

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

November 6, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, November 6, 2017 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: David Jaynes
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Director of Planning and Development: Brent Kanipe
Town Attorney: Daniel Manning
Police Chief: Travis Cowan
Fire Chief: James Peele
Human Resources Administrator: Martha-Brown Lilley

ABSENT None

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Horton led the pledge of allegiance. A moment of silence was held in honor of Veteran's Day and Commissioner Chesson offered the invocation.

WELCOME

The Mayor welcomed Martin County Commissioner Dempsy Bonds who was in attendance at 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 Town Administrator requested the addition of Resolution 2017-154 to Accept a Bid and Tentative Award to Old Business and to move the street paving discussion to Closed Session per NC General Statute 143-318-11(a) (3) Attorney-Client privilege. *It was moved by Commissioner Knox, seconded by Commissioner Horton 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 as presented.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the October 2, 2017 meeting.
- (2) Approval of Budget Amendment – One time Contribution to Martin Memorial Library

General Fund

Martin Memorial Library \$3,696.64

The purpose of this amendment is to budget a one-time additional contribution to Martin Memorial Library. The town agreed to pay half of the landscaping cost which was \$3,500. The Town will pay \$1,350 of the cost. The Administrator has contributions from 2 other sources for \$400. In addition, we paid a lump sum of \$2,346.64 to the Library for 8 months of landscaping maintenance (November through June of current budget). The Library Budget did not include these expenditures either. Monthly fees are \$200 maintenance fee and \$93.33 mowing/landscaping fee. We contributed these funds this year with no obligation that there will be a continuation of the funding in the 2018/2019 budget.

- (3) Approval of Budget Amendment – Downtown Redevelopment Fund Plan

General Fund

Administration \$ 20,000

Application Preparation	\$ 3,500
Building Uplift - Mitchell	\$119,500
Building Uplift – Bowen Building	\$141,500
Building Uplift – Patriot House	\$115,500

The purpose of this amendment is to separate revenues and expenditures between building owners so that it agrees with the Downtown Redevelopment Fund Plan.

PUBLIC COMMENT

The Mayor asked for public comment. Jim Daniels, Cindy Edmondson, Roger Leggett, Doug Knox and Denise Edmondson reported opposition to the proposed change in ordinance which will allow the sale of alcohol before the noon on Sundays.

PUBLIC HEARING

The Director of Planning and Development reported that the subject of the public hearing, as recommended by the Planning Board, is to allow Veterinarian Clinic and Kennels in an Agricultural Overlay Districts as a permitted use. Current permitted uses include row crop farming, medium to light cattle operations, horse farms, light hog operations and seasonal vegetable stands. The proposed location is beside the NCDOT District Office on Highway 64 East. County water is available at that location. The Mayor invited anyone to speak regarding the public hearing. Commissioner Rodgers asked if the overlay would provide easement for one landowner and a burden to another citizen. Mr. Kanipe reported that the text change to the Agricultural Overlay District will apply to any area in the AO Districts. As there were no further comments, the public hearing was closed.

Proposed Ordinance 2017-113 Amending the zoning Ordinance of the Town of Williamston Allowing Veterinarian Clinics and Kennels in Agricultural Overlay Districts as a Permitted Use

The Director of Planning and Development requested the Board's consideration in the proposed text change to the zoning ordinance which will allow Veterinarian Clinic and Kennels in the Agricultural Overlay Districts. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the Ordinance 2017-113 Amending the Zoning Ordinance of the Town of Williamston Allowing Veterinarian Clinics and Kennels in Agricultural Overlay Districts as a Permitted Use as presented. Ordinance 2017-113 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

OLD BUSINESS

Proposed Ordinance 2017-111 Amend Title XI: Business Regulations, Chapter 112 of the Code of Ordinances to Allow the Sale of Malt Beverages, Unfortified Wine, Fortified Wine, and Mixed Beverages on Sundays Beginning at 10 am.

The Town Administrator reported the NC General Statute §160A-205.3 authorizes cities to adopt an ordinance allowing for the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10 am on Sunday pursuant to the licensed premises' permit issued under NC General Statute §18B-1001. He reported that this is the second reading of the ordinance and it requires a simple majority of the board to pass with the second reading of an ordinance. The Mayor reported that she is against the proposed ordinance as she believes that the need or to must have alcohol before noon is a problem. Commissioner Knox reported that he does not feel that the proposed ordinance will improve the quality of life in the Town of Williamston. Commissioner Rodgers reported that alcohol alters ones behavior and will never vote in favor of the change in ordinance. *It was moved by Commissioner Horton, seconded by Commissioner Chesson to pass Ordinance as requested. Commissioners Chesson and Horton voted in favor. Commissioners Coffield, Knox and Rodgers voted against. Ordinance 2017-111 did not pass.*

Proposed Resolution 2017-154 to Accept a Bid and Tentative Award of Construction Contract

Director of Planning and Development reported that the Town of Williamston is in the process of making improvements to the Skewarkee Canal by installing a culvert pipe beneath an embankment and railway owned and operated by CSX Transportation Inc. The Town has received loan financing from the USDA for the project and a grant. The construction contract is within the budgeted amount. The contractor indicated that, due to the wet season, it will be approximately March to begin construction. The CSX Transportation will have to give notice to proceed date and time. The contractor is required to have all equipment, backup equipment, and materials onsite

prior to CSX notice date. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve the Resolution 2017-154 to Accept a Bid and Tentative Award of Construction Contract with subject to contract changes as presented. Resolution 2017-154 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

NEW BUSINESS

Fiscal Year 2019 Budget Calendar

The Town Administrator presented the Fiscal year 2019 Budget Calendar. The calendar sets benchmarks for developing the budget.

Proposed Gaylord Perry Park Renovation Update

The Parks and Recreation Director reported that he had previously presented the Perry Park Concept Plan. It was recommended to reduce the project cost and bring that information back to the Board. It was also recommended to incorporate the project into the existing capital improvement plan (CIP). There are three items in the CIP that will need to be addressed soon, such as resurfacing the West End tennis courts, a truck, and a 72" rotary mower. As the school, in addition to the public utilizes the courts, the School Board has paid half of the cost for resurfacing the tennis courts in the past. One possible revision to reduce costs is to eliminate the splash pad due to the construction costs, cost of water use, and maintenance cost. Another possible revision is to build one picnic shelter instead of two with the addition of outdoor lighting for security. The director requested direction as to whether to apply for the Parks and Recreation Trust fund grant (PARTF) which will pay 50% of the costs. The Town will have to provide funding to match the grant. The renovation project is not in the current budget or the CIP. The CIP does include the picnic shelter. The PARTF grants are reviewed in May of each year and awarded in November. The plan would take another six months to complete before construction begins. The Town Administrator reported that there are not many grants available for construction projects that the Town needs for other departments such as renovating Town Hall and the Fire Department. Other options to leverage funds for the project are to request local businesses to sponsor portions of the park renovations and the possibility of other health related grants. Commissioner Chesson reported that there is no need to apply for the grant unless the Town intends to move forward with the park. The Town Administrator reported that he would rather have other revenue sources, such as the Kate B. Reynolds Foundation, available before moving forward with the grant and that will take months before a decision would be made. The staff reported that there are needs that need to be addressed that are more of a necessity than the luxury of the park. Commissioner Chesson directed the Town Administrator to further discuss with the department heads and give the Board a recommendation in December.

Consideration of Department of Homeland Security Grant – RRT Services

Fire Chief Peele reported that the Town has the opportunity to receive grant funds from the Department of Homeland Security through the Department of Public Safety. The Town will be a sub-recipient of \$400,000 on behalf of the Response Team Program. The Town Attorney has reviewed the grant. He requests authorization to sign and accept this grant. There is not a match for the grant and it is a pass-through grant. *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to authorize Chief Peele to sign and accept the RRT Grant.*

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- There were 215 emergency responses in the month of October.
- Fire Prevention Week was in October with extra events with the daycares, churches and schools. The team saw around 600 children and adults.
- A couple of employees attended the Chemistry of Hazardous Materials class in Raleigh.
- The department assisted Martin General Hospital with an exercise.
- The annual MDA Boot Drive will be held the Friday following Thanksgiving.

Planning

The Planning and Development reported:

Board of Commissioner's Meeting

October 2, 2017

Page 4

- There have been a couple of events in the park to include the Movie in the Park and the Fall Yall Festival.
- Two of the buildings in the Urban Redevelopment have been advertised for bids and will most likely have to be advertised again due to the low bidder response. The engineer will be onsite in the next week to complete drawings to replace the façade and bids will be requested once the drawings are complete.
- Little Caesars restaurant should open within the week. Georgia Dean's restaurant is in the final stages and should open soon. Boss Hog's restaurant plans to open by Friday.
- The Hwy 125 Bypass project is underway and the contractor expects the completion to be in March or April. When the request was made for the bypass project, it was requested to change the one-way to two-way traffic in several areas in town. The NCDOT reported that they will not consider the change until the bypass is complete.
- The building that was approved for demolition has had the siding removed. The permits are being obtained and then the fire department will use the building for training in a controlled burn.

Police

The Police Chief reported:

- Firearms training has been completed which completes the mandated training until January.
- The entire department attended a Domestic Violence seminar.
- The Halloween Safety presentation for the second graders and Stranger Danger with the kindergartners was well received.
- In an effort to promote gun safety, the department has obtained gun locks which are free to the public.

Public Works

The Public Works Director reported:

- 50 tons of new asphalt was purchased for repairs.
- The department has received bids for the street repair project.
- Sanitation totaled at 152 tons for the month.
- There were 82 utility line location requests and 4 compliant grease trap inspections.

Parks & Recreation

The Parks & Recreation director reported the following:

- The department hosted the first round of playoffs for football. Both teams will play in Belhaven the upcoming weekend.
- Volleyball will finish this week with the tournament on November 18th.
- Martin County Youth Soccer will finish this week with the tournament in November 18th.
- Movie in the Park was held on October 12th with approximately 35 people in attendance.
- The Christmas Parade is upcoming December 7th.

CLOSED SESSION

It was moved by Commissioner Horton, seconded by Commissioner Coffield and passed to go out of regular session into closed session to address a attorney client-privilege per N.C.G.S. 143-318.11(a)(3) and to address a Personnel Issue per N.C.G.S. 143-318.11 (a) (6).

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

Budget Amendment

The purpose of this amendment is to budget additional funds for the street project that was budgeted in this year's budget. This will allow additional streets to be paved and provide the better use of our funds. This will increase amount of the street paving project by \$20,000. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the budget amendment increasing the street paving project by \$20,000.*

ADJOURNMENT

Board of Commissioner's Meeting

October 2, 2017

Page 5

There being no further business, the Mayor declared the meeting adjourned at 8:22 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor