

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

February 6, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, February 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
Interim Town Administrator: Brent Kanipe
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
Zoning and Planner: Jamie Heath

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 Interim Town Administrator requested the addition of a grant application request as item (2) and the addition of a finance resolution as item (3). *It was moved by Commissioner Knox, 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 January 9, 2017, January 17, 2017 and January 27, 2017 meetings.
- (2) Budget Amendment – Strategic Economic Development

County of Martin	\$400
Boyd Agency	\$100
Town of Bear Grass	\$400

The purposed 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. William Carroll, Williamston resident, requested that the Board reduce his water bill as his last bill showed a 9,000 gallon use. He reported that his normal usage is 5,000. He is not aware if he had a leak and would appreciate a one-time write-off.

Jane Gray Biggs Benson, President of the Martin County Historical Society, requested an annual appropriation of \$2,000 to help preserve, maintain and keep the Asa Biggs House for future generations to learn of its history. Asa Biggs was the most distinguished person in Martin County in 1970s. He was elected to the House of Commons, served in the House of Representatives, and a federal district judge. Mr. Biggs built this home in 1831 and raised 10 children in the home. This is the only historical house in Martin County that is open to the public. The historical society has owned the home for almost 40 years. The Martin County Historical Society recently moved the Frances Main Library for the Martin Community College to the Biggs house and is experiencing more traffic due to genealogical research. The house is open on Wednesday from 11 am to 3 pm and by appointment. Commissioner Chesson commended the Martin County Historical Society for the wonderful work that they do for Martin County.

OLD BUSINESS

Engineering Amendment No. 5 for Annexation Area A Water & Sewer Project

Blaine Humphrey, Rivers and Associates Project Manager, reported that the amendment increases the construction period and compensation associated with both the Utility Improvements and the Street Improvements. At the direction of the Town, Rivers was requested to continue Construction Administration and Observation services for the utility contract beyond the original contract completion date. This amendment also increases additional services as a result of re-bidding of the Street Improvements and services provided during negotiations with Barnhill Contracting for contract award price. At the end of the contract, the Town may assess the contract for liquidated damages. Rivers & Associates must submit reimbursement requests to the state. This amendment will be taken out of the liquidated damages. Central Builders should be complete by the end of March. The additional services are due to the construction administration as the Phase 1 of the project was not completed timely. The contractor will reimburse the town for the additional costs of roughly \$160,000. *It was moved by Commissioner Knox, seconded by Commissioner Horton. Commissioner Rodgers requested to abstain from voting. The Town Attorney reported that a commissioner must be excused to abstain from voting and there is no basis for abstention as there is no personal gain. The motion unanimously passed to approve the Engineering Amendment No. 5 for Annexation Area A Water & Sewer Project.*

Adoption of the Pay Plan and Revised Position Classification Plan Resolution 2017-144

The Finance Officer reported that, per direction received from the Board at the Retreat in January, a pay plan and revised position classification plan resolution has been presented to begin implementation of the position classification and pay plan. This will implement as of March 1st. This year budget will be able to handle the increase. This plan is in three parts. If the upcoming budget year cannot sustain the increase, the Town will not continue with the second part of the plan. The plan implemented is 94% of the amount recommended per the pay plan study received by the MAPS group. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve the Adoption of the Pay Plan and Revised Position Classification Plan Resolution 2017-144 as presented. Resolution 2017-144 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Administrator Search Update

The Interim Town Administrator reported that there has been one application received. There are multiple communities searching for the same position.

Records Retention Schedule Amendment

The Town Clerk reported that there are amendments recommended by the Division of Archives and Records regarding Standard 4 for Budget, Fiscal and Payroll Records, Standard 6 for the Emergency Services and Fire Department Records, Standard 9 for Law Enforcement Records, and Standard 12 for personnel records. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve the amendments to the Records Retention Schedule as presented.*

Community Waste Reduction and Recycling Grant Program Application

The Public Works director reported that, per discussion at the January retreat, he has found a grant cycle that will end in 10 days for an amount up to \$20,000 towards the purchase of an in-ground trench burner. The equipment cost ranges from \$50,000 to \$90,000 for the equipment needed. The trench burner is towable and burns material

in an earthen pit dug at the disposal location. The burner emits little smoke and debris and incinerates vegetative and wood wastes. The result is a rapid hot burn that brings the material to an ash condition that is easily blended with the surrounding soil. Two years ago, a chipper was purchased to decrease the amount of debris sent to the Martin County Landfill. The equipment has paid for itself in savings. It is possible that the chipper will no longer be needed with the addition of a burner and can be sold. This is a cost-savings and long-term solution to the debris collections. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve the seeking of a grant to purchase the in-ground trench burner as presented.*

Resolution 2017-145 Approving Financing Terms

The Finance Officer reported that she had received 4 quotes for the project to finance the purchase of police vehicles. Branch Banking and Trust Company (BB&T) provided the lowest interest of 2.28%. The loan must be closed by March 6, 2017. In the resolution, it authorized the Finance Officer to hold executed copies of the Financing Documents and to approve changes. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve the adoption of Resolution 2017-145 as presented. Resolution 2017-145 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

DEPARTMENTAL REPORTS

Planning Zoning and Planner: Jamie Heath

The Zoning and Planner reported:

- Entrepreneur Expo was held Saturday, February 4, 2017 and was well received.
- All of the documentation has been submitted to the State for the Urban Redevelopment grant and awaiting release of funds.
- The department is currently updating to maintain the Audubon Sustainable Community certification.
- The Downtown Appreciation Dinner and Downtown Long Range Planning Session will be held March 23, 2017 at 5:30 at the Art's Council building.

Public Works

The Public Works Director reported:

- There was minimal asphalt work due to availability and weather conditions.
- Sanitation was up for the month to 162 tons.
- Christmas decorations were taken down.
- There were 56 electrical locations requests and 5 grease trap inspections.
- The Skewarkee Canal project is currently under negotiations.
- The area by Rite Aid needs to be addressed and is in the NC DOT right-of-way. NC DOT has been contacted and should address the situation soon.

Police

The Police Chief reported:

- Watchguard will be onsite to begin the training process for the body cameras and should be operational in the next couple of weeks.
- The most recent homicide has been closed as an arrest has been made.
- Training continues to include an offsite at the Police Law Institute, verbal de-escalation and CPR recertification.

Fire/Rescue

The Fire Chief provided the following report:

- There were 232 emergency responses in the month January.
- Some shifts were doubled during the inclement weather.
- TIMS (Traffic Incident Management) training was provided as this is a required course.
- The department is partnering with the Women's Club to train churches on how to handle emergency situations.

Parks & Recreation

Board of Commissioner's Meeting

February 6, 2017

Page 4

The Parks & Recreation director reported the following:

- The second of the two public input sessions for the Master Plan for the Gaylord Perry Park.
- The policy manual is under review and should be ready to present in March.
- There were 13 basketball teams this year.

CLOSED SESSION

It was moved by Commissioner Knox, seconded by Commissioner Chesson and passed to go out of regular session into closed session to address a Personnel Issue 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 Coffield and passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:47 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor