

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

January 8, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, January 8, 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, 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: Chief Peele
Assistant Fire Chief: Michael Peaks
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 Knox 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. *It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the regular agenda as presented.*

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 December 4, 2017 meeting.
- (2) Approval of Tax Relief order as follows:

<u>Year</u>	<u>Name</u>	<u>Remarks</u>	<u>Amount</u>
2017	Jonathan Stalls	Double Listed @ County	\$10.36

PUBLIC HEARING

Citizen Input for Fiscal Year 2018-2019 Budget

The Town Administrator reported that the public hearing for Citizen Input for fiscal Year 2018-2019 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

Skewarkee Canal Phase IV-A Railroad Culvert Improvements Project Update

The Director of Planning and Development reported that the USDA loan closing will be held tomorrow. The Town Attorney researched the 1848 deed to prove the railroad right of way. The project construction will most likely begin in April as to wait for the weather to improve. There is a \$200,000 grant that expires in June. The payments for the USDA will be covered by the Storm Water Fund.

NEW BUSINESS

2016/2017 Audit Contract Renewal

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 2016/2017 Audit Contract Amendment as presented.*

DEPARTMENTAL REPORTS

Planning

The Planning and Development reported:

- The bidding process has begun related to the Urban Redevelopment Funds.
- The department has gathered the information required for the USDA loan closing.
- Many yearend reports were gathered as required by the Main Street program for the town to continue as a National Main Street community.
- The engineers are reevaluating the Mitchell's building as there are issues with the roof at the back of the building.
- A qualified demolition company has been contacted for a demolition bid for the Tarheel Apartment building. Due to the state of the building and the asbestos, the company will have to do a water demolition. With the potential for asbestos, the materials will most likely have to be disposed at the Bertie landfill.
- The retreat is the end of the month and distributed a handout of the items discussed at the 2017 Budget Retreat.

Parks & Recreation

The Parks & Recreation director reported the following:

- The Christmas Parade was held December 7th
- Perry Center was very busy during the holidays
- The water at the picnic shelter had to be turned off during the extreme cold.

Police

The Police Chief reported:

- The yearend training report has been submitted to the State
- The assessment center for the Narcotics position has been held and Austin Spruill was selected to fill the position.
- The foot and vehicle patrol increased during the heavy shopping season.
- All officers were able to safely get to work during the heavy snow event.
- The Martin County Sheriff has initiated a program to do site safety assessments. These assessments are individually done and suggestions are church specific. Any church interested should contact the Sheriff or Chief Cowan.

Public Works

The Public Works Director reported:

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- 10 tons of new asphalt was purchased for repairs to include 29 street repairs.
- The extreme cold has taken a toll with 3 main water breaks and approximately 60 residents reported water leaks.
- The sanitary sewer overflow causing a sewage spill due to cooking grease dumped into the system. The area was cleaned and the blockage was handled immediately. The media and state were notified.
- Sanitation totaled at 180 tons for the month.
- There were 42 utility line location requests and 5 compliant grease trap inspections.

Fire/Rescue

The Fire Chief provided the following report:

- December 1st will be Michael Peaks official first day as Assistant Fire Chief.
- The end of the year reports have been completed.
- The Le France was driven in the Town's Christmas parade as well as in the Robersonville Parade.
- There were 11 smoke alarm installations, 3 car seat checks, and 15 building inspections.
- The Christmas Banquet and awards program was held at the Agriculture Center.
- There is a fire engine out of service that is in Fayetteville for repairs.
- There was a hazmat call in Roper as they responded to a FedEx truck overturned with cargo spillage.
- There were a total of 2,584 responses for the year.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:06 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor