

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

May 21, 2018

The Board of Commissioners of the Town of Williamston met in special called session on Monday, May 21, 2018 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
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Human Resources Administrator: Martha-Brown Lilley
Fire Chief: Michael Peaks
Police Chief: Travis Cowan

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 Chesson offered the invocation. The Mayor requested a moment of silence for the students of Santa Fe High School in Texas.

WELCOME

The Mayor extended a special welcome to Martin County Commissioner Dempsy Bonds who was in attendance.

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. The Mayor requested the addition of Budget Amendments 14, 15 and 16 to be discussed prior to the Budget Workshop. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the regular agenda as amended.*

BUDGET AMENDMENT

Linda Harrison submitted the following Budget Amendments:

- (1) Approval of Budget Amendment #14 – OPEB Expenditures for 2018-2019

General Fund

Water – Retiree Group Insurance	\$10,000
Sewer – Retiree Group Insurance	\$10,000

The purpose of this amendment is to budget funds for 2018-2019 OPEB Expenditures in the current year. Budget amendment 5/7/18 should have been for \$40,000 but the entry was made for \$20,000. This amendment is a correction to the 5/7/18 amendment.

- (2) Approval of Budget Amendment #15 – Appropriation for Martin County Historical Society

General Fund

Undesignated Fund Balance	\$2,000
Martin County Historical Society – Asa Biggs House	\$2,000

The purpose of this amendment is to request funds for the Martin County Historical Society. It is a contribution to help maintain the Asa Biggs House. We did not receive the request in time to include in the 2018/2019 budget, but can make the contribution for next year in the current 2017/2018 budget year. As per their letter, we will consider adding this as an annual request beginning with the 2019/2020 budget. I suggested they send a letter to request funding in January or February 2019. These funds were requested on April 25, 2018 by a letter from Ms. Gail Keel and verbally by Ms. Jane Gray Benson.

- (3) Approval of Budget Amendment #16 – Roof Repair for Public Works Building on Tank Street

General Fund

Undesignated Fund Balance	\$37,000
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Repair Building/Grounds

\$37,000

The purpose of this amendment is to request funds for the roof repair at Public Works Building on Tank Street. Lyons Metal Roofing gave a quote of \$36,396.17. This quote includes materials and labor to prepare the surface for coating, seal all lap joints and exiting pipe vent leaks, prime the surface with two coats of the BACO two part epoxy primer and apply two coats of finish coating using the GACO S2000 product. The GACO product comes with a 50 year warranty. Lyon Roofing will provide a 5-year labor warranty against leaks with the installation. The plan is to have the job completed by mid-June.

It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve Budget Amendments 14, 15 and 16 as presented.

BUDGET WORKSHOP

The Finance Director presented a balanced budget of \$10,506,723 with two major changes from the last workshop held. The biggest change was the removal of the fire truck from the proposed budget and Capital Improvement Plan (CIP). The health insurance was budgeted to include a 20% increase in premiums. At the May 14th meeting, it was the consensus of the Board to move forward with a change in carrier. This change resulted in only a 6% increase in premiums which allotted for a savings in the budget of approximately \$70,000. The HSA funds were increased to \$80,000. There was also a \$1,000 increase in the allocation to the Martin Memorial Library to cover the maintenance and lawn care. Last year, the board appropriated \$98,100 and the upcoming budget has \$102,000 appropriated for the library. It was the consensus of the Board to approve the increase to the library. Commissioner Rodgers questioned the budgeted amount to the Stampede Festival. The Town Clerk reported that the Williamston Downtown, Inc. hosts the event. The expense of the event is covered by the vendor booth rentals and sponsors, such as the Town, Dominion Power, Martin County Travel and Tourism, Feyer Ford, Martin General Hospital, PNC Bank and many more. Per the Board's direction in the April Budget workshop, quotes were obtained to complete the roof repair for the Public Works building on Tank Street to be completed in this current year. The roof repair for the Public Works Building on Tank Street was removed from the CIP. The Finance Director stated that budget message will be sent to each Board member prior to the June meeting as two of the Commissioners will not be available at the June meeting. The purpose of this workshop was to review the balanced budget prior to adoption in June. She will distribute the Budget Message to the Board prior to the June meeting. The Finance Director reported that she is available at any point if any of the Board members have additional questions prior to the June meeting.

CONSIDERATION OF NEW FINANCIAL AUDITOR

The Finance Director reported that the audit will not be completed by the end of June as reported by Carr, Riggs & Ingram. This is a problem as the Town will not be able to obtain financing until the audit is complete. The audit would normally be submitted to the Local Government Commission (LGC) by November 2017. The auditor reported to Ms. Harrison that the firm will no longer handle single audits. He recommended other firms that have more experience and adequate staffing to handle single audits. The Finance Director reported that she will vet the proposed auditors and will reach out to Martin County Finance to find out the firm utilized by the county.

TOWN ADMINISTRATOR JOB POSITION TERMS/CONDITIONS

The Human Resources Administrator requested the Board's consideration in the removal of the requirement of living within the city limits from the job position terms and conditions to encourage a greater local response. Commissioner Chesson requested the geography description to include "future I-87." The advertisement lists that a Master's Degree is preferred but not required. It was the consensus of the Board to change the condition to living in the city limits is preferred but not required.

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).

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

APPOINTMENT OF TOWN BUDGET OFFICER

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to appoint Linda Harrison as the Town Budget officer.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:04 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor