

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

October 3, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, October 3, 2016 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
Fire Chief: James B. Peele, III
Town Attorney: Daniel A. Manning
Human Resources Administrator: Martha-Brown Lilley

ABSENT None

CALL TO ORDER AND INVOCATION

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

AGENDA APPROVED AS AMENDED

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 or the Consent Agenda. The Interim Town Administrator requested the addition of Resolution 2016-139 to be included for consideration after the closed session.

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the September 12 and September 20, 2016 meetings
- (2) Budget Amendment – MCRWASA

MCRWASA – Water	983,000
MCRWASA – WD 1	42,000
MCRWASA – WD 2	79,000

The purpose of this amendment is to transfer funds into the MCRWASA revenue accounts from the Water Services revenue accounts in the Water and Water Districts. It will help to track the fees charged per 1000 gallon compared to the fees that are paid out per 1000 gallon. It is a budgetary entry for accounting purposes.

It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the agenda as amended.

PUBLIC COMMENT

Lorraine Gardner, resident of Williamston, reported that flooding is an issue for their property on South Park Avenue. She reported that, while Public Works keeps the drains installed in 2005 cleaned, the drain is not enough to handle the amount of water that flows to the area during heavy rains. The school requires school traffic to exit the property on South Park Avenue as it isn't safe to exit onto highway 64. Traffic still goes through the flooded street which causes wakes of water into the home. She is requesting that the Town assist in helping the flooding issue by inspecting the waterways to ensure the waterway is cleared or installing a culvert behind the home.

Dorothy Beach, resident of Williamston, shared concerns of the flooding issue on South Park Street/McCaskey Road area. The storm water drain is located in front of her home. She reported that her property is overloaded with water and the drain works as a dam until the rain ceases. Water drains from seven different directions to the drain in front of her home.

OLD BUSINESS

Asset Inventory Assessment (AIA) Grant Award and Request for Qualifications (RFQ) for Consultant

The Interim Town Administrator reported that Rivers and Associates had previously submitted an application for the AIA grant. The application has been approved in the amount of \$150,000 with a required match of 5%. This grant will assist in an assessment of the Town water distribution system, GIS mapping of the system to assist in locating water lines and repairs, and will assist in developing the Capital Improvement for the Water Systems. The Interim Town Administrator requested the Board's acceptance of the grant funds and authorization to begin the process of the required formal bidding process for the qualification requests for a consulting firm.

It was moved by Commissioner Knox, seconded by Commissioner Rodgers and unanimously passed to approve the Asset Inventory Assessment Grant award and RFQ for a Consultant.

Approval of Ordinance 2016-100 to Establish an Urban Redevelopment Project

The Finance Officer reported that the Ordinance 2016-100 is to establish a grant project fund for downtown development project funded by the NC Department of Commerce and NC Rural Development Urban Grant. The grant project authorized to provide infrastructure upgrades of downtown buildings in order to meet code requirements with the town of Williamston. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the Ordinance 2016-100. Ordinance 2016-100 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

Update on Administrator Search

The Interim Town Administrator reported the 60-day advertisement for the Town Administrator position ended on August 30, 2016. The Board has completed the first round of interviews and will hopefully make a decision on the position within the next month.

NEW BUSINESS

Consideration of Request for Permission to Install Speed Tables in Housing Authority Complexes

Michael Gaddy, Williamston Housing Authority Executive Director, requested permission to install speed tables in the Housing Authority Complex. He expressed concern that the traffic speed is a safety issue and requested to install speed tables in the Willow Acres community and the Walnut Terrace Community at no cost to the Town. He understands the impact to emergency vehicles in the community. Police Chief Cowan reported that the speed tables will have an impact on the patrol vehicles but not as much as the fire department due to the weight of the vehicle. He warned against adding too many to the town as it will decrease the response time. Fire Chief was more favorable to the speed table as opposed to speed bumps but also warns that adding too many speed tables will decrease the response time in emergency situations. Interim Town Administrator requested that the project is coordinated with Public Works before installation. *It was moved by Commissioner Rodgers, seconded by Commissioner Coffield and unanimously approved to permit the Williamston Housing Authority installation of the speed tables in the Willow Acres Community and the Walnut Terrace Community with the oversight of the Williamston Public Works Department.*

Gaylord Perry Park Site Plan

The Parks and Recreation Director reported that RFQ (Requests for Qualifications) have been sent to obtain an engineer firm to assist in development of the site plan for the Gaylord Perry Park. This project was included in the budget for this year. The plan is only for the park and not for anything inside the buildings. Public input meetings and online surveys to obtain public input regarding the Gaylord Perry Park plan will be held. The site plan will hopefully be completed in the spring.

DEPARTMENTAL REPORTS

Police

The Police Chief reported:

- Normal call volume for the month.
- The Homecoming and the Stampede events held in September without incident.
- Two officers attended crisis intervention team training.
- SBI audit performed. This is a standard audit that occurs every two years.
- There is a new officer in the department, John Kidwell.

Fire/Rescue

The Fire Chief provided the following report:

- There were 233 emergency responses in the month September.
- The Fire Department assisted the Emergency Management during the flooding in Windsor to help locate and secure floating LP gas tanks.
- There were many outreach opportunities in September to include: 22 fire inspections, two fire extinguisher classes at the high school, and few child seat installations with instructions for the parents.
- He warned of the impending threat of Hurricane Matthew and will send updates via email to the board and staff.

Parks & Recreation

The Parks & Recreation director reported the following:

- The Community Football League was hosted in Williamston at the Riverside High School.
- The volleyball games begin next week.
- Youth soccer games begin tonight with over 200 children in the soccer program
- The Parks and Recreation cooked for the staff that worked at the Stampede.

Planning

The Planning Director reported:

- The Stampede was a huge success and was very thankful to all of the staff.
- The "Business Evening" will be held on October 13th in the Barnes Plaza to show the things the downtown businesses have to offer.
- "Fall Yall" will be held October 27th in the Barnes Plaza. Bring the children for games, food and prizes.
- Hardees Restaurant construction is progressing nicely.

Public Works

The Public Works Director reported:

- Asphalt use was down for the month due to inclement weather, 5 tons used.
- Sanitation was up for the month to 252 tons.
- All September grease trap inspections were in compliance.
- 62 Utility location requests in September.
- Commissioner Rodgers brought up a concern of roots that are tearing up the sidewalk. He reported that he had spoken with the citizen that owns a tree that is damaging the sidewalk and understands that it is the citizen's responsibility to remove the tree. The Public Works Director reported that the roots can be cut but would weaken the tree.
- Commissioner Rodgers also reported that he had seen town vehicles on the weekend and was curious if it was for personal use. The Public Works Director reported that the staff works 7 days per week, 24 hours a day. The on-call personnel are issued a town vehicle to ensure that the staff is able to visit the pump stations, wells and respond to citizen complaints.

CLOSED SESSION

It was moved by Commissioner Knox, seconded by Commissioner Horton and passed to go out of regular session into closed session to address an Attorney Client issue per N.C.G.S. 143-318.11 (a) (3) and to address a Personnel Issue N.C.G.S. 143-318.11 (a) (6).

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

Resolution 2016-139 Authorizing Condemnation Actions for the Purpose of Acquiring Public Streets and Public Utility Easements

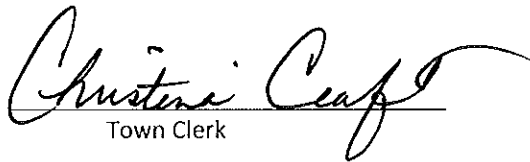
The Mayor requested a motion to approve Resolution 2016-139 for the purpose of construction and maintaining public streets and public utilities including water and sewer lines. *It was moved by Commissioner Rodgers, seconded by Commissioner Horton and unanimously passed to approve the Resolution 2016-139. Resolution 2016-139 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.*

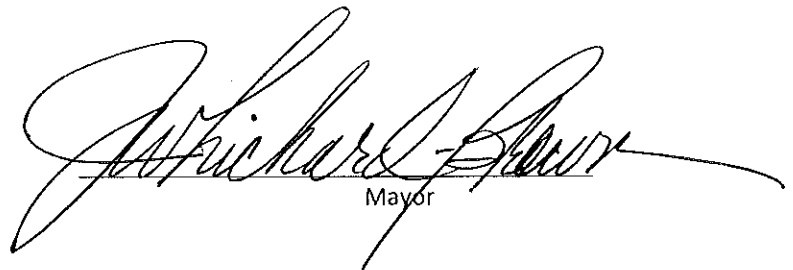
ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:07 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor