

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

February 5, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, February 5, 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
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
~~Police Chief: Travis Cowan~~
Fire Chief: Chief James Peele
Assistant Fire Chief: Michael Peaks
Human Resources Administrator: Martha-Brown Lilley

ABSENT Police Chief: Travis Cowan

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Horton led the pledge of allegiance. Commissioner Knox 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. *It was moved by Commissioner Chesson, seconded by Commissioner Knox 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. The Town Administrator requested the addition of two budget amendments and three tax relief orders to be added to the Consent Agenda. *It was moved by Commissioner Knox, seconded by Commissioner Chesson 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 January 8, 2018 and January 26-27, 2018 meetings.
- (2) Approval of Tax Relief order #6 as follows:

Year	Name	Remarks	Amount
2017	Kiplin Sales	Error in Adding Interest	\$14.87
2017	Kiplin Sales	Error in Adding Interest	\$ 9.86
2017	Kiplin Sales	Error in Adding Interest	\$14.32
2017	Kiplin Sales	Error in Adding Interest	\$19.32
2017	Kiplin Sales	Error in Adding Interest	\$27.68
2017	Kiplin Sales	Error in Adding Interest	\$ 2.06
2017	Susie Myric	Error in Adding Interest	\$.42
2017	Kelly Chess	Error in Adding Interest	\$ 6.08
2017	Jeffery Rogers	Error in Adding Interest	\$ 9.99
2017	Velverton Land	Error in Adding Interest	\$ 4.79
2017	Velverton Land	Error in Adding Interest	\$ 4.94
2017	Velverton Land	Error in Adding Interest	\$ 4.62

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2017	Florine Clark	Error in Adding Interest	\$ 6.60
2017	Robert Martin	Error in Adding Interest	\$13.04
2017	Clay Wagner	Error in Adding Interest	\$36.32
2017	Carolyn Batchelor	Error in Adding Interest	\$15.64
2017	Allen Tyre	Error in Adding Interest	\$14.09
2017	Manson Family Trust	Error in Adding Interest	\$.18
2017	Manson Family Trust	Error in Adding Interest	\$12.67
2017	Manson Family Trust	Error in Adding Interest	\$ 1.85
2017	Manson Family Trust	Error in Adding Interest	\$.97
2017	Manson Family Trust	Error in Adding Interest	\$ 1.86
2017	Keisha Manson	Error in Adding Interest	\$ 3.78
2017	Keisha Manson	Error in Adding Interest	\$42.58
2017	Keisha Manson	Error in Adding Interest	\$ 3.16
2017	Manson WH T/A	Error in Adding Interest	\$ 4.56
2017	Joseph Roberson	Error in Adding Interest	\$ 1.20
2017	Timothy Rodgers	Error in Adding Interest	\$10.06
2017	Timothy Rodgers	Error in Adding Interest	\$.05
2017	James Goff	Error in Adding Interest	\$13.12
2017	James Goff	Error in Adding Interest	\$24.84
2017	James Goff	Error in Adding Interest	\$.05
2017	Steven Gooding	Error in Adding Interest	\$ 9.78
2017	Steven Gooding	Error in Adding Interest	\$ 8.26
2017	Kaja Holding LLC	Error in Adding Interest	\$ 9.14

(3) Approval of Tax Relief order #7 as follows:

<u>Year</u>	<u>Name</u>	<u>Remarks</u>	<u>Amount</u>
2017	Nathaniel Coltrain	Boat not inside Town Limits	\$24.89
2017	Ronnie Whitley	Boat not inside Town Limits	\$87.88

(4) Approval of Tax Relief order #8 as follows:

<u>Year</u>	<u>Name</u>	<u>Remarks</u>	<u>Amount</u>
2017	Charles Brent Roberson	Farm use Error from county	\$897.35

(5) Approval of Budget Amendment – General Fund

<u>General Fund</u>	
Group Insurance	\$55,000

The purpose of this amendment is to transfer budgeted funds from group insurance in Administration to Group Insurance Deductible. These are the funds that we reimburse back to employees as they meet deductible levels. It is easier to reconcile and budget with a separate account for the reimbursements. These are the accounts that will be increased and decreased: no change to the budget total or fund balance.

PUBLIC COMMENT

Stanley Roberson reported that he has concerns about the water quality and cost. His water bill in January doubled in cost. He brought a sample of the water from his home. He reported that the water was clear at the bottom and cloudy at the top. Roberson reported that there has been a lot of work on the lines in front of his home and that it may be related. The Mayor questioned if he had checked for leaks at the home. He reported that his home had been checked for leaks. Commissioner Chesson reported that Joe Thaxton with the Water Authority tests the water daily. The town is also doing in-depth testing. It could be as a result of a change in flow when the water is turned off and on during the construction that caused the issue.

OLD BUSINESS

None

NEW BUSINESS

Debris Removal – Pre-Positioning Contract Proposal

Fire Marshall Stacey Pippin reported that the debris removal contract is due for renewal and requested board approval to advertise for bids. The current contract is for e year, with two one-year renewal options. Commissioner Chesson reported that the bids should be sought without bringing this to the board.

Amusement Request to Operate a “Game Room”

Town Planner and Zoning Administrator reported a request has been made by Phatsalin Thanasack to operate a “game room” business at 825 B East Boulevard. The business is less than 500 feet away from residential use which would not allow the applicant to operate any kind of sweepstakes or adult skill based games on the property. Commissioner Knox questioned how the business would be regulated to ensure that the business is actually operating as a game room. There was a business in the same building and the doors were locked during operating hours. Fire Marshall Pippin reported that it is legal for a business to inhibit entrance but the door cannot be locked for exit. Ms. Thanasack reported that the games would include pool tables, air hockey, claw machines, multiplayer Thunder Dragon and Gift Surplus games. Prizes for winning games include tickets or gift cards. Commissioner Chesson reported that the Board's responsibility is to determine if it is legal and conforms to Town ordinances. The Mayor tabled the discussion.

Board Approves Carnival Permit

Town Planner and Zoning Administrator reported that Sergeant Joseph Snyder, who is affiliated with the Martin County Crime Stoppers, has requested the Town allow them to have amusement rides as a part of an event called the Explorer Fun Fest. The carnival rides would be provided by Inner Shows and would be located in the Roses Store parking lot. Inner Shows has provided evidence of proper insurance. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve a permit for carnival rides by Inner Shows at the Explorer Fun Fest.*

Board Approves Demolition Ordinance for 817 Main Street

Town Planner and Zoning Administrator reported that all of the prerequisites have been completed to have the house on 817 Main Street. With the approval of Ordinance 2018-1, the department can move forward with the demolition of the dilapidated dwelling. *It was moved by Commissioner Knox to approve Ordinance 2018-1 Ordering the Zoning Administrator to Cause the Demolition and removal of that Certain Dwelling Unit Known as 817 W. Main Street, Williamston, NC and Owned by Mark McLendon. The motion was seconded by Commissioner Horton and unanimously approved. Ordinance 2018-1 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Board Approves Job Description Modifications

The Town Administrator reported that, as the director of Planning and Development has retired, the job descriptions of the department will need to be adjusted. The Planning and Development Director will be changed to the Town Planner and Zoning Administrator with duties adjusted. The Code Enforcement Officer's job description will change to reflect that the position will now answer to the Town Planner and Zoning Administrator. The Planner/Zoning Officer position will now be the Planning and Downtown Marketing Coordinator. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve changes in the Planning Department job descriptions as presented.*

DEPARTMENTAL REPORTS

Planning

The Town Planner and Zoning Administrator reported:

- The engineer reported additional issues encountered for the façade and have now included the roof. The engineer should have the work completed by the end of the month. The Main Street grant director visited in January to review the Commerce Grant project and reported everything is in order. He reviewed the façade drawings for the Bowen's Sign building and the Patriot House. It is the owner's responsibility to obtain bids and hire a construction company. Kevin Richards, the MidEast Commission, has been hired to oversee and manage the project.
- Georgia Dean's Restaurant is slated to open at the end of February.
- Quality Shoes plans to stay on Main Street.

- The State Employees Credit Union is expanding their office.
- There have been several façade grant requests.

Parks & Recreation

The Parks & Recreation director reported the following:

- Basketball season is ongoing as games began two weeks ago.
- The department is creating a facebook page to promote the department.

Police

The Police Chief was unavailable due to sickness. The Town Administrator reported that the department is possibly hiring one person. The Police Chief will give any additional updates at the next meeting.

Public Works

The Public Works Director reported:

- With the extreme freeze in January, there were 17 water leaks that varied in line sizes from 3/4" surface lines to 6" water mains to include the construction on Main Street that involves relocation of water mains as a part of a NCDOT project.
- Lines are flushed on a monthly basis by flushing hydrants for the sake of good quality water.
- There were 113 requests to turn off water due to private plumbing issues as a result of the frigid temperatures.
- Broken lines in private plumbing overwhelmed the department with over 1,175 rereads as when meters are read, any that are suspect are revisited to ensure accuracy.
- There was no asphalt work done in the month due to the inclement weather.
- There were 5 sewer blockages due to improper disposal of grease.
- There were 49 utility locates and 4 grease trap inspections, with one inspection out of
- There are some issues with the some of the computer controls at the Waste Water plant.
- He reported that a Notice to Proceed has been received for the Skewarkee Canal project. Mobilization of equipment should begin in March. There is only an 84 hour time window to complete the project.
- There is a lot of testing being done on the water to give consideration to any changes that could be made to improve the situation.
- Water main relocations have been completed Highway 125N and West Main Street locations in relation to the NCDOT project and switched to the new water mains. The sewer main relocation along West Main Street and Highway 64 has not been completed at this time.
- Pot holes have worsened due to snow plows dragging the street and water leak repairs. The pot holes cannot be repaired until the temperature rises to approximately 50°F. Asphalt plants do not sell fresh asphalt during colder weather.

Fire/Rescue

The Fire Chief provided the following report:

- The department had to double shift work for two days in preparation of responses during the snow.
- There were 26 more response calls than January of the prior year.
- There was one house fire that was total devastation to the home due to heating appliance.
- Prevention office did 10 fire inspections, 3 plan reviews, installed 5 smoke detectors, and one child safety seat check.
- There was a live burn on West Main Street. Over 50 fire fighters attended the training.
- There were two employees in the Hazmat Technician class in Raleigh.
- He and Assistant Fire Chief Peaks attended the Fire Chiefs Conference in Concord.
- The Martin County EMS system has a new medical director, Dr. Bryan Kitch.

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It was moved by Commissioner Rodgers, seconded by Commissioner Knox 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).

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

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:29 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor