

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

October 1, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, October 1, 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, Commissioner William Coffield and Jerry Knox
Town Administrator: John O'Daniel
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Police Chief: Travis Cowan
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
Fire Chief: Michael Peaks
Human Resources Administrator: Martha-Brown Lilley

ABSENT

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and welcomed everyone. Commissioner Moore led the pledge of allegiance. Commissioner Coffield offered the invocation.

WELCOME

The Mayor welcomed County Commissioners Dempsy Bonds and Ronnie Smith 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 Mayor requested the addition of a contribution of \$200 for the Alzheimer's of NC as Item 5, under Old Business. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield 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 Chesson, seconded by Commissioner Knox to approve the consent agenda.*

PUBLIC COMMENT

The Mayor asked for public comment. No public comments were received.

OLD BUSINESS

INTRODUCTION OF TOWN ADMINISTRATOR

The Mayor introduced John O'Daniel, the new Town Administrator. Mr. O'Daniel has been working with the Town for two weeks. Mr. O'Daniel was previously the Town Administrator for the Town of Bladenboro for approximately three years. Mr. O'Daniel reported that he has enjoyed his time in Williamston and the Stampede was a highlight of the last two weeks. He is excited to work with the department heads and staff to make Williamston a better place for our citizens to live, work, and play.

DEPARTMENTAL LIAISON FOR RECREATION/ADMINISTRATION DEPARTMENTS

The Town Administrator reported that the department liaison position for the Recreation and Administration Departments was previously held by the recently retired Town Commissioner. The Mayor requested

Commissioner Alton Moore to be appointed to the vacated position. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the appointment of Commissioner Alton Moore as liaison to the Recreation and Administration Departments.*

UPDATE ON CDBG REDEVELOPMENT GRANT

The Town Planning and Zoning Administrator reported the HUD office now requires a Phase II Environmental Study before the grant funds will be released. Phase II consists of a vapor test which is a quick test that is relatively inexpensive. Kevin Richards with MidEast Commission informed him the Phase II study cost is reimbursable through the grant funds. The tests should be done in the next week.

UPDATE ON FIRE DEPARTMENT EXPANSION PROJECT AND POLICE DEPARTMENT RELOCATION/RENOVATION

The Town Administrator updated the Board on the funding efforts for the Fire/Rescue building expansion and the Police Department relocation/renovation. He reported the grant application and supporting documents have been sent to the United States Department of Agriculture (USDA). He is communicating with the Legislative officials for financial assistance. He is hopeful that the USDA will have grants available to offset the costs as the USDA fiscal year ends this month. The Chief of Police, Fire Chief and he will meet with the architects tomorrow and will hopefully have a project timeframe at that time.

CONTRIBUTION TO THE ALZHEIMERS OF NC INC

The Mayor requested a motion to contribute \$200 to the Alzheimers of NC Inc. The Town Attorney suggested the addition of a requirement of the accounting of how the donation is spent to protect the Board from an audit exception. It is a public purpose that engages in mental health program but is also an appropriation to a nonprofit to carry out a program that could be carried out by the town. *It was moved by Commissioner Moore, seconded by Commissioner Coffield and unanimously passed to approve the contribution of \$200 to the Alzheimers of NC Inc.*

NEW BUSINESS

CAROLINA COUNTRY STAMPEDE UPDATE

The Town Administrator reported the weather was perfect for the festival. All the preparation is so worth it to see Main Street packed with people. The Town of Williamston is blessed with great staff. Festival vendors that travel the coast were quick to say how safe and at home they feel at the Stampede. The Williamston Police and Public Works Departments stays long after the rest of us have called it a day, making sure the town is clean before opening the street. Williamston Fire and EMS are on hand at all times, ready and eager to help with anything. I extend a special thank you to the Stampede Committee members who have worked hard to promote and organize the event. None of this would be possible without our many sponsors such as Martin General Hospital, Feyer Ford Lincoln, Dominion Power, PNC Bank and Cricket Wireless.

DEPARTMENTAL REPORTS

Planning

The Town Planner and Zoning Administrator reported:

- The UNC School of Government Revitalization Project Study is underway this week and hopes to have the results by the end of the year.
- The department is moving forward with the Comprehensive Plan Update. Bids have been received and under review by the committee.
- Seven of the ten vibrancy grants have been approved in downtown, approximately \$50,000.
- The contractors have begun crushing the concrete at the Magnuson Hotel. The owners plan is to keep the crushed concrete onsite behind the other building to use in the reconstruction of the front portion. He does have plan but will need to have it rezoned as a subdivision.
- The Annual Fall Festival will be held on October 26th. The festival will partner with the Main Street Market and the Movie in the Park series.

Public Works

The Public Works Director reported:

- Many hours were spent in preparation for the Homecoming Parade and Stampede festival
- The annual removal of sludge at the wastewater treatment plant has been completed.

Board of Commissioner's Meeting

October 1, 2018

Page 3

- Sanitation tonnage was down due to issues with the street sweeper.
- There were 6 grease trap inspections with one violation noted.

Parks & Recreation

The Parks & Recreation director reported the following:

- Other than a few limbs in the park, there were no damage due to the hurricane.
- Football, soccer and volleyball seasons have begun.
- The Master Plan update is underway. He has begun researching grant opportunities.

Police

The Police Chief reported:

- The US Attorney and the eastern district has begun a new project "Take Back NC" which allows local access to the US Attorney to deter violent crimes in the community. Three different prosecutors met with staff to review the process.
- The Hurricane and the Stampede were to the two big events in the month. He thanks the Martin County Sheriff's office and Robersonville Police department with the assist in the Stampede.
- There was one officer in the Crisis Intervention Team Training.
- He is currently working with the architects on drafts of the new police department and the fire/rescue renovation.
- Opiod is still a big drug issue in the area as it has a life-ending effect. One officer had to issue Narcan last week.

Fire/Rescue

The Fire Chief provided the following report:

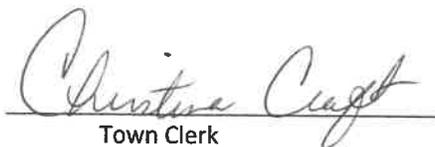
- October was a busy month with a total of 239 responses.
- The Fire Prevention program has been busy with programs at the high school and held a 9-11 Memorial Service.
- October is Fire Prevention Month
- The Grillin' on the Green will be held October 24th and 25th. The Board is invited to attend.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:13 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor