

MINUTES OF THE BUDGET WORKSHOP OF
THE TOWN BOARD OF COMMISSIONERS
TOWN OF WILLIAMSTON, NC

April 16, 2018

The Board of Commissioners of the Town of Williamston met in Budget Workshop on Monday, April 16, 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 None

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 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. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the agenda as presented.*

BUDGET WORKSHOP

The Finance Director presented a balance budget for the 2018/2019 fiscal year. She reported that a 2% cost of living salary with 1/2% merit availability has been added to the budget per the direction of the Board and in accordance with the pay plan. The Aetna health insurance has reported a 28% increase in the health insurance premiums. The budget originally had a anticipated increase of 15% increase but have adjusted to a 20%. Quotes are being received from other sources to find an insurance that will fall into the budgeted amount. Worker's compensation has increased by 29%, which is a \$17,000 increase. There is an estimated 10% increase for property and liability.

There has been a \$100,000 transfer in the current budget to OPEB (Other Post-Employment Benefits) comprised of \$60,000 from the General Fund and \$40,000 from the Enterprise Fund so no OPEB has been budgeted in the 2018-2019 budget. She will review and assess near budget year end 2018-2019.

There is not increase in the property tax rate budgeted. The current rate is \$.79.

The budget does include additional budgeted positions to include a trainee position in the Police Department and a Fire Prevention Officer I in the Fire Department.

The \$25 license plate fee continues from the current budget. This fee has provided additional funds to assist with street improvements. No use of the Powell Bill Fund balance is anticipated for the 2019 budget. This fee has been a tremendous help as this allowed for an additional street project this year.

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A portion of Administrative Salaries, in the amount of \$636,681, has been transferred from the Enterprise Fund. This is the amount of salary and benefit costs that staff has identified that should be charged to the Enterprise Fund. These are employees such as the Finance Director, Administrator, etc. whose duties efforts in both the General Fund and Enterprise Fund. The Storm Water Enterprise Funds are established and the Board may want to charge some salary and benefit expense accordingly.

Planning Department

There are the two full time positions with the reassigned job duties are in the budget although one position has not been filled at this time. The budget includes an update to the Williamston Long Range comprehensive plan that was in the current year budget 2017/2018 that could not be completed this year. The River Landing Project is tracked in a separate Capital Projects Ordinance. The Way-finding Signs project is to be completed in the 2017-2018 budget.

Public Buildings

There is nothing listed in a line item for Capital Outlay. The Police Department relocation and renovations will be set up in a Project and a Project Ordinance will be presented when all costs have been estimated. The revenue will be obtained through an installment loan, possibly with the United States Department of Agriculture (USDA). Until a loan is obtained, payments will be made through the General Fund.

Police Department

The Police Department has three patrol cars listed in the Capital Improvement Plan for purchase in the 2017/2018 budget year. In the past, the cars are purchased without any financing. While that is preferred, the cars are listed in the budget as to be financed.

Fire Department and RRT (Rapid Response Team)

There is no change in the RRT Revenue and Expenditures except vehicle funding and purchase. The total amount is funded by the State of North Carolina. Town Administrator Jaynes reported the possibility of spending \$100,000 out of the Fund Balance to be paid towards a new fire truck instead of borrowing funds. Commissioner Chesson questioned the prior practice of borrowing funds from the Enterprise Fund to be paid over time. The Finance Director reported that the Town ceased that practice as when the Town borrowed funds for the Enterprise fund for a project. She plans to investigate the possibility of borrowing funds from the Enterprise Funds.

Street

The Powell Bill is now shown in a separate fund for tracking purposes only. Under Capital Outlay, there is a proposal for a \$75,000 paving project.

Sanitation

There is a 1-ton dump truck in the Capital Improvement Plan (CIP) to be paid for with installment funds totaling \$52,000.

Parks & Recreation

The Parks & Recreation department proposes to resurface the tennis courts in the amount of \$30,000 and to replace the fence around the tennis courts. The Martin County Schools are paying \$19,573 towards this project. There is also weight equipment included in the CIP for \$8,500.

Cultural Department

The proposed budget shows an increase for the Martin Memorial library of \$2,900. The requested increase is \$7,848. The increase will cover the additional landscaping work that the library has contracted. It was the consensus of the board to approve the increase. The Martin County Arts Council requested a \$1,000 increase which is included in the budget presented. It was the consensus of the Board to approve the increase. The Martin County Historical Society requested a one-time contribution of \$2,000 in the 2017-2018 fiscal year but has not requested a contribution in the upcoming year.

Debt Service

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The Finance Director reported that only the police cars are listed as adding debt in the 2018/2019 budgeted year. The fire truck and EMS ambulance will take at least a year to build and that debt payment will be in the 2019/2020 budgeted year.

Economic & Physical Development

An appropriation of \$15,000 is incorporated in the proposed budget for the local Boys & Girls Club housed at the EJ Hayes building. This is the 3rd payment of a 3-year commitment. Retiree benefits expense is \$83,248 for the current year expenses.

Powell Bill

The Powell Bill Fund has a street project of \$75,000 budgeted.

Water/Sewer

There is no budgeted increase in the Water/Sewer bills to customers. The MCRWASA rates have increased due to the loss of the Parkdale Mills revenue. The adjusted loss of Parkdale Mill required a \$5.85 per thousand MCRWASA fee in the current year. Parkdale Mills contributed \$518,400 in 2015/2016; \$449,225 in 2016/2017 and \$1,844 in 2017/2018. Commissioner Chesson reported that Martin County EDC is searching for another company to use the facilities. The budget for this department is extremely tight with the removal of almost all of the capital in the budget and the budgeted maintenance in the department. These line items are not normally used. If some of these items are needed in the upcoming year without an increase in water/sewer rates to customers, we will have to do a budget amendment. The Town Administrator reported that the County did not raise their water/sewer rates in this budgeted year which means that they are operating as a loss. He proposes that the town raise their rates to cover the cut line items if the County raises their rates. Commissioner Chesson reported that he agrees with the Finance Director's proposal to remain static and not increase rates.

Capital Improvement Plan

The Town Administrator presented the Capital Improvement Plan (CIP). The total capital outlay in the budget matches the capital projects outlined in the 2018/2019 year of the CIP (Capital Improvements Plan). Commissioner Chesson reported that the rotation of Police Cars has worked well in the past and should continue. The Town Administrator that the Public Works building needs to be patched or roof replacement. He reported that possibly that project could be handled in the current year if the fund balance allows. Commissioner Chesson recommended a retrofit over the current roof. Public Works Director Spivey reported that he will obtain a quote and forward the square footage of the building to Commissioner Chesson for his review. The inspection report on the roof revealed many failing grades which were mostly resulting from rust and screw issues.

The Mayor commended the Finance Director for her work on the budget. The next workshop will be held at the regular Board meeting in May. The board consensus is to not have a mid-May meeting unless there are any changes. A public hearing will be held at the regular meeting in June to adopt the budget.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:24 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor