

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

March 5, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, March 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  
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** Town Clerk: Christina Craft

**CALL TO ORDER AND INVOCATION**

The Mayor called the meeting to order and welcomed everyone. Commissioner Rodgers led the pledge of allegiance. Commissioner Chesson 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 to 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 minutes of the February 5, 2018 meeting be approved with the correction that the Police Chief was not in attendance and the Fun Fest is to be held at the Roses parking lot, not Walmart. *It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the consent agenda with the corrections to the February 5, 2018 minutes.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the February 5, 2018 meeting with the correction of that the Police Chief was not in attendance and the Fun Fest to be held at the Roses parking lot, not Walmart.

**PUBLIC COMMENT**

Roosevelt Everett reported that he lives in Durham but owns property on Hill Street in Williamston. He requested that the Board reconsider removal of the stipulation of only one water adjustment in a 12-month cycle. He has received two bills in excess of \$1,500. Both issues happened during the recent extreme cold weather months. He reported that no one lives in the home but he does stay in the home from time to time. He reported that he hired a contractor for water line repairs after the first excessive bill in October. The October bill was adjusted from 103,000 gallon usage to 0 gallon usage. The January bill was for 107,000. The Town Administrator reported that the town policy is to allow one adjustment in a 12-month period. The Mayor reported that his comment would be taken under advisement.

**OLD BUSINESS**

### **Urban Redevelopment Grant Update**

The Town Planner and Zoning Administrator reported that the Urban Redevelopment Grant required another release of funds with the State. This should be complete in the next couple of weeks and should not have any effect moving forward except that contracts cannot be signed until that is received. The Mitchell Building cannot move forward with construction until the architect's drawings are finalized as there were additional issues with the building. Bowen Signs and Patriot House are currently searching for contractors. Mr. Braddy reported that he has forwarded contractor information to both the Bowen Signs and Patriot House. Once the architect's drawings are received, the structural drawings will be sent to the contractors. Commissioner Chesson questioned that in order to get formidable drawings, there has to be an architect seal and the construction drawings will go to the architect. This will need to be addressed in advance. Mr. Braddy will discuss with Kevin Richards concerning the architect seal. The Town Administrator reported that Mark Ward, the engineer, informed him that the structural drawings will be available by March 23. The front and back quarter of the building roof will need to be redone.

### **NEW BUSINESS**

#### **Approval of Ordinance 2018-2 Reduction of Speed Limits on Garrett Road**

The Town Administrator reported the NC Department of Transportation (NCDOT) requires an ordinance to be approved by the Town to decrease the speed limit on Garrett Road, beginning at the intersection of US 17 Business to approximately 200 feet west of the Cedar Hill Subdivision entrance, from 55 miles per hour to 35 miles per hour. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the Ordinance 2018-2 Reduction of Speed Limits on Garrett Road. Ordinance 2018-2 is hereby attached with the minutes of this meeting and incorporated in the town's Ordinance Book for future reference.*

#### **NC League Safety Grant**

The Town Administrator reported that he has submitted NCLM Risk Management Services (RMS) Safety Grant application on behalf of the Town. The items that are to be obtained through this grant if accepted is a yellow barricade and LED wall lights to be installed at the rear of Town hall to increase visibility in the employee parking area.

### **DEPARTMENTAL REPORTS**

#### **Fire/Rescue**

The Fire Chief provided the following report:

- There were 207 emergency responses in the month of February.
- The Hazmat department met with local emergency planning committees in multiple counties that are served to include Wilson, Washington, Bertie, Hyde, Nash, Martin, and Tyrrell.
- The Honor Guard provided services at the Chamber of Commerce meeting.
- He and Assistant Fire Chief Peaks attended the Fire Chiefs Conference in Concord.
- The fire engine bid will be obtained in August instead of April which will move into a new fiscal year.

#### **Parks & Recreation**

The Parks & Recreation director reported the following:

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- Basketball season is was completed last week with several teams participating in All-Stars this weekend.
- Softball registration will begin March 21<sup>st</sup>.
- Williamston Youth Baseball is considering hosting Little Tar Heel Tournament with will possibly involve 70-100 teams
- The Parks department has a new facebook page.
- Martin County Special Olympics will be held April 18<sup>th</sup> at the Godwin Coppage Park.
- Doug Warren, who retired from the department a couple of years ago, has recently passed away. He was a very dedicated employee.

#### **Police**

The Police Chief reported:

- 25% of the department has been out with the flu. He also joined the patrol to cover the outages.

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- Austin Spruill attended Narcotics School.
- They attended several community events such as the Town Hall meeting and the Community Unity meeting at the E. J. Hayes Alumni Center.
- In Martin County, two dedicated men, retired Williamston Police Department (WPD) Lt. Earl Bland and Martin County Sgt. Benny Brickhouse who also worked for WPD in prior years, have passed away.

## Public Works

The Public Works Director reported:

- Water leaks have decreased and cut offs have increased.
- There were 30 tons of asphalt work done in the month and two tons of recycled asphalt was used.
- 535 hours were spent on pothole maintenance.
- There are 5 streets that have asphalt maintenance which has been contracted to be completed in the near future.
- Sanitation totaled at 71 tons for the month.
- There were 41 utility locates and 5 grease trap inspections with all in compliance.
- The sewer main on West Main/ Hwy 64 Alternate has been delayed due to fiber cables that have to be relocated to accommodate the project.
- He reported that a Notice to Proceed has been received for the Skewarkee Canal project. Mobilization of equipment should begin in March. The actual date of the project has yet to be determined. There is only an 84 hour time window to complete the project.

## Planning

The Town Planner and Zoning Administrator reported:

- The First South Bank construction plan has been received.
- He has received some changes to the locations of the ATM for the State Employee Credit Union expansion.
- The billboard on Hwy 17 is to be updated. A new billboard location is being considered near Roper, NC.
- The house on West Main and Brownlow demolition has been completed.
- The Holiday Inn tear down/cleanup began last week. He is still working with the insurance company.
- A couple of official applications have been received for the open position in the department.
- Georgia Dean's restaurant has officially opened.

The Town Administrator requested a general consensus of the board to consider a change to the 12-month policy for water billing adjustments. He reported that he will discuss with individual members and approach the board at the next regular meeting.

## ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:07 p.m.

Submitted By:

Approved By:

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Town Clerk

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Mayor