

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

February 3, 2025

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, February 3, 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 Glinda Fox
 Town Administrator: Travis Cowan
 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
 Town Attorney: Watsi Sutton
- ABSENT** Town Commissioner David Richmond
 Town Clerk: Jackie Escobar
 Finance Officer: Mandy Bullock

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, Commissioner Coffield led the pledge of allegiance, and then Commissioner Moore offered the invocation. The Mayor extended a special welcome to former Williamston Mayor Joyce Whichard-Brown, Martin County Commissioners Dempsey Bond and Ronnie Smith, and Town of Williamston Planning Board Member Robin Manning-Brown.

AGENDA APPROVED

Commissioner Fox moved, Commissioner Moore seconded, and the regular agenda was unanimously approved.

CONSENT AGENDA

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

Items approved in the Consent Agenda are as follows:

(1) Budget Amendment for Skewarkee Sewer Outfall Renovation Project

Title	Debit	Credit
Sewer Retained Earnings		\$10,000.00
		\$10,000.00
Construction	\$156,804.90	
Contingency		\$102,833.15
CCTV	\$1,028.25	
Easement Prep & Acquisition		\$20,000.00
Mitigation Fees		\$25,000.00
Legal & Administrative		\$10,000.00
Closing Costs	\$10,000.00	
		\$167,833.15
Total	\$167,833.15	\$167,833.15

PUBLIC HEARING

Commissioner Moore moved it, seconded by Commissioner Richmond, to open the Public Hearing for Voluntary Annexation of Smiling Faces at 5:35 pm. The motion moved unanimously. The Town Administrator reported that the purpose of this hearing was to allow for community input regarding the voluntary annexation of Smiling Faces Daycare. With no further comments, Commissioner Moore moved, seconded by Commissioner Gianpoalo, to close the Public Hearing at 5:36 pm. The motion moved unanimously.

PUBLIC COMMENT – None

OLD BUSINESS

Reconsideration of the MCNC Encroachment Agreement

Shay Baggett reported that the Town Staff is requesting the Board reconsider the encroachment agreement between the Town of Williamston and MCNC. This agreement permits MCNC to install fiber lines through the Town Right-of-Way to the Providence Omnistructure (the Old Middle School) building. The Town Attorney reviewed and approved the agreement. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the MCNC Encroachment Agreement. The motion passed unanimously.*

NEW BUSINESS

Resolution of Tentative Award for Negotiated Bid for Williamston Skewarkee Sewer Rehab – Phase II – Sewer Rehab

Kevin Cooper of Rivers and Associates reported that the Town of Williamston initially advertised the Skewarkee Outfall Sewer Rehabilitation Project in October 2024. However, the first bid opening in November did not meet the minimum requirement. After re-advertising, the Town received only one bid from Bio-Nomic Services, Inc., which exceeded the available budget. To reduce costs, the Town and Bio-Nomic negotiated a revised scope, focusing on rehabilitating existing services instead of full replacements. A cost-saving alternative using chemical grout for service lateral rehabilitation was adopted, leading to significant reductions in bid line items and a total contract reduction of \$1,141,845.50. The revised contract, now totaling \$1,821,804.90, was incorporated into the contract documents. The Resolution 2025-02 Memo confirmed the Town's recommendation to approve Bio-Nomic's bid, pending approval from the NCDEQ Division of Water Infrastructure. *Commissioner Fox moved, seconded by Commissioner Moore, to approve Resolution 2025-02 Awarding Bid For Skewarkee Outfall Sewer Rehabilitation Improvement Project. The motion passed unanimously.*

Project Ordinance 2025-01, NCAS Softball Fields

The Town Administrator presented the NCAS Youth Sports Project, which aims to increase youth sports participation in the Town. The project focuses on maintaining the four softball fields at Godwin Coppage Park. A grant from North Carolina Amateur Sports will fully fund the \$12,960 needed for repairs, including top-dressing and cutting the outfield lips on each field. He emphasized the importance of detailed accounting for the Capital Project Fund to meet Local Government Commission requirements. He stated that staff would provide monthly financial status reports to the Board. *Commissioner Moore moved, seconded by Commissioner Gianpoalo, to approve the Project Ordinance 2025-01, NCAS Youth Sports Project. The motion passed unanimously.*

DEPARTMENTAL REPORTS

Police

The Police Chief provided the following report:

- Officers participated in key partner meetings, the Martin Luther King Jr Parade, and the award ceremony at EJ Hayes.
- The total number of calls for service is 681. The top calls included traffic stops, foot patrol, and unlocking vehicles. 96 of those 681 were actual calls where somebody was calling to report a crime. Of those calls, there were 45 arrests.
- The Police Chief reported that on January 21st, a gentleman was reported missing, Mr. Theophilus Whitehead. His vehicle was located at Moratoc Park. Unfortunately, on January 24th, his body was located and recovered from the Roanoke River. The Police Chief thanked the multiple agencies that assisted in the case, including the Martin County Sheriff's Office, the Bertie County Sheriff's Office, Bertie County Emergency Management, Bertie County EMS, Craven County Emergency Management, Hertford County Emergency Management, and the North Carolina State Management in North Carolina, Resource Commission, and the State Bureau of Investigation.
- Ms. Betsy, the Police Department Records Clerk, is set to retire on March 1st. She has been an instrumental asset to the department, making it challenging to fill her vacancy.
- Officers completed criminal justice training and standard audit, which happens every three years.

Planning

The Planning and Zoning Administrator reported:

- Demolition proceedings progressed as expected, and the hearing concluded on January 31st. The owner received 30 days to abate the property before staff could present an ordinance to the Town Board for demolition approval.
- The Mid-East Rural Planning Organization held a meeting on January 16, 2025, where regional projects were discussed, including the use of Reduced Conflict Intersections and roundabouts to enhance traffic flow and safety.
- NCDOT discovered construction materials underground near the US-17 project site, extending the completion timeline to April 2028 from January 2027.
- The Prison Camp Road extension project remained on track for completion by December 2025, with NCDOT estimating it was 75% complete.
- The Piedmont and Coastal NC Clean Communities Advisory Committee met on January 29, 2025, and formalized its founding documents during its start-up phase.
- The Downtown Concert Series preparations progressed, focusing on identifying funding sources and bands.
- WDI collaborated with the North Carolina Main Street program to prepare a strategic planning session with members, aiming to create a development strategy with local business owners.
- WDI began building a relationship with the local Historic Society to improve program accessibility between both organizations.
- The River Boardwalk Project remained on pace for timely completion, with a contractor and engineer meeting scheduled for February 20th.

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- WDI met with members of the UNC School of Government to discuss the UNC DFI program, which allows students to design downtown renovation plans at no cost to the town.

Finance

The Town Administrator reported:

- The Finance department was working diligently on the audit.
- The Finance Officer provided the Budget-to-Actual report included in the Agenda Packet.

Parks and Recreation

The Parks and Recreation Director reported:

- Basketball was still in season, with a 10-year-old All-Star tournament scheduled for March 8 at Riverside Middle School.
- Soccer registration will open in a couple of weeks.
- On January 23, 2025, a steering committee meeting for the Parks Comprehensive Plan was held. The first public information meeting will be advertised and accompanied by a public survey.

Public Works

The Public Works Director reported the following:

- The cold weather prompted several water main leaks.

Fire/Rescue

The Fire Chief provided the following report:


- The department responded to 250 calls in January.
- The Fire Chief attended the NC Association of Fire Chiefs Mid-Winter Conference & Expo in Concord.
- The Fire Chief will attend the Congressional Fire Service Institute in Washington, DC. He was invited to attend, providing the department an opportunity to discuss fire service-related issues with congressional leaders.
- Captain Rogers has retired. The Fire Chief publicly thanked Captain Rogers for the service and sacrifice that he and his family have offered. Captain Rogers will remain in the department as a part-time member and as a volunteer, continuing to serve but relinquishing some of his responsibilities in the command staff.
- Unfortunately, the department lost a retired member, Troy Harrell. He was a very active volunteer, having served our community for over 35 years.

There being no further business, *it was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously declared the meeting adjourned at 6:07 pm.*

Submitted By:


Town Clerk

Approved By:


Mayor