

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

March 6, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, March 6, 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  
Fire Chief: James B. Peele, III  
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 Rodgers led the pledge of allegiance. Commissioner Knox 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 removal of item (2) Parks & Recreation Manual Update, located under New Business. *It was moved by Commissioner Horton, seconded by Commissioner Chesson 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 February 6, 2017 meetings.
- (2) Tax Relief Orders due to Administration Error in Dates on Accounts:  
Grand total: \$702.90

*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**

**Boys and Girls Club**

Donyell "DJ" Jones reported that the Boys and Girls Club in Williamston will open on March 28, 2017 at the EJ Hayes School in Williamston. The club will serve the EJ Hayes and Williamston Primary Schools. When the club opens, initial members will consist of only children referred by guidance counselors and principals. After that, the program will open to any child from kindergarten to 5<sup>th</sup> grade. Although they are still recruiting part time staff, the

## Board of Commissioner's Meeting

March 6, 2017

Page 2

full time staff has been employed. Membership is \$25 per year. The Ribbon Cutting ceremony will be held at EJ Hayes on May 2, 2017 at 5:30 pm.

### **Administrator Search Update**

The Interim Town Administrator reported that 11 new applications for the Town Administrator position have been received, for a total of 14 applications for the Board's consideration. The advertisement is listed as "open until filled."

### **Health Insurance Update**

The Human Resource Administrator reported that the additional premium difference between our current health insurance carrier and the State Health plan will be approximately \$31,000 with a possibility of a substantial increase. Renewal rates for our current carrier should be available in the upcoming two to three weeks. Based on reports from the State Health Plan representative, the Town should be able to wait for the renewal rates from the current health insurance carrier before a decision is made as to whether to join the State Health.

## **NEW BUSINESS**

### **Recreation Fee Update**

The Recreation Director reported that he recommends no changes to the fees for the Gaylord Perry Center. He recommends a standard rate fee for the Williamston Parks and Recreation Department User Fees. Currently, there are the fees include a registration fee and annual fee to include insurance and supply fee. The proposed fee will be \$20 per sport per resident, \$30 per sport per non-resident. Tournament fees will include a \$15 fee per team for indoor travel tournaments, a \$20 per field/day fee for softball field prep for adult co-sponsored softball league, \$10 hourly fee for a site supervisor and a \$40 per field/day general fee for softball field prep. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve Williamston Parks and Recreation Department User Fee Schedule.*

## **DEPARTMENTAL REPORTS**

### **Parks & Recreation**

The Parks & Recreation director reported the following:

- The second of the two public input sessions for the Master Plan for the Gaylord Perry Park.
- The policy manual is under review and should be ready to present in March.
- There were 13 basketball teams this year.

The Zoning and Planner reported:

- Entrepreneur Expo was held Saturday, February 4, 2017 and was well received.
- All of the documentation has been submitted to the State for the Urban Redevelopment grant and awaiting release of funds.
- The department is currently updating to maintain the Audubon Sustainable Community certification.
- The Downtown Appreciation Dinner and Downtown Long Range Planning Session will be held March 23, 2017 at 5:30 at the Art's Council building.

### **Public Works**

The Public Works Director reported:

- 30 tons of new asphalt and 8 tons of recycled asphalt.
- There were no water leaks for the month.
- Sanitation was up for the month to 163 tons.
- Preparations, such as designing accessibility, have begun to prepare the new portion of the cemetery for use.
- There were 61 electrical locations requests and 5 grease trap inspections.

### **Police**

The Police Chief reported:

Board of Commissioner's Meeting

March 6, 2017

Page 3

- The department participated in the Emergency Action Plan workshop held for the local churches which was hosted by the Women's Club.
- The body worn camera project is fully implemented and the staff is very excited with the tool.
- Officer Austin Spruill has been promoted to Corporal.

**Fire/Rescue**

The Fire Chief provided the following report:

- There were 233 emergency responses in the month February.
- The department performed 10 building inspections and 7 child safety seat inspections/installations.
- The department partnered with the Women's Club to train 45 people from local churches on how to handle emergency situations.
- The Fire Chief and Lt. Michael Peaks attended the Mid-Winter Fire Chief's Conference. Capt. Pippin attended the Fire Life Safety Conference. Lt. Peaks serve on the Hazmat Association State Board and Capt. Pippin (Fire Marshall) serves on the State Board for Fire and Life Safety.

**Administration**

The Interim Town Administrator provided the following report:

- All of the Capital Improvement requests have been received from departments for the upcoming budget.
- The Downtown development portion will be added after the Long Range Planning session on March 23, 2017.
- The Transaction Safe Zone has been completed and advertised in *The Enterprise*.
- Pipes have been installed in the annexation area by the Country Club. The notifications will go to residents soon.
- NC Museum and Natural Sciences has extended an invitation to the Town of Williamston to attend a workshop on March 22<sup>nd</sup> regarding setting up satellite stations in underserved populations. This is one of the most visited museums in North Carolina and may prove to be an asset to the area.

**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).

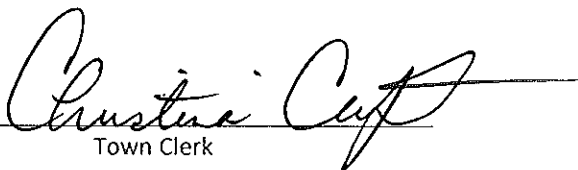
It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Horton and unanimously passed.


**ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 7:17 p.m.

Submitted By:

Approved By:

  
Town Clerk

  
Mayor