

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

May 1, 2017

The Board of Commissioners of the Town of Williamston met in regular session on Monday, May 1, 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 Coffield offered the invocation.

WELCOME

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

AGENDA APPROVED

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 Horton, seconded by Commissioner Chesson and unanimously passed to approve the consent agenda as presented.*

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 Knox, seconded by Commissioner Rodgers and unanimously passed to approve the agenda as presented.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the April 3 and April 18, 2017.
- (2) Approval of Budget Amendment – Martin County Historical Society and OPEB Transfer
General Fund
Retirees Fringe Benefits \$60,000.00
Martin County Historical Society – Asa Biggs House \$ 2,000.00

The purpose of this amendment is to transfer budgeted funds from Administration and Police Department to the Economic and Physical Development for the OPEB transfer in this year for 2017-2018 year. This saves in the next budget year. It also transfers funds for Martin County Historical Society for a contribution to help maintain the Asa Biggs House. These funds were requested at the February 6, 2017 meeting by Ms. Jane Gray Benson.

- (3) Approval of Budget Amendment – FEMA
General Fund
FEMA Reimbursement \$118,987.98

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The purpose of this amendment is to budget funds spent during Hurricane Matthew which affected the Town of Williamston October 8-9, 2016. The Town received \$48,812.73 from State and Federal funding and anticipates receiving \$70,175.25 additional including the Skewarkee Canal repair. Funds have been budgeted directly to code 5900 but some expenditures have been in salaries. Generators and other equipment that we were reimbursed by hours used will not have a direct cost in any line item.

(4) Approval of Budget Amendment – FEMA

Water/Sewer Fund

| | |
|--------------------|-------------|
| FEMA Reimbursement | \$ 8,207.60 |
|--------------------|-------------|

The purpose of this amendment is to budget funds spent during Hurricane Matthew which affected the Town of Williamston October 8-9, 2016. The Town received \$7,995.34 from State and Federal funding. Funds have been budgeted directly to code 5900 but some expenditures have been in salaries. Generators and other equipment that we were reimbursed by hours used will not have a direct cost in any line item.

PUBLIC COMMENT

The Mayor asked for public comment. There was none.

OLD BUSINESS

Town Administrator Update

The Interim Town Administrator reported that 18 applications have been received. There are 3 new ones that to be shared at a later time so that the Board can review the qualifications of the applicants.

Resolution 2017-146 Approval of Final Plans and Specifications for the Skewarkee Canal

The Interim Town Administrator reported that the next step in the Skewarkee Canal Phase IV Drainage Improvement – CSXT Railroad Culvert project is the approval of the plans and specifications by the Town Board, CSXT and USDA. The original agreement with CSXT was to discontinue rail service on this route for 81 hours so that the project could be completed. A CSXT representative stated that only 64 hours would be allowed. No amended agreement has been received or approved by the Town. Completion of the work planned inclusive of track panel removal and track panel re-installation as required by CSXT is covered by a milestone and failure to meet that milestone shall result in assessment of liquidated damages equal to \$20,000 per day. The Town of Williamston does not have the expertise or qualifications to prepare such plans and specifications. This is the reason that Rivers & Associates has been contracted to prepare the concepts of the plans and specifications as the Town relies on the independent professional services provided by the firm. By approving Resolution 2017-146, the Town of Williamston approves the final plans and specifications prepared by Rivers & Associates, Inc to be used for permitting, bidding and building the project. *It was moved by Commissioner Knox, seconded by Commissioner Rodgers and unanimously passed to approve the Resolution 2017-146 Approval of Final Plans and Specifications for the Skewarkee Canal as presented. Resolution 2017-146 is hereby attached with the minutes of this meeting and incorporated in the Town’s Resolution Book for future reference.*

Health Insurance Update

The Human Resources Administrator reported that renewal quote rates have been received from First Carolina Care and a quote has also been received from Aetna. FCC quoted a rate increase of 14%. Cigna declined to quote medical insurance for the Town.

Aetna was the closest to the current plan with a health savings component plus they also offered a copay plan referred to as the “buy up” option that does not have a health savings component. Both are high deductible health plans. Aetna is an IT leader which is beneficial for account updates and they also have a Teladoc component that will be available under both options. The employee can call the Teladoc for minor illnesses for a \$40 copay. They will receive a return call within an hour from a licensed physician. Aetna also offers the 100% covered preventative care under both options. The employees would be encouraged to utilize the Teladoc whenever possible.

As many employees were excited by the office copay that was offered by the State Health Plan, Aetna also has a “buy up option.” The “buy up” option would allow for copay for medications, primary care and urgent care physicians. The employee would have to reach the entire deductible before the copay could be applied for a

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specialist's office visit. The premium rates are very close with the both of the Aetna plans. However, the out of pocket maximum increases by \$850 for individual, \$7,150 for family. The employee would have to choose between the two plans. If the employee chooses the buy up plan, the Town will not assist with the deductible as no health savings plan associated with the buy up option. Since 2013, the maximum obligation of the employee has been \$2,300 and the Town assisted with the rest. Assistance will continue with the Town Sponsored Plan but not the buy-up plan. Once an employee chooses a plan, they will not be able to change until the following year.

The Human Resource Administrator requested guidance from the Board to be allowed to offer the buy-up plan to employees in addition to the Town Sponsored plan. It was the consensus of the Board to offer both plans.

Budget Workshop

The Interim Town Administrator reported that a request has been sent to the Martin County Regional Water Authority (MCRWASA) to examine their budget to hopefully offset the closing of Parkdale Mills. The MCRWASA budget was tabled. The Enterprise Fund budget will not be finalized until after MCRWASA meets on May 25, 2017.

There were two items that were not included in the upcoming budget as funds were available in the current year. The Martin County Historic Society had requested appropriations in the upcoming budget. The OPEB transfer was also made in this current year.

Williamston Fire/Rescue/EMC and Martin Community College Contract

Chief Peele reported that the purpose of the recommended contract between the Williamston Fire/Rescue/EMC and Martin Community College is to allow students to obtain clinical hours required for course completion in Emergency Medical Services. The Town Attorney has made changes which have been approved by the College. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the Williamston Fire/Rescue/EMS and Martin Community College Agreement.*

NEW BUSINESS**NC Department of Labor Safety Awards**

Chief Peele reported that the Town of Williamston received 12 safety awards (one silver and 11 gold awards) from the NC Department of Labor at the Annual Safety Awards banquet held in Greenville. He presented the following Town of Williamston departments with the following Safety awards that were honored at the banquet:

Silver Awards

- Public Works Administration (First Year)

Gold Awards

- Police Department (First Year)
- Recreation Department (Fourth Year)
- Administration (Fifth Year)
- Garage Mechanics (Fifth Year)
- Waste Water Treatment Plant (Fifth Year)
- Zoning Department (Fifth Year)
- Cemetery Department (Sixth Year)
- Fire/Rescue/EMS Department (Sixth Year)
- Sanitation Collection (Sixth Year)
- Street & Road Maintenance (Sixth Year)

Proposed Police Advisory Board Reappointments

Chief Cowan recommended approval of reappointments of Ray Tavenner, Steven Minor, Elizabeth Prince, and Janie Woolard to their second term to the Police Advisory Board. A maximum of three terms are allowed per policy. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the Williamston Fire/Rescue/EMS and Martin Community College Agreement.*

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Information System Policy

The Finance Director reported that an Information System Policy was recommended in the last audit. The auditors recommended having a policy in place by the end of the fiscal year. *It was moved by Commissioner Coffield, seconded by Commissioner Chesson and unanimously passed to adopt the Information System Policy.*

Debris Removal Contract

The Interim Town Administrator reported that the Pre Storm Contract for Debris Management Services between the Town and Phillips and Jordan, Inc has been in place since February 2014. The purpose of the contract is to cover the debris removal in the event of a catastrophic event such as a hurricane. As specified in the original agreement, there are two additional one-year renewal options available upon written acceptance by both parties. The second extension will cover the period from February 17, 2017 through February 16, 2018. No additional renewal periods will be available at the end of this extension term. There is no cost associated with this contract unless the Town invokes their services. *It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the Pre Storm contract for Debris Management Services Agreement.*

DEPARTMENTAL REPORTS

The Zoning and Planner reported:

- The update for the Audubon Sustainable Community Certification has been completed and submitted.
- Zoning met with engineers regarding the Mitchell's Photography building and the remaining building is structurally sound so the façade will be able to be rebuilt. There is an architect that is currently working on renderings for the buildings which is required by the State Historical Preservation office.
- The first Main Street market will be held May 22, 2017 from 6 pm to 8 pm. Chase Conner obtained a Golden Leaf grant to support the market. There will be vendors and live music.

Fire/Rescue

The Interim Town Administrator provided the following report:

- There were 222 emergency responses in the month April.
- There have been 4 in-house applications for the Assistant Chief position.
- There were 12 building inspections and 4 child safety seat inspections.
- The KidsFest reached approximately 175 children.
- Training continues with two in Raleigh for certification for hazmat meter maintenance, 15 for cardiac life support class, 5 certified as CPR instructors, and two certified in child safety seat inspections.
- There were two State Hazmat calls.

Public Works

The Public Works Director reported:

- 15 tons of new asphalt used for a 16 road patches.
- Sanitation was up for the month to 155 tons.
- They are searching for a used bucket truck as listed in the current Capital Improvement Plan.
- The roads in the Annexation area should be completed by the end of the month.

Police

The Police Chief reported:

- There are three vehicles that have been purchased. One is already in service and the other two are being outfitted.
- All of the officers will have completed all mandated training for the year with the exception of fire arms training, stress management training is upcoming, and "Surviving the First 3 Seconds" safety classes.
- There was a narcotics investigation that resulted in seizure of 660 grams of heroin, \$40,000 in cash, a couple of vehicles and weapons. Many agencies were involved to include State Bureau of Investigation, Martin County Narcotics Unit, Downeast Drugs Task Force and NC National Guard Counter Drug Taskforce. Four people have been charged.
- The body cameras are a wonderful tool and thankful that the Board has been supportive of obtaining and use of the cameras.

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Parks & Recreation

The Parks & Recreation director reported the following:

- Softball practices have continued and games will begin this month.
- The summer programs schedule has been posted on the Town's website and facebook page.
- The Godwin Perry Park Plan is currently waiting on concept drawings.
- There are erosion issues in different areas of both parks that are being addressed by staff.

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 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.

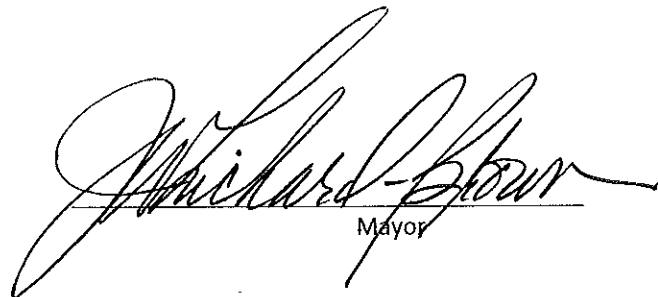
ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:23 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor