

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

June 6, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, June 6, 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
Town Administrator: Eric Pearson
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

ABSENT None

CALL TO ORDER AND INVOCATION

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

AGENDA APPROVED AS PRESENTED

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.

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the May Meetings: 5/2, 5/10, 5/16, 5/23, 5/23
- (2) Set Special Meeting for June 20, 2016
- (3) Tax Relief Order
- (4) Budget Amendment – Eric Pearson Retirement
- (5) Budget Amendment – Police Department

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

WELCOME

The Mayor welcomed County Commissioner Dempsey Bond who was in attendance at the meeting.

Safety Award Recognition

James Peele reported that the NC Department of Labor presented safety awards at the Greenville Safety Awards Banquet on May 12, 2016. He presented the following Town of Williamston departments with the Gold-Level Safety awards that were honored at the banquet:

- Water/Sewer Pipeline Construction (1st year)
- Recreation Department (3rd year)
- Administration (4th year)
- Garage Mechanics (4th year)
- Police Department (3rd year)

- Public Works Administration (4th year)
- Waste Water Treatment Plant (4th year)
- Zoning Department (4th year)
- Cemetery Department (5th year)
- Fire/Rescue & EMS Department (5th year)
- Sanitation Collection (5th year)
- Street and Road Maintenance (5th year)

PUBLIC HEARING

The Mayor requested that the public hearings for the Fiscal 2017 Budget, Stormwater Enterprise Fund and the Rates for the Stormwater Enterprise Fund be combined. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to combine the public hearings for the Fiscal 2017 Budget, Stormwater Enterprise and the Rates for the Stormwater Enterprise Fund.*

Fiscal Budget

The Mayor announced that this was a public hearing and called on The Town Administrator to review the Proposed balanced budget for FY 2016/2017. The Town Administrator presented the highlights of the proposed FY 2016/2017 Budget as follows:

- No Property Tax increase.
- An increase in the license fee tax from \$5 to \$30, of which all of the increase is dedicated to street related expenses.
- The in town water base rate has decreased to \$18.75/month and a flat base rate of \$27 has been established for all out of town customers
- The sewer utility per thousand gallon rate increased from \$5.75 to \$6.
- The new Storm Water Utility Fund has been created be a dedicated revenue source for the completion of the Skewarkee Canal Drainage project.
- The monthly charge to the in-town's utility customers for the water fee will increase to \$20 monthly fixed fee and \$8 per thousand gallons.
- \$100,000 has been allocated to continue to fund the Other Post-Employment Benefits (OPEB).
- Employees will receive a 3% wage increase.
- A change was made to another group medical insurance as Blue Cross & Blue Shield proposed a 48% increase in premiums. The change to First Carolina Care Insurance will result an increase to about 10% over last year's rates.
- No fund balance was used to balance the Fiscal 2015 and 2016 budgets
- Total General fund is \$5,856,756 and total Water and Sewer Fund if \$4,741,400
- The Town has met and exceeded the Local Government Commission requirements.
- Capital purchases in the FY 2016/2017 budget match the capital in the Capital Improvement Plan for the FY 2016/2017.

Storm Water Utility Fund

Mark Garner, Rivers and Associates Vice President, reported that the Town has made a decision to adopt a Stormwater Utility Fund for various purposes associated with Storm Management Utility. There is a proposed ordinance to establish a Stormwater Utility Enterprise which can be used to make improvements to the system. The driving force behind this is that the United States of Department of Agriculture (USDA) requires a dedicated revenue source for repayment of the loan. The jurisdiction of this ordinance will be the city limits and the annexed areas. Developed land is property that has been altered from its natural state. The amount of impervious coverage of real property is a key factor in the peak rate of stormwater runoff and the pollutant loadings of stormwater runoff discharged to the structural and natural drainage systems and facilities. The schedule of fees and charges for use of the stormwater utility applies to all developed land properties within the jurisdiction and are grouped into four categories: residential, small commercial, large commercial and institutional. The charges will be collected with the water bill. Stormwater management utility service charge and fee revenues will be assigned and dedicated solely to the Stormwater Enterprise Fund in the town budget and accounting system,

which will remain separate from other funds and used only to fund stormwater management programs and structural and natural stormwater and drainage systems.

Rates for Stormwater Enterprise Fund

The Town Administrator reported that the fees are based on the four categories: residential, small commercial, large commercial and institutional. The revenues from the fees collected will create only enough money to cover the cost of the USDA debt service and will not be used to cover any salaries or materials. There will be no additional staff positions created for this fund. The monthly fee to be charged on the water bills are \$1.35 per residential properties, \$4.15 for small commercial properties, \$3.35 for large commercial properties and \$2.00 for institutional properties. The stormwater fee has to be applied to all customers in-town but cannot be charged to any out-of-town customers. The estimated annual revenue is \$46,260. The funds will address water quantity, not quality.

The Mayor asked for public comment. No public comments were received. *It was moved by Commissioner Chesson, seconded by Commissioner Coffield to close the public hearing.*

PUBLIC COMMENT

Richard Clayton, 104 W. Grace Street, requested a copy of the lab reports on the water. He would like for those reports to be available at the billing office. He would like a report that shows what materials are in the water and a list of the hazards associated with those materials.

Steve Minor, retired employee of the Town of Williamston, reported that he is very grateful for the sidewalk that the Town has constructed and to applaud the Williamston Police Department for their professionalism. He reported that he is satisfied with the current state of air conditioning in the gym at the Gaylord Perry Park.

OLD BUSINESS

Ordinance 2016-90 Establishing a Stormwater Management Fund

Mark Garner with Rivers and Associates was available for any additional questions concerning the Stormwater Management Fund. *It was moved by Commissioner Chesson, seconded by Commissioner Knox to approve Ordinance 2016-90 Establishing a Stormwater Management Fund. This ordinance is hereby incorporated with the minutes of this meeting and filed in the Town's ordinance Book for future reference.*

Ordinance 2016-87 Fiscal 2017 Budget

The Town Administrator presented Budget Ordinance 2016-87 for the Board's consideration. \$5,856,756 was appropriated for the General Fund, \$46,260 estimated for the Storm Water Fund, and \$4,741,400 estimated revenues to be available in Enterprise Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

It was moved by Commissioner Horton to approve the Budget Ordinance as presented. The motion was seconded by Commissioner Rodgers and unanimously passed. Budget Ordinance 2016-87 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Capital Improvement Plan 2016-2017

The Town Administrator presented the Capital Improvement Plan 2016-2017 for the Board's consideration.

It was moved by Commissioner Horton to approve the Capital Improvement Plan 2016-2017 as presented. The motion was seconded by Commissioner Rodgers and unanimously passed.

Ordinance 2016-88 Specifying Order that Partial Payments are Applied to Enterprise Services

The Town Administrator presented Ordinance 2016-88 Specifying Order of Application of Partial Payments for Enterprise Services. Any payment whether in full or a partial payment will be applied in the following order: storm water fee, sewer fee, MCRWASA fee and the water fee.

It was moved by Commissioner Horton to approve the Ordinance 2016-88 Specifying Order of Application of Partial Payments for Enterprise Services as presented. The motion was seconded by Commissioner Rodgers and unanimously passed. Ordinance 2016-88 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Resolution 2016-132 Establishing Stormwater Rates and Fees

The Town Administrator presented Resolution 2016-132 Establishing Stormwater Rates and Fees. The rates are \$1.35/month for residential, \$4.15/month for small commercial, \$3.35/month for large commercial, and \$2/month for institutional properties. The rates will be charged to all in-town properties and billed on the town's Utility Bills each month.

It was moved by Commissioner Chesson to approve the Resolution 2016-132 Establishing Stormwater Rates and Fees as presented. The motion was seconded by Commissioner Horton and unanimously passed. Ordinance 2016-132 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Resolution 2016-133 Establishing Water Rates and Fees

The Town Administrator presented Resolution 2016-133 Establishing Water Rates and Fees. The in-town water rate is \$18.75/month base rate and \$8/1,000 gallon usage charge. The out of town water rate is \$27/month base rate and \$10/1,000 gallons. The in-town sewer rate is \$23/month base rate and \$6/1,000 gallons usage charge. The out of town sewer rate is \$46/month base rate and \$12/1,000 gallons.

It was moved by Commissioner Knox to approve the Resolution 2016-133 Establishing Rates and Fees for Water and Sewer Related Services as presented. The motion was seconded by Commissioner Coffield and unanimously passed. Ordinance 2016-133 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Gaylord Perry Center Saturday Opening

The Parks and Recreation Director requested that the Board consider extending hours of operation for the Gaylord Perry Center to include a half of day on Saturday. The expense is included in the budget. The Director reported that he would be able to stagger hours of the staff for some of the time to decrease any additional hours. He would not be able to pull his fulltime staff from the weekly duties in the summer when there are games to cover the Saturday shift as that would put them into overtime. There will not be additional new activities. This would increase the availability of the exercise equipment and gym.

It was moved by Commissioner Chesson, seconded by Commissioner Coffield to extend the business hours of the Gaylord Perry Center to include one half day on Saturday. Commissioners Chesson, Coffield, Rodgers, Knox voted in favor, Commissioner Horton voted against. Motion carried.

Appointment to MCRWASA Board

The Mayor reported that Hilton Keel Jr. has agreed to serve, behalf of the Town of Williamston, on the Martin County Regional Water and Sewer Authority Board.

It was moved by Commissioner Knox to approve the nomination of Hilton Keel Jr to the Martin County Regional Water and Sewer Authority Board. The motion was seconded by Commissioner Coffield and unanimously passed.

NEW BUSINESS

Approval of 2016 Carr Riggs & Ingram Audit Contract

The Finance Officer presented a renewal contract with Carr Riggs & Ingram for the audit of the town of Williamston for fiscal year ending June 30, 2016. The base fee is \$26,520 which includes a 5% increase from the previous year.

It was moved by Commissioner Horton to approve the Carr Riggs & Ingram Audit Contract as presented. The motion was seconded by Commissioner Knox and unanimously passed.

Resolution R-2016-134 Accepting Hilton Road as Public Street

The Director of Planning and Development reported that Southern Realty and Development LLC has requested that Hilton Road be accepted as a public street. The purpose of accepting the road as a public street is to be effectively address parking and other issues on the street. This road was annexed into the city limits with New Dixie.

It was moved by Commissioner Chesson to adopt the Resolution R-2016-134 Accepting Hilton Road as Public Street.

The motion was seconded by Commissioner Coffield and unanimously passed. Resolution 2016-134 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Ordinance 2016-91 Prohibiting Parking on Hilton Road

The Director of Planning and Development reported that parking is a safety and convenience issue on Hilton Street. The tractor trailer trucks park on the side of the road.

It was moved by Commissioner Knox to adopt the Ordinance R-2016-91 Prohibiting Parking on Hilton Road. The motion was seconded by Commissioner Coffield and unanimously passed. Ordinance R-2016-91 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Administrator Recruitment Status

Director of Planning and Development reviewed the job description and timeline for recruitment of a Town Administrator. He requested Board guidance on the advertisement that will be used to recruit new applicants. There are many web-based sites that will advertise very quickly while there are some professional journals that are distributed bi-monthly. In-town residency is required. Mr. Kanipe reported that it is important to note that Williamston is a certified Audubon International Society. The Mayor requested the addition of the wording "not required" after Master's preferred. The deadline to advertise in the League Letter is June 23, 2016. It is anticipated that the new Town Administrator will be in place by early December. The cost of advertise in the ICMA is approximately \$600 as this publication will reach outside of the North Carolina. It was the consensus of Board to move forward with the job description with the changes discussed.

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- There were 225 emergency responses in the month May.
- Six prevention programs were held
- The EMS received the State approval to become an Intermediate level.
- One of the trucks has a water

Police

The Police Captain Chief reported:

- Normal call volume for the month.
- All of the parts to outfit the new patrol cars have arrived and are being installed.
- Completed Mobile Crisis Training
- The department was involved in a pursuit which ended in Windsor. The suspect jumped and ran. The car did catch on fire due to faulty equipment on the car but the fire department quickly had the fire under control. The driver of the car nor police were injured.

Planning

The Planning Director reported:

- Several houses have been demolished.
- The cleanup on the river has been slow due to the water level. The cleanup should be complete in a couple of weeks.
- The hazard Mitigation Plan is due to be revised. This plan costs \$35,000 to update so the Town joined a regional group. The plan has been grant funded due to the consolidation.
- The Planning Department will have an ECU intern for the summer. This is not a paid position.
- The sidewalk on mainstreet has been completed.

Public Works

The Public Works Director reported:

- 35 tons of asphalt has been used in May.
- Sanitation tonnage for the May totaled 192 tons.

Parks & Recreation

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The Parks & Recreation director reported the following:

- The Godwin-Coppage Park playground is almost complete.
- He is in the process of obtaining additional quotes for the roof repair at the center.
- Movie in the Park was cancelled due to rain and the dvd player will not play.

Administration

The Town Administrator expressed appreciation of the Board and staff. He is very proud of the large number of safety awards that the Town received as safety is a top priority.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:50 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor