

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

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January 6, 2025

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, January 6, 2025, at 5:30 p.m. at the Town Hall Assembly Room at 102 East Main Street, Williamston, NC.

PRESENT Mayor: Dean McCall
Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, and David Richmond
Town Administrator: Travis Cowan
Town Clerk: Jackie Escobar
Police Chief: Beth Coltrain
Public Works Director: Stacy Stalls
Planning and Zoning Administrator Andrew Brownfield
Planning and Downtown Marketing Coordinator: LaShonda Cartwright
Fire Chief: Michael Peaks
Parks and Recreation Director: Allen Overby
Finance Officer: Mandy Bullock
Town Attorney: Watsi Sutton

ABSENT Town Commissioner Glinda Fox

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, Commissioner Gianpoalo led the pledge of allegiance, and then Commissioner Richmond offered the invocation. The Mayor extended a special welcome to Martin County Commissioner Dempsey Bond and Town of Williamston Planning Board Member Robin Manning-Brown.

AGENDA APPROVED

Commissioner Richmond moved, Commissioner Coffield seconded, and the regular agenda was unanimously approved.

CONSENT AGENDA

Commissioner Moore moved it, seconded it by Commissioner Gianpoalo, and unanimously approved the consent agenda.

Items approved in the Consent Agenda are as follows:

- (1) Regular Board Meeting Minutes of December 2, 2024

PUBLIC HEARING

Commissioner Moore moved it, seconded by Commissioner Richmond, to open the Public Hearing for Budget FY 25-26 at 5:33 pm. The motion moved unanimously. The Town Administrator reported that the purpose of this hearing was to allow for community input for the Town's budget for Fiscal Year 2025-26. With no further comments, Commissioner Moore moved, seconded by Commissioner Coffield, to close the Public Hearing at 5:34 pm. The motion moved unanimously.

PUBLIC COMMENT – *Commissioner Richmond moved it, seconded by Commissioner Moore, to open the Public Comment segment at 5:35 pm. The motion moved unanimously. With no speakers, Commissioner Moore moved, seconded by Commissioner Gianpoalo, to close the Public Comment segment at 5:35 pm. The motion moved unanimously.*

NEW BUSINESS

CDBG Smiling Faces Grant Administration Services Contract

Shay Baggett reported that the Town of Williamston administers a CDBG Grant to install sewer lines along Smiling Faces Daycare's property and connect the property to the Town's existing sewer system. On December 2, 2024, the Board directed Town staff to negotiate a contract with

McAdams and Associates to provide administrative services after completing bidding procedures compliant with CDBG and the Town's purchasing policies. She presented the contract, which has been reviewed by the Town attorney and signed by Emily Miller, President of McAdams and Associates, with a staff recommendation to approve the contract as written. *Commissioner Richmond moved, seconded by Commissioner Moore, to approve the CDBG Smiling Faces Grant Administration Services Contract with McAdams and Associates. The motion passed unanimously.*

CDBG Smiling Faces Grant Preliminary Engineering Report Contract

Shay Baggett reported that the Town is currently administering a CDBG grant to install sewer lines along Smiling Faces Daycare's property and connect them to the Town's existing sewer system. On December 2, 2024, the Board directed Town staff to negotiate a contract with Rivers and Associates to provide preliminary engineering report (PER) services after completing bidding procedures compliant with CDBG and the Town's purchasing policies. Attached is the contract, which has been reviewed by the Town attorney and signed by Rivers and Associates' President, Gregory Churchill. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the CDBG Smiling Faces Grant Preliminary Engineering Report Contract with Rivers and Associates. The motion passed unanimously.*

Acceptance of Certificate of Sufficiency, Smiling Faces Voluntary Annexation Request

The Town Clerk presented the Certificate of Sufficiency for the Smiling Faces petition to annex voluntarily. At the December meeting, the Board approved Resolution 2024-15, directing the clerk to review the petition and confirm that it met the requirements under North Carolina General Statute G.S. 160A-58.1 for non-contiguous annexation. With guidance and assistance from Attorney Sutton, she confirmed that the Certificate of Sufficiency includes all the necessary components:

- a metes and bounds description
- a map showing the area's relation to our corporate limits
- and the names, addresses, and signatures of all required property owners.

The Smiling Faces Daycare property meets all legal standards for non-contiguous annexation, including proximity, serviceability, and area compliance. Based on these findings, Town staff recommended accepting the Certificate of Sufficiency. *Commissioner Richmond moved, seconded by Commissioner Moore, to accept the Certificate of Sufficiency for Smiling Faces Voluntary Annexation Request. The motion passed unanimously.*

Resolution 2025-1, Public Hearing on Question of Annexation

The Town Clerk presented Resolution 2025-1, Public Hearing on Question of Annexation. She indicated that the next step for annexing the Smiling Faces property is to consider Resolution 2025-1, which will set a public hearing to gather input and finalize the Board's consideration of this annexation. The proposed hearing date is February 3, 2025, at 5:30 pm, here at Town Hall during our regular Board meeting. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve Resolution 2025-1, Public Hearing on Question of Annexation. The motion passed unanimously.*

Revised Audit Contract with CRI, Michael Jordan

The Finance Officer presented a revised audit contract from Carr, Riggs, and Ingram. The change from the previous contract is in their company's structure. They are contracting a third party for taxes and consulting. Audit work will remain with the current company we have been working with for the last several years. Auditing standards and practice will remain unchanged. Carr, Riggs, and Ingram, as a reminder, are an outside, unbiased company that reviews the Town's financial statements for Local Government Commission reporting and approval. The Town Attorney has reviewed and approved this contract. *Commissioner Gianpoalo moved, seconded by Commissioner Richmond, to approve the revised Audit Contract with Carr, Riggs, and Ingram. The motion passed unanimously.*

Accessible Parks Grant Contract

The Parks and Recreation Director presented the Accessible Parks grant contract for the Board to approve. This grant is to replace the playground adjacent to the soccer fields and make necessary accessibility improvements. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the Accessible Parks Grant Contract. The motion passed unanimously.*

Consider Agreement with Timber Company

The Public Works Director presented the agreement that will allow Edsel G Barnes III, LLC., buyer, to harvest a small portion of the timber (less than an acre) belonging to the Town of Williamston and allow access to harvest timber that is on the East side of Williamston's Waste Water Treatment Plant which is on the Jane P.Heckstall property. By signing this agreement, the Town will allow the timber company to cross the Town of Williamston's property so that they can harvest the timber on the Jane P Heckstall property without crossing any of the Waste Water Treatment Plant utilities, therefore ensuring there are no damages to the infrastructure. *Commissioner Richmond moved, seconded by Commissioner Moore, to approve the Timber Agreement with Edsel G Barnes III, LLC.. The motion passed unanimously.*

Budget Amendment – Building Demolition

The Town Administrator reported that in recent conversations with the Board, it was evident that the Town needed to separate code enforcement and building demolition into separate line items. As staff prepares for the inevitable demolition of 219 MLK Drive, this budget amendment meets the separation as discussed. It designates funds from the fund balance to facilitate this work. *Commissioner Coffield moved, seconded by Commissioner Richmond, to approve the Budget Amendment – Building Demolition. The motion passed unanimously.*

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- The department responded to 3,109 calls in 2024, marking it the busiest year recorded in the Town of Williamston's history.
- There were two house fires, one between Christmas and New Year's Eve and one on January 2.
- The department completed the roster of training in 2024 and would soon begin their annual required training for 2025.
- The three new hires have graduated from the Fire Academy.

- Unfortunately, Lieutenant Michael Piece has lost his father to cancer. The Fire Chief expressed his deepest condolences.
- Captain Rob Rogers will retire on February 1.
- The state updated the NC Fire Code on January 1, 2025. A notable requirement is that food trucks now require hood suppression systems.

Planning

The Planning and Zoning Administrator reported:

- The Planning and Zoning Director announced that demolition proceedings are progressing as planned. A hearing is scheduled for January 10 during the Town Board meeting.
- The Director outlined upcoming advisory meetings, which include the Mid-East Rural Planning Organization on January 16, 2025, and a WDI general meeting on January 15, 2025.
- Additionally, the Director noted that the Dollar General project at the intersection of West Main and NC-125 is complete.
- The Director also reported that a pre-construction meeting for the River Boardwalk project occurred on December 4, 2024. He indicated that pilings will be completed by February, marking the start of the moratorium on pilings.

Finance

The Finance Officer reported:

- Point and Pay integration was complete and live for residents.
- Staff began working on annual W2 forms.

Police

The Police Chief provided the following report:

- Officers participated in Hamilton's Christmas Parade, the Williamston Christmas Parade, and local schools' Christmas stores. The department hosted its annual Christmas Downtown event with a successful turnout!
- The total number of calls for service is 724. The top calls included traffic stops, foot patrol, and unlocking vehicles. In December, there were 98 incidents and 57 arrests.
- The Police Chief reported that a local Speedway was robbed on December 8 by the same thief involved in a robbery case in Robersonville. A Williamston Police Detective successfully identified, located, and arrested the suspect. The Police Chief praised the officers and expressed her pride in their work.
- Commissioner Richmond thanked the Police Department for their excellent work.

Public Works

The Public Works Director reported the following:

- He contacted CSX about removing the railroad timbers on Elm Street.
- Staff handled 10 water leaks, which were common during colder temperatures.
- Staff completed preventative maintenance as required by the State.

Parks and Recreation

The Parks and Recreation Director reported:

- Basketball was still in season, with a tournament scheduled for March 8.
- NC Amateur Sports awarded the Town of Williamston a \$12,000 grant to top-dress the baseball fields.
- A steering committee meeting for the Parks Comprehensive Plan will occur on **January 23, 2025**.

Closed Session – N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business

Commissioner Richmond moved, with a second by Commissioner Moore, to go out of regular session into closed session for N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business at 6:23 pm. The motion passed unanimously.

Commissioner Richmond moved, seconded by Commissioner Moore, to move out of the closed session into a regular session at 7:14 p.m. The motion passed unanimously.

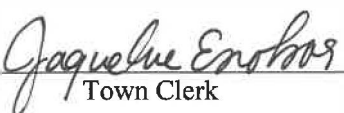
The Town Attorney clarified the statutes for the closed sessions are as follows: N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business opposed to the agenda only listing N.C.143-318.11(a)(5).

Commissioner Moore moved, with a second by Commissioner Richmond, to go out of regular session into closed session for N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business at 7:16 pm. The motion passed unanimously.

Commissioner Richmond moved, seconded by Commissioner Moore, to move out of the closed session into a regular session at 7:59 p.m. The motion passed unanimously.

There being no further business, it was moved by Commissioner Moore, seconded by Commissioner Richmond, and unanimously declared the meeting adjourned at 8:00 pm.

Submitted By:


Town Clerk

Approved By:


Mayor

