

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

April 9, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, April 9, 2018 at 5:30 p.m. in the Assembly Room at Town Hall.

**PRESENT** 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** Mayor: Joyce Whichard-Brown

**CALL TO ORDER AND INVOCATION**

The Mayor Pro Tem called the meeting to order and welcomed everyone. Commissioner Horton led the pledge of allegiance. Commissioner Rodgers 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. The Town Administrator requested the Way Finding Signs Update under Old Business, under New Business add a Traffic Concern on Franklin Street between School Drive and Henderson Street and a Proclamation to be added after the Departmental Reports. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the regular agenda as amended.*

The Mayor Pro Tem 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 Horton, seconded by Commissioner Coffield and unanimously passed to approve the consent agenda.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the March 5, 2018 meeting.
- (2) Approval of Budget Amendment – CDBG Redevelopment Grant Project

General Fund

Undesignated Fund Balance	\$17,500.00
Transfer to Capital Projects Fund	\$17,500.00

The purpose of this amendment is to transfer budgeted funds from Administration and Police Department to the Economic and Physical Development for the OPEB transfer in this year for 2017-2018 year. This saves in the next budget year. It also transfers funds for Martin County Historical Society for a contribution to help maintain the Asa Biggs House. These funds were requested at the February 6, 2017 meeting by Ms. Jane Gray Benson.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

### **Way Finding Signs**

The Town Planner and Zoning Administrator reported that the Comprehensive Plan was budgeted to be updated in this fiscal year. However, the comprehensive plan will not be able to be completed in this fiscal year. He proposes that the funds that were to be used for the comprehensive plan to be used to fund the Way Finding Project. It was the consensus of the board to use the budgeted comprehensive plan funds for the Way Finding Project.

### **Urban Redevelopment Grant Update**

The Town Planner and Zoning Administrator reported that release of funds request with the State was completed last week. A letter will be sent to the State that the Town has posted the request and HUD will hopefully process the request by the end of next week. Patriot House has obtained a contractor but cannot sign a contract until the funds are released. Bowen Signs owner has been given multiple contacts for contractors. It is possible that the contractors could be in place in May. The Town Administrator reported that the Mitchell Building is

The Town Administrator reported that the RPA Engineering report was received on March 23<sup>rd</sup> and the schematic drawings were received on April 2<sup>nd</sup>. The architect drawings for the Mitchell Building should be completed by May 7<sup>th</sup>. He reported that possibly having one architect to handle all three buildings. Commissioner Chesson reported that the Mitchell building involves some risk and a prequalification would be in order as it is an unusual retrofit. He also questioned the construction time as the project will be a joint effort as the Town will have to barricade the area for safety during construction.

### **Update on the Magnuson Hotel**

The Town Administrator reported that the building that was facing Lilley International has been demolished. There was a breakdown of equipment that has caused a delay but the owner expects the demolition to continue within days. The owner is open to allowing a business to open on the property or borrowing funds to open another business on the site.

## **NEW BUSINESS**

### **Approval of Ordinance 2018-3 Changing a Yield Sign to a Stop Sign on Fairway/Country Club Drive Intersection**

The Town Administrator reported that in the early morning to mid-afternoon that drivers are not yielding to traffic. The yield sign has been changed to a stop sign but tickets are not being issued at this time. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve the Ordinance 2018-3 Changing a Yield Sign to a Stop Sign on Fairway/Country Club Drive Intersection. Ordinance 2018-3 is hereby attached with the minutes of this meeting and incorporated in the town's Ordinance Book for future reference.*

### **Traffic Concerns on Franklin Street Between School Drive and Henderson Street**

The Town Administrator reported that there were traffic concerns on Franklin Street between School Drive and Henderson Street. It was requested that the speed limit to be changed from 35 mph to 25 mph. Commissioner Chesson reported that the speed limit change was a recommendation. He has noticed that traffic is often 45-50 mph in the 35 mph drive. On the next street over, there are speed bumps installed to regulate the speed. He would like the streets of concern to be studied and for the Town Administrator and Police Chief Cowan to bring recommendations to the board. The Town Administrator requested that the Board bring any concerns of other streets to his attention. It was the Board consensus to move forward with a study of the streets and to bring recommendations to the Board for consideration.

## **DEPARTMENTAL REPORTS**

### **Planning**

The Town Planner and Zoning Administrator reported:

- He has contacted the sign company regarding the Way Finding signs to obtain pricing and sharing the proposed sign locations. He has contacted NCDOT for an encroachment agreement for the Way Finding Sign project.

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- There is still an open position in the Planning department.
- A new business renovated the on the corner of Railroad Street and Washington Street to find that the space was not adequate for their needs.
- There is a vacancy on the Planning and Zoning Board.

### **Parks & Recreation**

The Parks & Recreation director reported the following:

- Basketball season is was completed last week with several teams participating in All-Stars this weekend.
- Softball numbers have dropped slightly. The 12 and under group does not have any fast-pitch pitchers.
- Mike Williams will be out until mid-May.
- The number of rental requests for the park has increased.
- The department is still working on summer programs

### **Public Works**

The Public Works Director reported:

- There was 15 tons of asphalt work done in the month.
- The contractors continue to work on the Street Paving Project.
- Sanitation totaled at 199 tons for the month.
- The waste water generator sustained a part failure which will cost approximately \$20,000 to fix.
- There were 52 utility locates and 5 grease trap inspections with all in compliance.
- The Skewarkee Canal site preparations continue with a start date anticipated for early May.

### **Police**

The Police Chief reported:

- There is a grant opportunity that will go through the Martin-Tyrrell-Washington Health Department to hire a health educator in response to the opioid crisis
- The department partnered with the HeadHunter Stunt Show in the old Kmart parking lot next to the Piggly Wiggly.
- He met with WatchGuard Representative and the department reviewed the updates in technology.

### **Fire/Rescue**

The Fire Chief provided the following report:

- This is his final report as he retires at the end of April after 40 years of service in the town of Williamston.
- The Hazmat responded to the oil spill in Robersonville, which was a significant event. They also responded to a call in Pantego and to the Magnuson Hotel.
- The department participated in the "Big Rig Rescue" held in Washington.

### **Proclamation Honoring Retiring Fire Chief**

Mayor Pro Tem Chesson commended Fire Chief James "Jimbo" Peele on his 40 years of service. He reported that he brought the Fire/Rescue to a level of professionalism that is amazing to include the Hazmat division that is number one in the State of North Carolina. He presented Chief Peele with a Proclamation in honor of his many years of dedication and service.

The Board recessed for a brief reception in honor of retiring Fire Chief James Peele and reconvened at 6:24pm.

### **CLOSED SESSION**

It was moved by Commissioner Rodgers, seconded by Commissioner Horton and unanimously passed to go out of regular session into closed session to address a Personnel Issue N.C.G.S. 143-318.11 (a) (6) and Attorney-Client Privilege N.C.G.S. 143-318-11 (a) (3).

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

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**Approval of Ordinance 2018-4 To Repeal Section 90.20 (E) of the Code of the Town of Williamston Pertaining to Pit Bulls**

Mayor Pro Tem requested a motion to approve the Ordinance 2018-4 to repeal Section 90.20 (E) of the Code of the Town of Williamston Pertaining to Pit Bulls. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve the Ordinance 2018-4 to Repeal Section 90.20 (e) of the Code of the Town of Williamston Pertaining to Pit Bulls. Ordinance 2018-4 is hereby attached with the minutes of this meeting and incorporated in the town's Ordinance Book for future reference.*

**ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 7:37 p.m.

Submitted By:

Approved By:

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Town Clerk

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Mayor