

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

July 10, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, July 10, 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 Peele  
Town Attorney: Daniel A. Manning  
Human Resources Administrator: Martha-Brown Lilley

**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 Coffield offered the invocation.

**WELCOME**

The Mayor welcomed Martin County Commissioner Chairman Butch Lilley who was in attendance at the meeting.

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

The Mayor 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 Coffield, seconded by Commissioner Knox and unanimously passed to approve the consent agenda as presented.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the June 5, June 19 and June 20, 2017 meetings.
- (2) Williamston Housing Authority Board Reappointment – Walter Whitfield
- (3) Police Advisory Board Reappointment – Lon Moore

**PUBLIC COMMENT**

The Mayor asked for public comment. There was none.

**OLD BUSINESS**

**Gaylord Perry Park Concept Plan**

Allen Overby presented the Gaylord Perry Park Concept Plan. The McGill Associates and Parks and Recreation have held three public input meetings. The concept drawing presented is representative of those meetings. The plan does not include additional lighting. The Board will need to adopt as a starting point to apply for a PARTF (Parks and Recreation Trust) grant that will cover half of the plan costs. The current plan is estimated at \$679,500. The plan can be changed or altered in the future. The concept plan consists of parking expansion, large and small dog parks, amphitheater, splash pad, pickleball court, small picnic shelter, walking trail and a fitness station.

*It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to accept the Gaylord Perry Park Concept Plan.*

#### **Street Paving Plan**

The Public Works Director reported that a review of street conditions had been conducted and nine areas are considered a priority. These are items that will not require an engineer. A \$100,000 have allocated in the budget for these repairs. Most of the streets identified are pavement-ready and if not fixed soon, the streets will require more extensive repairs. Commissioner Rodgers noted that he wants to see the streets as a Board and make a decision. Mr. Kanipe reported that he would provide a tour at Commissioner Rodgers' convenience. Mr. Spivey reported that the next step in the process would be to obtain a bid for the repairs which will be brought before the Board for approval. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to obtain street repair bids.*

#### **Carr, Riggs & Ingram Audit Contract**

The Interim Town Administrator reported that Carr, Riggs & Ingram, LLC has submitted a proposed contract for the audit of the Town of Williamston for the fiscal year ended June 30, 2017. The audit firm has requested an increase in the base audit contract fee for 2017 to \$29,315. The increase represents a 3% (\$795) increase for inflation and a \$2,000 increase for implementing the required provisions of GASB 73 as it relates to the Law Enforcement Officers' Special Separation Allowance. *It was moved by Commissioner Chesson to approve the Carr Riggs & Ingram Audit Contract as presented. The motion was seconded by Commissioner Knox and unanimously passed.*

#### **Subdivision Request by Elmo Lilley et al for Property Located on US 17 Alt/Business South Near Walmart**

The Interim Town Administrator reported the Board held a public hearing regarding a subdivision request for property adjacent to the northern boundary of the current Walmart Shopping Center property. The tract consists of 15.74 acres +/- and is being divided into 2 tracts. This would be a minor subdivision except for the need to construct a street portion to access the subdivision and the newly created parcel and a water line to service future lots of the subdivision. The site has water and sewer along the frontage of US 17 and a major sewer trunk line through the middle portion of the property. The utility and street construction will require the development be considered as a major subdivision. The property owners requested annexation by petition to the Town Board for the property to be annexed in order to access and/or receive Town services to the development. Town Board approved that request on June 19<sup>th</sup> with the effective date of annexation being June 30, 2017. Map "A" shows the entire tract of the property. Map "B" shows the 1.36 acre parcel that is being divided out of the larger tract. The proposed street is also shown on the map and would become a Town street once completed. The developer must have street and utility improvements completed to Town specifications prior to final Certificate of Occupancy of the 1.36 acre or any development of the remaining portion of the 15.74 acre tract. In order to build before the completion of the street, the developer is required to have a cash bond deposited with a local bank so that the construction can begin before the street is completed. Once the work is inspected by the town, the money will be released to pay the contractor. If the building is worth \$1 million, then the tax addition would be roughly \$8,000 annually, plus the addition of jobs with the business and sales tax revenue. *It was moved by Commissioner Chesson, seconded by Commissioner Knox, unanimously passed to Motion passed to approve the subdivision request as presented and to allow the Mayor to sign the bond contract.*

#### **New Town Administrator**

The Mayor introduced and welcomed the new Town Administrator, David Jaynes. Mr. Jaynes is from the Greensboro area and former Town Administrator of East Spencer, NC.

#### **NEW BUSINESS**

##### **Resolution 2017-152 Replacement of Skewarkee Sewer Interceptor Funding**

The Public Works Director reported that the Town has a need for and intends to construct a wastewater collection system improvements project described as Skewarkee Interceptor replacement from Haughton Street to Roberson Street and the Town intends to request a state loan and grant assistance for the project. Per Mark Garner, Vice President of Rivers and Associates, part of the pipeline in question is the Skewarkee Interceptor. The issue is the size of the pipeline. He indicated that there were areas that there are structural problems and possible leakage. There are funding programs through the EPA with principle forgiveness. The State has state-funded programs and

accept applications twice annually. The next round of funding is in December. The estimated project cost is \$5.4 million. It is possible to segment and only do a portion of project. If the Town decides to do a segment, Mr. Garner recommends beginning downstream at North Haughton, moving upstream. The Interim Town Administrator reported that the construction cost seem to be high based on the Annexation Area "A" cost which was just over \$4 million. There was just as much wetland, plus a lift station. This proposed project doesn't involve residential area and there will not be a lift station. This project is \$1.5 million over that project. Mr. Garner reported that the project utilizes 16" pipe and involves swamp along with wetlands. The costs were based on those conditions with a 15% contingency, \$60,000 litigation fees estimated, and 2% state-funded administrative fee. Mr. Kanipe reported that there was already an easement in place. Mr. Garner reported that he will have to verify that it is still in effect. Commissioner Chesson reported that the need is there and, even with the possibility of 75% of the project funded by a grant, questioned whether the Town could afford the project. He recommended that Mr. Jaynes and Ms. Harrison reviews the Town's debt obligation to ensure that the Town can move forward at this time. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield, unanimously passed to continue this discussion at the August 7, 2017 Town Board meeting.*

#### **Consideration of Air Curtain Burner Purchase**

The Public Works Director reported that a curtain burner would benefit the Town. A couple of years prior, the Board approved the purchase of a wood chipper to decrease the landfill fees. The amount of waste is reduced but not completely eliminated and disposal space is now an issue. An air curtain burner is environmentally friendly as emissions are minimal. The expense of the air curtain burner could mostly be recouped through the sale of the chipper and the rest of the funds would come from the General Fund. Commissioner Knox noted that the equipment was not in the budget. The Interim Town Administrator reported that the item was removed from the budget as the grant application for the purchase was denied but the sale of one piece of equipment would almost pay for the burner. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield. Commissioners Horton, Knox and Rodgers voted against the purchase of the air curtain burner. The motion did not pass.*

#### **DEPARTMENTAL REPORTS**

##### **Public Works**

The Public Works Director reported:

- 30 tons of new asphalt used for a 17 repairs.
- 154 utility location requests processed in June.
- 730 hours on general duties, with a majority spent mowing grass.
- Sanitation was up for the month to 125 tons.
- The sludge aerator mudder assembly has been replaced at the Waste Water plant.
- The shelter has been completed for the heavy equipment storage.
- Annexation project is close to completion.

##### **Police**

The Police Chief reported:

- Training continues with active shooter drill at Martin Enterprises, FTO Training, one officer in toxicology certification and Community Impact Training.
- The last patrol car purchased was completely outfitted before the end of the year.
- Narcan information was shared with the Board. The use of Narcan has been approved as long as the officers have the proper training. The NC Harm Reduction Coalition will provide the first dosage units needed at a cost of \$4,000.

##### **Parks & Recreation**

The Parks & Recreation director reported the following:

- The summer programs are underway to include basketball camps, yoga class, volleyball camp and many more to continue through the end of August.
- The state softball tournament is this weekend.
- Tackle football league registration begins next Monday.
- Youth zumba is ongoing.

- The state baseball tournament, 45-50 teams, will be held at the Riverside Middle School, Kehukee Park, Jamesville, and Godwin Coppage Park in July.
- August 10 is the Back to School Carnival at the Gaylord Perry Park in conjunction with the Fire and Police Departments.

#### **Fire/Rescue**

The Fire Chief provided the following report:

- There were 205 emergency responses in the month of June.
- Prevention did 10 fire inspections and 4 child safety seat installations.
- Fire & Safety programs were provided to approximately 30 people.
- Five employees were able to attend RRT training at the IAFC Hazmat Conference in Baltimore.
- Martin General Hospital will no longer allow exchanges for medical supplies or medications which will increase the supply cost for the department.
- The department will participate in the SWAC Ball Tournament this weekend.
- They are recruiting for volunteers as they are at an all-time low.

#### **Planning**

The Planning and Development reported:

- The new Planning and Zoning Officer, Cameron Braddy, was welcomed.
- Code enforcement has increased diligence on yard maintenance.
- There has been an increase in business activity as First South Bank is to begin construction soon and Little Ceasars should open soon.
- US 17 4-lane from lower Williamston to Old Ford should begin construction in 2020 so the state should start buying right-a-ways in the near future.
- Hwy 125 Bypass construction is ongoing with the widening of the road.

#### **CLOSED SESSION**

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

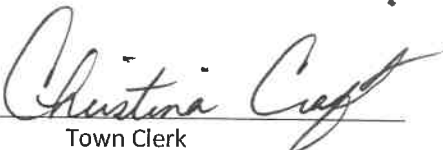
It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Horton and unanimously passed.

#### **ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 7:41 p.m.

Submitted By:

Approved By:

  
Town Clerk

  
Mayor