive, Dixie Trail, Oakdale Drive and Hillcrest Drive have been completed. The sewer service construction continues on WT Ross and Cedar Hill Drive.

##### **Police**

The Police Chief reported:

- The Soundside Group installed the necessary cabling for the body-worn camera project and are performing server upgrades to handle the software and storage needs. The next step is to have Watch Guard install the database to put the cameras in use.
- The camera system cables have been installed for the Internet Transaction Zone. The PD will have the capability to view the video live or recorded upon project completion.
- The PD presence at the graveyard at Faulk Street has been increased per citizen requests.

##### **Fire/Rescue**

The Fire Chief provided the following report:

- There were 242 emergency responses in the month November.
- The 1928 Le France Fire Truck restoration is within 3 weeks of completion.
- Fire Prevention Programs for approximately 175 people participating.
- The annual Muscular Dystrophy "Fill the Boot" was very successful, raising approximately \$5,800 in 4 hours.
- The November 25<sup>th</sup> on Black Friday, the department will hold the annual Boot Drive from 8 am to 12 pm.

##### **Parks & Recreation**

The Parks & Recreation director reported the following:

- The tackle football team had a good season as they made it to the semi-finals.
- The basketball registration is almost complete with almost 100 children registered.
- The Christmas Parade was a success and appreciative of the employees and committee members help.
- Commissioner Horton noted that the drainage ditch between the park and the soccer field needs to be cleaned out as it is flooding the walkway. Allen Overby reported that he would check into it.

##### **Planning**

The Planning Director reported:

- WRNS has been airing advertisements to support sub-regional marketing in Williamston.
- Entrepreneur Expo is to be held Saturday, February 4, 2017.
- The signs for the transaction zone will be approximately 18" square.

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- Barnhill has given notice date of December 12, 2016 to proceed for the road construction

**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 N.C.G.S. 143-318.11 (a) (3).

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

**ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 6:20 p.m.

Submitted By:

Approved By:

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Town Clerk

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Mayor