

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

May 7, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, May 7, 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 Administrator: David Jaynes
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 None

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Coffield led the pledge of allegiance. Commissioner Knox 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 to the Regular Agenda. The Town Administrator requested the addition of a new Fire Prevention Job Description as #6 under New Business and the removal of Closed Session. *It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the regular agenda as amended.*

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.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the April 9, 16, and 30, 2018 meetings.
- (2) Approval of Budget Amendment #12 – OPEB Expenditures for 2018-2019
General Fund

Undesignated Fund Balance	\$60,000.00
Retirees Fringe Benefits	\$60,000.00

The purpose of this amendment is to budget funds for 2018-2019 OPEB Expenditures in the current year.

- (3) Approval of Budget Amendment #13 – OPEB Expenditures for 2018-2019
Water/Sewer Fund

Retained Earnings – Water/Sewer	\$20,000.00
Water/Sewer Retiree Group Insurance	\$20,000.00

The purpose of this amendment is to budget funds for 2018-2019 OPEB Expenditures in the current year.

PUBLIC COMMENT

None

OLD BUSINESS

Safety Grant Funding

The Town Administrator reported that the safety grant funding has been approved by the NC League of Municipalities. The grant is for \$1,406.10 which does require a 50% matching funds. The approved items to be purchased under this grant are barricades for road workers and wall lights.

NEW BUSINESS

Swearing in the New Fire Chief of Williamston

The Mayor performed the swearing in ceremony for the new fire Chief, Phillip Michael Peaks.

Approval of Appointments to Martin Memorial Library Advisory Board

The Town Administrator presented requests received from the Martin Memorial Library Advisory Board for the appointments of Susan Harris and Wilma Elliott to the Martin Memorial Library Advisory Board to serve a term of 6 years. *It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the appointments of Susan Harris and Wilma Elliott to the Martin Memorial Library Advisory Board.*

Approval of Resolution 2018-100 Adopting the Martin County Comprehensive Transportation Plan

Eliud De Jesus, Planner with the Mid-East RPO (Rural Planning Organization) presented the Martin County Comprehensive Transportation Plan (CTP) and requested approval of Resolution 2018-100 to adopt the plan. He presented a copy of the maps to each of the Commissioners for review. The CTP has a 25-30 year time span and is not fiscally constrained. Projects will be selected from the CTP for inclusion in the Transportation Improvement Program (TIP). The TIP is a 10-year planning document and funding schedule. The CTP is used as a guide for future development and transportation decisions. It reduces right-of-way and construction costs, while minimizing the impacts to natural and human environment. The purpose of the CTP is to identify existing and future transportation deficiencies (highway, public transportation and rail, bicycle and pedestrian) and generate information decision-makers can use to guide future transportation decisions. Its primary objectives are to reduce traffic congestion and improve safety. The Planning and Zoning Administrator reported that the CTP has been reviewed by the Town of Williamston Planning Advisory Board who recommends that the approval of the plan. *It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve the Resolution 2018-100 Adopting the Martin County Comprehensive Transportation Plan. Resolution 2018-100 is hereby attached with the minutes of this meeting and incorporated in the town's Resolution Book for future reference.*

Budget Workshop

The Finance Director reported that there have been no changes to the balance budget that has been presented as they are currently waiting for several quotes. The Human Resources Administrator reported that there is a 20% increase in medical insurance premiums. She has meetings scheduled with several agents this week and is hopeful to have a lower bid by the end of the week. The Mayor requested that the Board consider holding a special called meeting Monday, May 14, 2018 to review any proposed changes to the budget. It was the consensus of the Board to hold a special called meeting, Monday May 14, 2018.

Safety Award Recognition

Public Works Director reported that the NC Department of Labor presented safety awards at the Greenville Safety Awards Banquet on April 19, 2018. He presented the following Town of Williamston departments with the Gold-Level Safety awards that were honored at the banquet:

- Public Works Administration (First Year)
- Water/Sewer Pipeline Construction (Second Year)
- Parks & Recreation (Fifth Year)
- Administration (Sixth Year)

- Garage Mechanics (Sixth Year)
- Waste Water Treatment Plant (Sixth Year)
- Zoning Department (Sixth Year)

Commissioner Chesson reported that he has attended many of these ceremonies. The Town of Williamston is the most awarded municipalities of the northeastern region of NC. He commended the department heads on their commendations and the due diligence to the safety of the staff. Their efforts enable the Town to keep lower insurance rates and our workers safe.

New Fire Prevention Job Description

The Human Resource Administrator presented the Fire Prevention Officer job description for approval by the board. In the board retreat in January, the Board had approved the temporary addition of an Assistant Fire Chief. When the Fire Chief resigned, the Assistant Fire Chief position would be dissolved and a Fire Prevention Officer position would be added. The addition of this position will improve the Insurance Services Officer (ISO) rating. ISO rating is based on points. This position will hold the responsibility of fire hydrant maintenance. The Fire Prevention Officer will also assist with Fire/EMS and other administrative duties.

DEPARTMENTAL REPORTS

Public Works

The Public Works Director reported:

- There was 50 tons of asphalt work done in the month resulting in 28 patches.
- Park, Washington (by the fountain) and Fairview streets have been milled and paved.
- The Water Shortage Plan is currently being updated and will be sent to the State for review prior to Board adoption.

Police

The Police Chief reported:

- The department continues with the church security program, partnered with the Sheriff's department.
- He met with "Our Healthy Circle" and discussed security.
- The department is aggressively recruiting for new officers. He is hopeful to have two new officers at the next meeting.
- Operation Medicine Drop program has resulted in 117 pounds of prescription medications submitted to the FBI in the Town alone, which does not include the amount that has been gathered by the Sheriff's office.
- The department has worked with the NC SBI, the Martin County Sheriff's department and multiple other agencies collaborated effort to net several kilograms of various controlled substances, several pounds of marijuana, \$268,000 in cash, a couple of arrests and a couple of vehicles have been seized as a result of the investigation. One kilogram of heroin listed in the release was actually fentanyl, which is a very dangerous drug.

Parks & Recreation

The Parks & Recreation director reported the following:

- The Martin County Special Olympics held their Spring Games at the Godwin Coppage Park in April.
- The department participated in KidsFest at the Bob Martin Agriculture Center.
- Softball games will begin next week.
- The Summer and Fall Activities brochure has been completed and was distributed to the Board
- The Movie in the Park will feature the movie "Cars III" next week.

Planning

The Town Planner and Zoning Administrator reported:

- The Community Development Building Grant (CDBG) project funds should be approved at the State level this week, then it should be another week before the funds are released.
- The Way Finding signs project should be completed by the end of June.

- The Patriot House held their ribbon cutting ceremony at a temporary location.
- He has communicated with a lumber business that is interested in opening on the Factory Street location which will consist of the addition of 20-30 jobs.
- There is still an open position in the Planning department.
- Others in the Main Street Program Members have expanded their façade grant program to include sign alterations and other visual building improvements.
- The Main Street Market will begin the second year on May 21. Chase did not get the grant funds that was received the first year and is charging the vendors a small fee to participate.

Fire/Rescue

The Fire Chief provided the following report:

- There were 232 emergency responses in the month April.
- RRT did multiple display functions and attended the Tack and Tag meeting.
- The prevention office did 12 fire prevention programs, installed 14 smoke detectors, 10 building inspections and inspection 2 child seats. The fire prevention programs reached 185 children.
- The VFIS Insurance group audited the fire department.
- The now retired Fire Chief Peele received the Guardian Award on April 26th at his retirement reception.


ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:43 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor