

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

September 10, 2018

The Board of Commissioners of the Town of Williamston met in regular session on Monday, September 10, 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, and Jerry Knox  
Interim Town Administrator: Brent Kanipe  
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** Commissioner William Coffield

**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.

**WELCOME**

The Mayor welcomed County Commissioner Dempsey Bonds, former Town Commissioner Junious Horton and Judge Regina Parker 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 Interim Town Administrator requested that a Tax Relief Order to be added to the consent agenda and the addition of the Asset Management Plan to be presented by Blaine Humphrey (Rivers & Associates) as Old Business Item 2, and New Business items 6 to announce the new Town Administrator. *It was moved by Commissioner Chesson, seconded by Commissioner Knox 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 Chesson, 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 August 6, 2018 meeting.
- (2) Approval of Tax Relief Orders as follows:

Year	Name	Remarks	Total
2017	Morning Star	Release as per County Assessor	\$1,750.20
2017	Kiplin Sales	Overvaluation	\$ 103.49
2017	Kiplin Sales	Overvaluation	\$ 41.01
2017	Kiplin Sales	Overvaluation	\$ 63.52
2018	William Clark	Error in listing	\$ 125.74
2018	Donald Torrence	Error in listing	\$ 3.95
2017	John Laster	Town now owns	\$ 467.13
2017	Joshua Roberson	Wrong fire code entered	\$ 3.67
2018	Joshua Roberson	Wrong fire code entered	\$ 7.90
2018	Randy Wisiewski	Coded wrong	\$ 5.89

(3) Approval of Budget Amendment – Powell Bill

Powell Bill Fund

Powell Bill Project

\$29,970.00

The purpose of this amendment is to budget additional funds for the street repair to Cedar Lane and Taylor Drive. These streets were approved to be repaired along with the addition at the State Employees Credit Union and the other streets that were being repaired. The Board approved to move forward with this project at the June 18, 2018 meeting. I have attached a copy of those minutes. Hopefully it was less costly since the contractor was already doing work on-site.

**PUBLIC COMMENT**

Danny Patel requested a water leak adjustment. He informed the board that a plumber has fixed the issue. The Interim Town Administrator reported the policy states only one adjustment in a 12-month period.

**OLD BUSINESS**

**Update on CDBG Redevelopment Grant**

The Town Planning and Zoning Administrator reported the Environmental Assessments have been submitted to the HUD office. The approval process takes approximately 3 weeks.

**NEW BUSINESS**

**ACCEPTANCE OF THE ASSET MANAGEMENT PLAN**

Blaine Humphrey, Project Manager with Rivers and Associate, reported the Town received a grant from the Division of Water Infrastructure to perform an Asset Inventory Assessment to include a GIS mapping of the water system and create an asset management and capital improvement plan. The grant deadline is the end of this month. The Public Works Director and Water System Operator have received a copy of the information for review. As this is a living document, any changes, including repairs and new purchases, required can be added to the plan. The electronic file will be sent to the Town to maintain the assets going forward. Andrew Mitchell, Design Engineer, reported that the GIS mapping and tabulations will assist the Board in making decisions concerning the water system. The inventory includes 6 wells, 5 elevated storage tanks, 4 altitude valve vaults, a booster pump station, approximately 600 fire hydrants, 1,00 inline valves and 110 miles of water distribution piping. The condition of the inventory is also a portion. Of the 6 wells, 4 are active and one partially active. The Public Works director reported the electronic files are user friendly and information that was not previously available. The Interim Town Administrator questioned if the plan included Districts I and II that was purchased from the County. Mitchell reported that the plan extends to the township boundary and ends at the vaults where the meters send water to those districts. Commissioner Rodgers questioned if the GIS mapping had been presented to other municipalities in the Town. Commissioner Chesson reported the plan is a public document and anyone can request access to it. Mr. Humphrey requested the Board to accept the plan with the provision that any staff revisions will be made before submitting the grant. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and passed to approve Asset Management Plan, subject to the staff revisions. Commissioners Knox and Chesson voted in favor, Commissioner Rodgers against.*

**APPROVAL OF TOWN BOARD COMMISSIONER APPOINTMENT**

The Mayor requested a motion to appoint Alton Moore to serve on the Town Board of Commissioners. Mr. Moore would serve the remainder of Junious J. Horton's term. *It was moved by Commissioner Rodgers, seconded by Commissioner Chesson and unanimously to appoint Alton Moore to serve the remainder of the Former Town Commissioner Horton's term.*

**APPOINTED COMMISSIONER TAKES OATH OF OFFICE**

Judge Regina Parker performed the Oath of Office, affirming Alton Moore as a Town Commissioner.

**CARR, RIGGS & INGRAM (CRI) PRESENTS AUDIT FOR FISCAL YEAR 2016/2017**

Martin Amerson with CRI presented the draft Financial Statement for FY 2016/2017. The Financial Statement was submitted to the Local Government Commission (LGC) and is expecting LGC approval at any time. He apologized on behalf of CRI for the late completion of the audit report. All of the opinions of the report contain no findings, resulting in a very good audit for the town.

Mr. Amerson reported the assets and deferred outflows of resources of the Town of Williamston exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$26,847,359 (net position). The government's total net position has increased by \$658,041, primarily due to increases in the business-type activities net position. As of the close of the current fiscal year, the Town of Williamston's governmental funds reported combined ending fund balances of \$4,129,432, an increase of \$571,164. Approximately 22.24 percent of this total amount, or \$918,431, is non-spendable or restricted. At the end of the current fiscal year, unassigned fund balance for the General Fund was \$3,094,246, or 57.39% of total general fund expenditures for the fiscal year. The Town of Williamston's total debt has increased by \$2,029,101 (42.5%) during the current fiscal year. Governmental activity debt increased \$647,331 while Water and Sewer debt increased \$1,381,770. The key factors in this increase were the issuance of \$110,000 installment purchase debt related to police cars, \$600,000 installment purchase debt related to streets, and \$2,126,841 in draws on a NC Clean Water State Revolving Loan.

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the Town of Williamston exceeded liabilities and deferred inflows by \$26,847,359 as of June 30, 2017. The Town's net position increased by \$658,041 for the fiscal year ended June 30, 2017. However, the largest portion (62.21%) reflects the Town's net investment in capital assets (e.g. land, buildings, machinery, and equipment). The Town of Williamston uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town of Williamston's net investment in capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. An additional portion of the Town of Williamston's net position, \$876,112, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$9,269,438 is unrestricted.

The Town's financial operations influenced its government-wide net position components due to several particular aspects. Continued diligence in the collection of property taxes by increasing aggressive collection procedures through the debt setoff program, garnishments and bank account attachments influenced its government-wide net components. Sales tax receipts have shown significant improvement in recent years as a combined result of local commercial development and an increase in tourist activity. The latter is attributable to the benefits of travel on Highway 64 and the constantly improving popularity of the Senator Bob Martin facility.

The Town of Williamston's investment in capital assets for its governmental and business-type activities as of June 30, 2017, totals \$23,510,972 (net of accumulated depreciation). These assets include buildings, infrastructure, land, machinery and equipment, park facilities, and vehicles.

As of June 30, 2017, the Town of Williamston had debt outstanding of \$6,809,162. \$771,331 of this outstanding debt represents governmental activities installment purchase financing debt and \$6,037,831 represents business-type activities debt related to water and sewer improvements.

The Town of Williamston's total debt increased by \$2,029,101, (42.5%) during the current year, primarily due to \$2,126,841 in draws on a NC Clean Water Revolving Loan. The government also issued \$110,000 installment purchase debt related to police cars and \$600,000 installment purchase debt related to streets.

Total budgeted expenditures for the Water and Sewer fund for the upcoming year are \$4,438,808. This is a slight decrease from the previous year due to the loss of Parkdale Yarn Mill water/sewer usage. A small increase in the per thousand gallons water rate is reflected in the budget due to our agreement to purchase 100% of our water from the Martin County Regional Water and Sewer Authority. With the water plant operational for a couple of years now the Town now has a good feel for the impact of this State mandate. Barring no major changes water rates should be stabilizing as a result of the water purchase agreement. Both the water and sewer rates will continue to be reevaluated annually for adequacy and possible adjustment up or down. *It was moved by Commissioner Chesson, seconded by Commissioner Rodgers and unanimously passed to accept the FY 2016/2017 audit.*

#### **ORGANIZATIONAL UPDATE FOR ALZHEIMERS' OF NORTH CAROLINA**

Mary Green, the Martin County Chairperson, reported that the Alzheimer's of North Carolina has recently changed the name of the organization to Dementia Alliance of North Carolina. All of the funds raised in Martin County

directly benefit individuals with the Alzheimer's disease in the North Carolina. Hamilton will host an Alzheimer's Walk on October 13<sup>th</sup> and invited all to attend and support.

#### **PERSONNEL POLICY UPDATE**

The Finance Director reported a pay plan was adopted by the Board at the 2017 planning retreat in January. The proposed change to the policy of 2.5% from 5% increase for new hires that have successfully completed their probationary period, promotions, reclassifications and demotions will make the policy reflect the pay plan as adopted. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the policy amendments from 5% to 2.5% in the Personnel Policy as presented.*

#### **ANNOUNCEMENT OF NEW TOWN ADMINISTRATOR**

The Mayor reported that the Board has hired a new Town Administrator, John O'Daniel. Mr. O'Daniel will begin with the town on September 17, 2018. He was previously employed as the Town Administrator for Bladenboro.

#### **DEPARTMENTAL REPORTS**

##### **Planning**

The Town Planner and Zoning Administrator reported:

- The Interim Town Administrator, the Planning and Downtown Marketing Coordinator and he attended the 2018 North Carolina Planning Conference.
- Magnuson Hotel cleanup is to begin today. They are preparing the site for the concrete crusher to begin. The town has extended any action at this time as the delay in cleanup was due to inclement weather.

##### **Public Works**

The Public Works Director reported:

- Sanitation tonnage was down due to issues with the street sweeper.
- 818 hours have been spent in the month on water-related work to include flushing water mains.
- There were 64 utility locate requests, and 5 grease trap inspections.
- 25 tons of asphalt was used patching streets in the month.
- The department is reviewing emergency plans with the threat of Hurricane Florence off the coast.

##### **Parks & Recreation**

The Parks & Recreation director reported the following:

- The summer programs have been successful and are winding down.
- There is one game this weekend due to rain date.
- Football registration has completed with 72 children registered.
- Volleyball practice will begin this month with 40 registered.
- Soccer registration has completed and practice has begun.
- The Recreation department will cook for all of the Stampede committee and participating staff and extended an invitation to the Board to join.

##### **Police**

The Police Chief reported:

- Mandatory and in-service training with the exception of firearms which is scheduled for October, have been completed.
- The department participated in an Opioid/homicide training conference.
- The department is preparing for the Carolina Country Stampede and the Williamston Homecoming Parade. Due to the threat of Hurricane Florence, the homecoming committee may cancel the parade.
- The department participated in the National Night Out in Robersonville.
- The US Attorney's office press release was presented to the board. The case dates back a couple of years and involves several individuals that were committing in violent armed robberies and were intending to move into the Wilmington area to continuing the crimes. The Williamston Police Department was directly involved in identifying the suspects and worked in conjunction with several organizations including the US Attorney's office and the ATF to bring this case to a successful close.

##### **Fire/Rescue**

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The Fire Chief provided the following report:

- August was a busy month with a total of 197 responses.
- The RRT responded to a carbon monoxide alarm and a natural gas leak.
- The department attended the South Atlantic Fire Expo in Raleigh and received 6<sup>th</sup> place in the competition.
- There are eight car seat checks.
- The fire prevention officer performed 200 hydrant inspections.
- Grillin' on the Green will be held October 24<sup>th</sup> and 25<sup>th</sup> at the Roanoke Country Club and the Board members were invited to attend

**Administration**

The Interim Town Administrator expressed a deep appreciation to the Board and staff for their support and for the opportunity to serve the Town again.

**CLOSED SESSION**

It was moved by Commissioner Chesson, seconded by Commissioner Moore and unanimously passed to go out of regular session into closed session to address an Attorney- Client Privilege Issue N.C.G.S. 143-318.11 (a) (3).

It was moved by Commissioner Knox to go out of closed session and into regular session. The motion was seconded by Commissioner Moore and unanimously passed to go into regular session.

**Announcement of Bid Award**

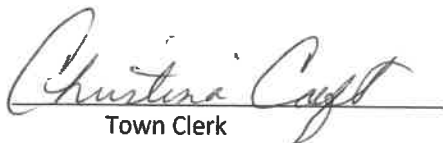
The Mayor requested a motion to award the bid for the refurbishment and remount of the Type III Ambulance in the amount of \$85,339.07 to Select Custom Apparatus. *It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to award the refurbishment and remount of the Type III Ambulance in the amount of \$85,339.07 to Select Custom Apparatus.*

**ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 7:37 p.m.

Submitted By:

Approved By:

  
Town Clerk

  
Mayor