

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

April 3, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, April 3, 2017 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
Interim Town Administrator: Brent Kanipe
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Director of Planning and Development: Brent Kanipe
Police Chief: Travis Cowan
Town Attorney: Daniel A. Manning
Human Resources Administrator: Martha-Brown Lilley
Zoning and Planner: Jamie Heath

ABSENT None

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Knox led the pledge of allegiance. Commissioner Chesson offered the invocation.

WELCOME

The Mayor welcomed Martin County Commissioner Dempsy Bond who was in attendance at the meeting.

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 or the Consent Agenda. The Interim Town Administrator requested the addition of Attorney-Client Privilege N.C.G.S. 143-318-11 (a) (3) in the Closed Session. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the agenda as amended.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the March 6, 2017.
- (2) Tax Relief Orders due to Administration Error in Dates on Accounts:
Grand total: \$4.45

It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the agenda as amended.

PUBLIC COMMENT

The Mayor asked for public comment. There was none.

OLD BUSINESS

Paving – Work Change Directive

The Interim Town Administrator reported that it was noted that, when asphalt was removed from the Country Club and Harris Drive, it was found that no gravel was placed under the asphalt when it was paved years ago. The contract is based on unit price and this cost may be saved in another area before the end of the contract. The work change is due to the addition of a 6-inch stone base before the road can be paved. *It was moved by*

Board of Commissioner's Meeting

April 3, 2017

Page 2

Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the Paving Work Change Directive as presented.

Health Insurance Update

The Human Resources Administrator reported that the State Health Plan (SHP) has a 6.9% premium increase. If the Town joins the SHP, there will be an increase of \$86,988 in the cost for the retirees' premiums. The savings for employees under SHP would \$60,192 which would include a co-pay. SHP is based on a calendar year and First Carolina Care is based on the Town's fiscal year. The SHP will not honor deductibles met under First Carolina Care in the transition which will cause the employee to have to reach two deductibles in an 18-month period. It is the understanding that the consumer-driven plan will no longer be available and the Health Savings Plan will no longer be allowed under the SHP. The State will not allow the Town to provide the employees any assistance such as pre-tax HSA plan and will not cover retirees. The total possible out of pocket with the SHP is approximately \$7,700, compared to the current \$2,200. The SHP also has a \$25 fee that must be paid by the employee if they are smokers. If the employee is a nonsmoker, they will receive a credit for \$25. Quotes have been requested from several companies. The State has not given the Town a deadline to join their plan.

NEW BUSINESS

Parks and Recreation Manual Update

The Recreation Director reported that the Recreation Manual has been updated. Children are required to have youth accident insurance. The manual was updated to reference the concealed weapons ordinance. The manual has been reviewed by the Town Attorney and recommended changes are included as presented. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve Williamston Parks and Recreation Department Manual as presented.*

Mitchell Photography Building Update

The Interim Town Administrator reported that a barricade with a door has been installed on the building. An engineer will be onsite this week to determine if the building can be renovated as originally planned under the Urban Redevelopment Grant. The buildings adjacent to Mitchell Photography building did not sustain any damage.

Public Works Shed Request Change

The Public Works Director reported that the equipment shed that is in the current budget is an open-faced shelter to house the street sweeper, sewer machine, and the vacuum trailer. Two of the pieces of equipment have water that could freeze in the winter. The additional \$17,000 funds required to enclose the shelter has been found within the departmental budget so the equipment could be housed in a climate controlled atmosphere. *It was moved by Commissioner Knox, seconded by Commissioner Horton Coffield and unanimously passed to approve the additional funds required to enclose the Public Works Shed.*

Budget Amendment - Public Works Shed Request

The Finance Director reported that a budget amendment will need to appropriate the additional funds needed for the Public Works Shed Request. The purpose of this amendment is to appropriate funds into the Street Department – Capital to purchase a 40'x61' metal building for storing equipment. The General Fund will share approximately 1/3 of the costs of the building that was not in the budget. The Sewer Fund will cover 2/3's of the expenditures - \$30,000 that was budgeted in the Water/Sewer Fund in the Water Department. The need to close in the building and ability to provide some heat source is the cause of the increased price. The budget amendment moves funds from other departments that have had some savings during the year and Fund Balance will not be used. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve budget amendment for the Public Works Shed as presented.*

Financial Grant Policy

The Finance Director reported that, during a desk audit review, the EPA recommended the Town have a written Grant policy. The policy presented reflects the normal procedure. There is a threshold of a minimum of \$5,000 grant to be approved by the Board and under that amount will be approved by the Town Administrator. There are many small grants such as for the smoke detectors and mosquito control that are reoccurring grants. *It was moved*

Board of Commissioner's Meeting

April 3, 2017

Page 3

by Commissioner Rodgers, seconded by Commissioner Coffield and unanimously passed to approve budget Financial Grant Policy as presented.

Williamston Fire/Rescue/EMS and Martin Community College Contract

The Interim Town Administrator reported that Martin Community College has requested that students be allowed to perform clinical hour training under the Town's Fire/Rescue. When the Williamston Fire/Rescue had to perform clinical training to become an advanced level EMS, all clinical training was performed in Washington. It would be beneficial that the students are able to have clinical training locally. The Town Attorney has approved the contract with minor changes. Martin County Community College has not finished reviewing. Chief Peele will present at the next meeting for the Board's consideration.

Consideration of Assistant Fire Chief Position

The Interim Town Administrator reported that, per the Board's directive, a temporary Assistant Fire Chief position has been formed to include a detailed job description. The recommended starting salary is a grade 23 and an AE-EMT should be a 24 grade. The purpose of the creation of this temporary position is to allow the employee to shadow Chief Peele until he retires. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the creation of a temporary Assistant Fire Chief as presented.*

DEPARTMENTAL REPORTS

Fire/Rescue

The Interim Town Administrator provided the following report:

- There were 211 emergency responses in the month March.
- The annual pump tests are been performed and are now performing the hose tests.
- Some of the training completed this month included County-wide water shuttle training and forcible entry training.

The Zoning and Planner reported:

- The Downtown Williamston Annual Appreciation Dinner and Long Range Planning Session were held March 23, 2017. The speaker, Bob Murphrey, retired Main Street Coordinator, led the group in a SWOT (Strengths, Weaknesses, Opportunities and Threats). A summary of this information was given and has prepared a Plan of Action for the Downtown Economics to review.
- The NC Science Museum Open House was attended by the Planner, the Interim Town Administrator and the Mayor. The NC Science Museum is interested in establishing satellite museums in underserved communities.
- Hopper the Easter Bunny Event will be Thursday April 13, 2017.
- The first Main Street market will be held May 22, 2017.

Public Works

The Public Works Director reported:

- 20 tons of new asphalt and 4 tons of recycled asphalt.
- Sanitation was up for the month to 158 tons.
- The culverts at the Roberson Street bridge had to be repaired.
- Several employees attended class for certification training.
- There were 74 electrical locations requests and 5 grease trap inspections.

Police

The Police Chief reported:

- All of the officers will attend mandated training locally plus some officers attended the Interviewing and Interrogation training in Charlotte.
- As part of the public outreach, the department participated in the Martin Community College Job Fair, Safe Kids Coalition meetings, EJ Hayes Book Fair, Kids Fest, and a Security Survey at the Agape Center.
- The Easter Egg Hunt will be held April 8th from 10 am to noon at the Godwin Coppage Park.

Parks & Recreation

The Parks & Recreation director reported the following:

- The department participated in Kids Fest.
- Softball registration was last weekend.
- The Godwin Perry Park Plan should be completed by the end of May.

Administration

The Interim Town Administrator provided the following report:

- He and he Mayor, Commissioners Coffield and Rodgers attended Town Hall Day in Raleigh.
- The Annexation Area "A" project should be completed by the end of the April.
- The Town has filed approximately \$150,000 in reimbursements from FEMA related to Hurricane Matthew and has been approved by FEMA. The check should arrive soon.

CLOSED SESSION

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

Town Administrator Search Update

It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to not fill the Town Administrator position at this time.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:53 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor