

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

June 29, 2021

The Board of Commissioners of the Town of Williamston met in special called meeting on Tuesday, June 29, 2021 at 1:00 p.m. at the Town Hall Assembly Room 102 E. Main Street, Williamston, NC.

**PRESENT** Mayor: Joyce Whichard-Brown  
Commissioners: Ronell Rodgers, Jerry Knox, Alton Moore, and William Coffield  
Town Administrator: Christina Craft, Interim  
Town Clerk: Jackie Escobar  
Finance Officer: Christina Craft  
Fire Chief: Michael Peaks

**ABSENT** Commissioner: Al Chesson

**CALL TO ORDER AND INVOCATION**

The Mayor called the meeting to order. Commissioner Knox led the pledge of allegiance. Commissioner Rodgers offered the invocation, after a moment of silence for the tragedy in Florida and our country.

**AGENDA APPROVED**

*It was approved by Commissioner Knox, seconded by Commissioner Coffield, and unanimously passed to approve the regular agenda.*

**CONSENT AGENDA**

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 Rodgers, seconded by Commissioner Coffield, and unanimously passed to approve the consent agenda.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of Budget Amendment – COVID Expenses (Rescue Department)

<u>General Fund</u>	
CARE ACT – COVID 19 FUNDS	\$26,855.75
Undesignated Fund Balance	\$26,855.75

The purpose of this amendment is to budget funds into the revenue account and cover unexpected COVID expenses in the Rescue Department. Funds were received in June 2020 and recorded in the liability account. The offset is fund balance in this budget amendment and also budget amendment #24 approved at the June 7, 2021 Board Meeting.

- (2) Approval of Budget Amendment - Fire Department Capital Project Fund

<u>General Fund</u>	
Transfer from General Fund	\$40,000.00

The purpose of this amendment is to transfer additional funds for Fire Department Project to cover financing costs that were over the estimated costs. It also transfers funds within the project to better identify the costs within each line. This will increase the General Fund Contribution line in the project Ordinance # 2020-2 dated January 6, 2020.

- (3) Approval of Budget Amendment - Police Department Capital Project Fund

<u>General Fund</u>	
General Fund Contribution	\$100,000.00

The purpose of this amendment is to reallocate expenditure within the Police Department Project to better identify the costs within each line. It also increases the Contribution from General Fund by \$100,000 that was approved at the January 4, 2021 Town Board Meeting.

- (4) Approval of Budget Amendment - Finance Retiree Salary

<u>General Fund</u>	
Regular Salaries	\$19,389.00

The purpose of this amendment is to appropriate funds to cover salary costs and vacation payout as Linda Harrison retired April 4, 2021.

**OLD BUSINESS**

**BUDGET AMENDMENT – CDBG REDEVELOPMENT GRANT PROJECT**

Christina Craft reports how initially the CDBG Redevelopment Grant Project covered three buildings at supposedly no cost to the Town. However, studies were often requested, thus incurring the Town extra costs. Due to the defunding of Bowen Signs and Mitchell Building, funds were not reimbursed. Commissioner Rodgers asked for reassurance that after amending moneys, the commissioners are left in good standing. Craft confirms that there is sufficient money before changes happen. *Motion to accept by Commissioner Moore, seconded by Commissioner Knox. All in favor.*

**NEW BUSINESS**

**APPROVAL OF RESOLUTION 2021-8 ACCEPTING AMERICAN RESCUE PLAN ACT OF 2021 FUNDS**

Christina Craft reports the resolution is allows the Town to receive the American Rescue Plan Act funds. The American Rescue Plan assists with speeding up the recovery from the economic and health effects from the COVID-19 pandemic and ongoing recession. Guided by the NC Pandemic Recovery Office, the town will receive their distribution from the state. The funds will be in a separate fund so it does not comingle with other moneys. Craft emphasizes that the funds come with a lot of limits of how to put them to best use. *It was approved by Commissioner Coffield, seconded by Commissioner Knox. All in favor.*

**APPROVAL OF EMS INSURANCE PROVIDER CONTRACTS**

Chief Peaks reports individuals with Medicaid will have to contract provider. These contracts are necessary in order for EMS to receive payments. This changes the amount from \$75 to \$140. Typically this money is seen once a year with the Medicaid Cost Report, but with the contracts we will see this money sooner. Chief Peaks requests that the board approve signing the contracts pending Sutton's review. *Approval of signature pending review moved by Commissioner Knox, seconded by Commissioner Coffield. All in favor.*

There being no further business, the Mayor declared the meeting adjourned at 1:29 p.m.

Submitted By:

Approved By:

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Town Clerk

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Mayor