

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

June 19, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, June 19, 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  
Director of Planning and Development: Brent Kanipe  
Human Resources Administrator: Martha-Brown Lilley  
Finance Officer: Linda Harrison

**ABSENT** None

**CALL TO ORDER AND INVOCATION**

The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Chesson 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 or the Consent Agenda. The Interim Town Administrator requested the addition of two Budget Amendments under Old Business as items 19 and 20. *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 Budget Amendment – Annexation Project Transfer from Water/Sewer fund
- |                           |           |
|---------------------------|-----------|
| Water/Sewer Fund          |           |
| Retained Earnings - Water | \$394,000 |
| Retained Earnings – Sewer | \$356,000 |

The purpose of this amendment is to budget funds for Annexation Project from the Water Department for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount that reduces fund balance.

- (2) Approval of Budget Amendment – Annexation Project Transfer from General Fund
- |                           |           |
|---------------------------|-----------|
| General Fund              |           |
| Undesignated Fund Balance | \$163,000 |

The purpose of this amendment is to budget funds for Annexation Project from the General fund for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount that reduces fund balance.

- (3) Approval of Budget Amendment – Annexation Project Transfer from Capital Projects Fund
- |  |          |
|--|----------|
| Capital Projects                             |          |
| Engineering & Surveying- Annexation Area "E" | \$50,000 |
| Easement Acquisition & Misc – Project        | \$10,000 |
| Construction                                 | \$26,900 |
| Contingency                                  | \$ 2,700 |

The purpose of this amendment is to close the Annexation Area "E" Project as recommended by the Auditors. This Capital Project has been completed.

**PUBLIC HEARING**

**Petition for Voluntary Annexation**

The Mayor announced that this was a public hearing and called on the Interim Town Administrator to review the

petition for voluntary annexation. The Interim Town Administrator reported a notice of the public hearing was published on June 9, 2017 in *The Enterprise* pursuant to the North Carolina General Statute 160A-31. The petition of Jesse Elmo Lilley, Jr., Mary P. Lilley, and Mary P. Lilley (Trustee), and William Clifton Lilley requests the Town to annex the following described property solely owned by the petitioners:

That certain tract of land consisting of 15.74 acres, more or less as shown on a map entitled "Survey for J. Elmo Lilley" prepared by Speight and Associates, PA and dated March 17, 1980 and recorded in Map Book 13 page 25, Martin County Register of Deeds Office.

The purpose of the hearing is to allow all persons owning property in this area who allege an error in the petition the opportunity to be heard, as well as residents of the Town who question the necessity for annexation. The area to be annexed is contiguous to the town of Williamston and meets criteria for annexation by the town. They have requested annexation to have access to city sewer and will submit a subdivision plan to the Williamston Planning board this month to develop a portion of the property so that a new business can locate on the property. The Mayor asked for public comment. No public comments were received and the public hearing was closed.

#### **OLD BUSINESS**

##### **Ordinance 2017-105 Annexation Ordinance**

The Interim Town Administrator presented the Ordinance 2017-105 Annexation Ordinance for the Board's consideration in reference to the petition for voluntary annexation. The ordinance shall become effective on June 30, 2017 which allows for a full fiscal year of taxes and will eliminate the need for prorating the property taxes.

*It was moved by Commissioner Knox to approve the Ordinance 2017-105 Annexation Ordinance as presented. The motion was seconded by Commissioner Chesson and unanimously passed. Ordinance 2017-105 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

##### **Budget Amendments**

The Finance Director presented budget amendment #19. The purpose of this amendment is to budget funds in the amount of \$17,500 for CDBG Redevelopment Grant Project from the General Fund for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount that reduces the fund balance. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to accept the budget amendment #19 as presented.*

The Finance Director presented budget amendment #20. The purpose of this amendment is to budget funds in the amount of \$7,500 for Asset Inventory Assessment Project from the Water Department for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount that reduces fund balance. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to accept the budget amendment #20 as presented.*

##### **Consideration of Temporary Construction Easement Request from NCDOT for STIP Project R-4705**

The Interim Town Administrator presented a temporary construction easement request from the NC Department of Transportation for STIP Project R-4705. The STIP Project R-4705 involves improving NC 125/SR 1142 (Prison Camp Road) from NC 904 to SR 1182 (East College Road) in Martin County. In the area of Godwin-Coppage Park, proposed improvements involve the addition of curb and gutter and 10-foot berms to the existing three-lane roadway. A temporary construction easement will be required from the Godwin-Coppage Park property. The service entrance to the park off of NC 125 and a storage building is nearby, but the driveway for this entrance will be restored and the proposed work will not affect the building or the fence between the building and NC 125. Because the Land and Water Conservation Funds were used to develop the park, NCDOT will need to obtain a temporary non-conforming use permit from the National Park Service through the NC Division of Parks and Recreation. Prior to submitting information to the Division of Parks and Recreation, the NCDOT will need written confirmation that the proposed construction easement from the Godwin-Coppage Park property is acceptable to the Town and will not affect the recreational use of the park. *It was moved by Commissioner Horton, seconded by Commissioner Rodgers and unanimously passed to allow the temporary construction easement as requested.*

#### **CLOSED SESSION**

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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).

It was moved by Commissioner Knox 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 5:53 p.m.

Submitted By:

Approved By:

  
Town Clerk

  
Mayor