

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

July 9, 2018

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

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Al Chesson, William Coffield, Ronell Rodgers, and Jerry Knox
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: Michael Peaks
Human Resources Administrator: Martha-Brown Lilley

ABSENT Interim Town Administrator: Brent Kanipe

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 County Commissioner Dempsy Bonds to 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 the Regular Agenda. *It was moved by Commissioner Chesson, seconded by Commissioner Knox 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 Census Agenda. *It was moved by Commissioner Rodgers, 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 June 7 and 18, 2018 meetings.
- (2) Tax Relief Order

Year	Name	Remarks	Total
2017	Shirley Purvis	Release advised by the county – late list penalty	\$333.00
2017	Shirley Purvis	Release advised by the county – late list penalty	\$ 35.55

PUBLIC COMMENT

None

OLD BUSINESS

Boys and Girls Club Update

Trisha Bland, Regional Vice President of Boys and Girls Club of the Coastal Plain, along with NaStasha Smith the Williamston Club Director reported the Williamston Boys and Girls Club is celebrating the first year of operations.

Board of Commissioner's Meeting

July 9, 2018

Page 2

The organization serves almost 3,600 youth in the northeastern NC in 17 clubs in 7 different counties. The Williamston club has begun a new modular program with 62 children participating to encourage reading during the summer months to maintain their skill level. In 2017, the average daily attendance was 60 with a total attendance of 156 children. The Club did 215 hours of community service and the 2018 goal is 450 hours. The Boys and Girls Club also has a meal program through the USDA that has served 6,000 plus snacks. There is a shortage of food for some of the children served. The grade point average is unavailable as 2017 was not open the full year but will report the GPA next year. The Club also has a Healthy Lifestyle program. There is a 2-week camp at the E. J. Hayes building. Ms. Bland reported that the Martin County Library joins the Club every week for the Summer Literacy program. She is very appreciative of the support of the Town of Williamston, the Commissioners and all of Martin County. Commissioner Rodgers questioned if there were any issues that hindered the program. Ms. Bland reported that transportation to the club from Jamesville and Bear Grass has been an issue for some children. Commissioner Chesson commented that the cost of food must be a tremendous expense. Ms. Bland reported that the meals, while expensive, are reimbursable and the club does not make money on the program.

Approval of Architect Contracts for the Police/Fire Renovation

Chief Peaks reported that the architect contract is currently being revised with the recommendations from the Town Attorney. The monetary amount is the same and the new contract is in the USDA format. The Town Attorney received the contract just before the meeting and the contract is much longer than the previous agreement. The Town Attorney recommended that the contract approval to be tabled for review as the contract received is a draft version. He reported that the Board has more time on the option and will discuss further in closed session. *It was moved by Commissioner Chesson to table the discussion of the Architect Contracts until after Closed Session.*

NEW BUSINESS**Rural Water Association Award**

Dwight Lancaster, representing the NC Rural Water Association, presented Gene Reed, Town of Williamston Waste Water Supervisor with the 2018 Al DeRatt Award. Nominations are received from all over the state. The State recognized Mr. Reed of his exceptional work in over the last decade. It is a proud achievement for any operator to have no violations during that time. The State recognizes the Town Water Treatment Plant as exceptionally performing facility. Mr. Lancaster reported that a plant supervisor can be judged by his staff and it is evident that the staff takes the same exceptional work ethics and pride in the work performed. He reported that he also leans on Mr. Reed knowledge when questions arise at other sites in the state.

Consideration of Water Study Grant

Commissioner Chesson reported that, in May 2016, the towns and Martin County met to discuss the possibility of merging all water and sewer systems. The Town of Williamston's position was that all of the municipalities in the County plus the County system were to be included for consideration of the feasibility study. As all of the towns did not enter into the agreement, the Town declined. There is a grant that will cover the cost of the feasibility study. The objective of the study is to reduce the cost to the citizens and what the efficiency would be. There will be some cost savings as there will be reduction in duplication of services. The Enterprise fund pays for the operation cost of the water and sewer services which is 25-30% of the Town Hall staff and public works department. There is nothing binding in the grant and no matching funds are required. Commissioner Knox made a motion to table the discussion until the other Martin County towns are included as the only way this would be effective is if all Martin County participates. Commissioner Chesson reported that the deadline for the study is September 28, 2018. Commissioner Chesson charged the Interim Town Administrator to meet with the County Manager to get the other towns on board. The Mayor reported that there is a motion to continue until the other municipalities are on board. Commissioner Coffield seconded the motion and was unanimously passed to continue at the August meeting.

Approval of Temporary Road Closures Ordinances 2018-107 and Ordinance 2018-108

The Town Clerk reported that the NCDOT requires the Town to adopt a local ordinance prior to approval to temporarily close any NCDOT road. Ordinance 2018-108 Declaring a Road Closure for the Williamston Homecoming Parade was presented to allow the long tradition of Four churches who host an annual homecoming that brings thousands "back home" for a weekend of fellowship and reunion. The Homecoming parade is scheduled for September 15, 2018. Ordinance 2018-107 Declaring a Road Closure for the 22nd Annual Carolina

Board of Commissioner's Meeting
 July 9, 2018
 Page 3

Country Stampede was also presented to allow the long tradition of the festival on September 28-29, 2018. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve the consent agenda.*

Approval of Commissioner Junious J. Horton's Resignation

The Town Clerk reported that Commissioner Junious J. Horton has submitted his resignation for the Town Commissioner position to be effective June 30, 2018. She presented the resignation for acceptance by the Board. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to accept the resignation of Commissioner Junious J. Horton.*

Consideration of Planning and Board of Adjustment Advisory Board Member Nomination

The Planning and Zoning Administrator presented a request for appointment of Stanley Roberson to the Planning Advisory Board and Board of Adjustments. The position has been vacant as a board member moved outside of Williamston. The appointment is for a three-year term. *It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the appointment of Stanley Roberson to the Planning Advisory Board and Board of Adjustments.*

Consideration of Martin County Regional Water and Sewer Association (MCRWASA) Board Nominations

The Mayor reported that Hilton Keel has submitted his resignation from the MCRWASA Board and Commissioner Junious J. Horton has resigned the MCRWASA board as an alternate. She requested the appointment of Stacy Stalls, Town of Williamston Street and Lines Supervisor, to the MCRWASA Board and Commissioner Coffield as the MCRWASA Alternate. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to appoint Stacy Stalls to the MCRWASA Board and Commissioner Coffield as the MCRWASA Board Alternate.*

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- June was a busy month with 17 more calls than the prior year in June.
- The RRT responded a home downtown on June 14 to monitor due to a carbon monoxide alarm.
- The department trained with the CST (Civil Support Team) based in Greenville.
- Four RRT personnel attended the Hazmat/Fire Chief Conference in Maryland.
- The EMS received more ALS Training to include a new method of IV access to include boring into the vein
- Partnered with the 911-Communications to have 911-communicators to ride along with the EMS and EMS will shadow the communications personnel also.
- He presented the new Fire Prevention Officer, Lynn Tadlock. He brings 30 years experience and was a previous town employee.

Police

The Police Chief reported:

- Several officers attended a death investigation training in Raleigh.
- The department participated in a church security survey.
- The department was prepared for the Movie in the Park which was cancelled due to inclement weather.
- There have been changes in the camera systems to integrate the car camera and the body cameras. The installation should be completed soon.
- The department has been involved in multiple major cases. He was very grateful for the assistance of Fire Chief Peaks during his off-time hours.
- There have been four new officers hired.
- Captain Coltrain is out on maternity leave. She and the baby are doing well.
- The staff has completed the annual sensitivity training as mandated by the State.

Planning

The Town Planner and Zoning Administrator reported:

- The majority of the way-finding signs have been installed.

Board of Commissioner's Meeting
July 9, 2018
Page 4

- He and Zach Dickerson the town will host the Northeastern Regional Main Street conference at the Martin County Arts Council.
- The Redevelopment Grant Project requires a Phase I Environmental Assessment. Once completed, construction should begin within a month.
- The Comprehensive Plan Update RFQ draft has been completed and will be advertised by the end of the month.
- He presented the Code Enforcement Annual Report for 2017. The budget was depleted and is appreciative that the Board has increased the budget for Code Enforcement. They have already begun the process to address certain areas.

Public Works

The Public Works Director reported:

- There was no asphalt work in the month of June.
- A significant amount of time and resources have been spent flushing water mains.
- There was no work done in June on the bypass project
- State recognition for the great work performed by Gene Reed is a great honor for the department as well as the Town of Williamston.
- The Skewarkee Canal project is close to completion.

Parks & Recreation

The Parks & Recreation director reported the following:

- There have been 35 people participating in the Zumba class daily.
- There have been approximately 16 children involved in the open gym days.
- One person has signed up for private tennis lessons.
- The softball tournament ended last week with 39 games and 12 teams will play in the All-Star games.
- Tackle football registration begins next week.
- Soccer camp will be the first week of August.

CLOSED SESSION

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

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

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:10 p.m.

Submitted By:

Approved By:



Town Clerk



Mayor