

**TOWN OF WILLIAMSTON
REGULAR BOARD OF COMMISSIONERS MEETING
WILLIAMSTON TOWN HALL
102 E. MAIN ST., WILLIAMSTON NC 27892
MONDAY, AUGUST 5, 2024, 5:30 P.M.
AGENDA**

Times listed are estimates only. **Do not rely on listed times for when these items will be addressed. It is noted that items may be addressed earlier or later than the estimated times shown on this agenda.

| <u>Agenda Item</u> | <u>Time **</u> | <u>Action</u> | <u>Page(s)</u> |
|---|----------------|---------------|----------------|
| <u>I Mayoral Procedures</u> | | | |
| (1) Call to Order | 5:30 | | |
| (2) Pledge of Allegiance | 5:31 | | |
| (3) Opening Prayer | 5:33 | | |
| <u>II Discussion/Adjustment to the Agenda</u> | 5:34 | X | |
| (Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion) | | | |
| <u>III Consent Agenda</u> | 5:35 | X | |
| (These items may be adopted with a single motion, second and vote. However, any Governing Board Member may request removal of any item or items for full discussion.) | | | |
| (1) Regular Board Meeting Minutes of June 28, 2024 | | | 1-3 |
| (2) Regular Board Meeting Minutes of July 1, 2024 | | | 4-8 |
| (3) Budget Amendment – Destination by Design | | | 9 |
| (4) Budget Amendment – Godwin Coppage Lights | | | 10 |
| <u>IV Introduction of new Staff</u> | 5:36 | | |
| <u>V Public Comment</u> | 5:40 | | |
| <u>VII Old Business</u> | | | |
| (1) Discontinue Broadcasting Town Board meetings <u>Eric Pearson</u> | 5:50 | X | 11 |
| (2) Ordinance 2024-07 Amended Mobile Food Vendor Ordinance <u>Andrew Brownfield</u> | 5:55 | X | 12-16 |
| <u>VIII New Business</u> | | | |
| (1) Order for the Town Tax Collector to Collect 2024 property taxes <u>Tiffany White</u> | 6:05 | X | 17 |
| (2) Renew Emily Miller Grant Writer Agreement <u>Eric Pearson</u> | 6:08 | X | 18-21 |
| (3) Resolution 2024-13 Rural Downtown Economic Development Grant <u>Andrew Brownfield</u> | 6:10 | X | 22-23 |
| (4) Memorandum of Understanding – Williamston Downtown Inc. <u>LaShonda Cartwright</u> | 6:15 | X | 24-29 |

The Town of Williamston usually holds all public meetings in the assembly room but provides an alternate space on the first floor for those with disabilities. Any individual with a disability who desires to attend the meeting should call 252-792-5142 as early as possible prior to any meeting.

Note: Please turn off any cell phones, etc. during this meeting. Thank you for your cooperation.

| | | | |
|--|------|---|-------|
| (5) Resolution 2024-12 Accepting the Lead and Service Line Grant <u>Eric Pearson</u> | 6:25 | X | 30-31 |
| (6) Ordinance 2024-06 Road Closure EJ Hayes Homecoming <u>Captain Coltrain</u> | 6:28 | X | 32-33 |
| (7) Request to close Town Hall Administration November 14, 2024 for Administration Training <u>Mandy Bullock</u> | 6:30 | X | 34 |
| (8) Request to close Town Hall – November 18, 2024 Longevity Luncheon <u>Mandy Bullock</u> | 6:33 | X | 35 |
| (9) Consider Joint Sidewalk Project on East Main with NCDOT <u>Eric Pearson</u> | 6:35 | X | 36-43 |
| (10) Audit Engagement Letter and Contract, Carr, Riggs and Ingram Fiscal Year 2023-2024 <u>Mandy Bullock</u> | 6:45 | X | 44 |
| VIII Department Head Reports | 6:50 | | |
| Planning | | | |
| Finance | | | |
| Police | | | |
| Parks & Recreation | | | |
| Public Works | | | |
| Fire | | | |
| IX Adjourn Regular meeting | 7:05 | | |
| X Closed Session N.C.143-318.11(a)(3) Attorney Client Privilege <u>N.C.143-318.11(a)(6) Employee Matter</u> | 7:05 | | |
| Adjourn Closed session | 7:45 | | |
| Information attachments | | | |
| Martin Memorial Library Advisory Board Minutes | | | 45-46 |
| FEMA Notice | | | 47-51 |
| Minutes in reference to closing a portion of Franklin Street | | | 52-53 |
| Vacant Property Notice to Downtown Building Owners | | | 54-55 |
| School of Government Invoice (Paid) | | | 56 |

This meeting is open to the public virtually. If you wish to make comments during the meeting, please forward questions or comments to jescobar@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC in advance. You may still speak at the meeting but written comments will ensure they understand in case of technical difficulties.

If you would like to listen and have input during the Public Hearing and Public comment sections, please follow the instructions below:

Please join our meeting from your computer, tablet or smartphone.

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United States: +1 (872) 240-3212

- One-touch: tel:+18722403212,,360529277#

Access Code: 360-529-277

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

June 28, 2024 | End of Fiscal Year Meeting

The Board of Commissioners of the Town of Williamston met in a regular meeting on Friday, June 28th, 2024, 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, Glinda Fox, and David Richmond
Town Administrator: Eric Pearson
Town Clerk: Jackie Escobar
Finance Officer: Mandy Bullock

ABSENT

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, Commissioner Gianpoalo led the pledge of allegiance. Commissioner Coffield offered the invocation.

AGENDA APPROVED

The Town Administrator reported that each Board member was provided a replacement for the Budget Amendment due to a typo. *It was moved by Commissioner Fox, seconded by Commissioner Richmond, and unanimously approved the regular agenda.*

CONSENT AGENDA

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

Items approved in the Consent Agenda are as follows:

- (1) Budget Amendment – Gaylord Perry Project

| | |
|------------------------------|---------------|
| Transfer from General Fund | \$10,000 |
| <u>Construction/Building</u> | <u>10,000</u> |
| | 10,000 |

- (2) Budget Amendment – River Boardwalk Project

| | |
|------------------------------|---------------|
| Contingency | \$25,000 |
| <u>Destination by Design</u> | <u>25,000</u> |
| | 25,000 |

- (3) Budget Amendment – General Fund Professional Services

| | |
|-----------------------------|--------------|
| Undesignated Fund Balance | (\$5,000) |
| <u>Professional Service</u> | <u>5,000</u> |
| | 5,000 |

- (4) Budget Amendment – Police Vehicles

| | |
|---------------------------------|--------------|
| Undesignated Fund Balance | (\$5,000) |
| <u>Capital Outlay Equipment</u> | <u>5,000</u> |
| | 5,000 |

| | |
|--|-----------------|
| (5) Budget Amendment – Rescue Department Supplies | |
| Undesignated Fund Balance | (\$5,000) |
| <u>Department Supplies Direct</u> | <u>5,000</u> |
| | 5,000 |
| (6) Budget Amendment – Parks & Rec Utilities | |
| Undesignated Fund Balance | (\$10,000) |
| <u>Utilities</u> | <u>10,000</u> |
| | 10,000 |
| (7) Budget Amendment – Stampede Festival | |
| Undesignated Fund Balance | (\$200) |
| <u>Stampede Festival</u> | <u>200</u> |
| | 200 |
| (8) Budget Amendment –E J Hayes Donation | |
| Undesignated Fund Balance | (\$3,000) |
| <u>EJ Hayes Alumni Association</u> | <u>3,000</u> |
| | 3,000 |
| (9) Budget Amendment – Salaries/Overtime Enterprise Fund | |
| Retained Earnings - Water | (\$7,500) |
| Retained Earnings - Sewer | (37,500) |
| Temporary Salaries | 4,000 |
| Regular Salaries | 30,000 |
| Postage | 3,500 |
| Repair Buildings and Grounds | 4,000 |
| <u>Capital Outlay Equipment</u> | <u>3,500</u> |
| | 45,000 |
| (9) Budget Amendment – Salaries and Overtime General Fund | |
| Undesignated Fund Balance | (\$94,000) |
| <u>Salaries</u> | <u>94,000</u> |
| | 94,000 |
| (11) Budget Amendment – Community Development Block Grant (CDBG) Project | |
| CDBG-NR Grant | (\$34,735) |
| Construction/Building | 144,735 |
| Construction P&R A/C | (100,000) |
| <u>Professional Services</u> | <u>(10,000)</u> |
| | 144,735 |
| (12) Budget Amendment – Water Repairs (recent water line break) | |
| Retained Earnings - Water | (\$10,000) |
| <u>Repair Equipment</u> | <u>10,000</u> |
| | 10,000 |

| | | |
|---|--|----------------|
| (13) Budget Amendment – AIA – Water Project | | |
| Water Enterprise Contribution | | \$4,500 |
| <u>Consulting Fees</u> | | <u>(4,500)</u> |
| | | 4,500 |

(14) Amended Resolution 2024-10 Meeting Schedule for FY25

| | | | |
|----------|------------------------|--------|---------------|
| Monday | July 01, 2024 (1) | 5:30PM | Town Hall |
| Monday | August 5, 2024 | 5:30PM | Town Hall |
| Monday | September 09, 2024 (2) | 5:30PM | Town Hall |
| Monday | October 07, 2024 | 5:30PM | Town Hall |
| Monday | November 04, 2024 | 5:30PM | Town Hall |
| Monday | December 02, 2024 | 5:30PM | Town Hall |
| Monday | January 06, 2025 (3) | 5:30PM | Town Hall |
| Friday | January 24, 2025 (4) | 1:00PM | Moratoc Bldg. |
| Saturday | January 25, 2025 (5) | 9:00AM | Moratoc Bldg. |
| Monday | February 03, 2025 | 5:30PM | Town Hall |
| Monday | March 03, 2025 | 5:30PM | Town Hall |
| Monday | April 07, 2025 | 5:30PM | Town Hall |
| Thursday | April 17, 2025 (6) | 3:00PM | Town Hall |
| Monday | May 5, 2025 | 5:30PM | Town Hall |
| Monday | June 2, 2025 | 5:30PM | Town Hall |
| Friday | June 27, 2025 (7) | 5:30PM | Town Hall |

There being no further business, it was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously declared the work session adjourned at 5:32 pm.

Submitted By:

Approved By:

Town Clerk

Mayor

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

July 1, 2024

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, July 1st, 2024, 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, Glinda Fox, and David Richmond
Town Administrator: Eric Pearson
Town Clerk: Jackie Escobar
Police Chief: Travis Cowan
Police Captain: Beth Coltrain
Public Works Director: Stacy Stalls
Planning and Zoning Administrator Andrew Brownfield
Planning and Downtown Marketing Coordinator: LaShonda Cartwright
Finance Officer: Mandy Bullock
Town Attorney: Watsi Sutton

ABSENT Fire Chief: Michael Peaks
Parks and Recreation Director: Allen Overby

CALL TO ORDER AND INVOCATION

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

AGENDA APPROVED

The Town Administrator requested that Item 3: Williamston Housing Authority Board Appointments be added to the Consent Agenda. *Commissioner Moore moved, Commissioner Coffield seconded, and the regular agenda was unanimously amended.*

CONSENT AGENDA

It was moved by Commissioner Fox, seconded by Commissioner Moore, and unanimously approved the consent agenda.

Items approved in the Consent Agenda are as follows:

- (1) Regular Board Meeting Minutes of June 6, 2024
- (2) Property Tax Releases
- (3) Williamston Housing Authority Board Appointments – Paul Roberson and Sherry Basemore

OLD BUSINESS

Discontinue Broadcasting Town Board Meetings

The Finance Officer reported that she gathered quotes to update the assembly room's broadcasting technology per the Board's request. However, the costs could be up to **\$70,000**. The Finance Officer requested Board guidance, asking for a desired budget or timeline. Commissioner Richmond questioned how much money was available for technology upgrades. The Finance Officer noted that any purchases above \$1,000 would require a budget amendment.

Commissioner Fox indicated that broadcasting was no longer required and that the Town had other priorities. Commissioner Gianpoalo commented that residents had voiced concerns as many view the meetings from home. Commissioner Fox suggested making minor upgrades over time. *It was moved by Commissioner Richmond, seconded by Commissioner Moore, and unanimously agreed to table the discussion until the August 2024 Regular Board of Commissioners meeting.*

NEW BUSINESS

Non-Profit Funding Application

The Town Administrator reported that the Nonprofit Funding Application restricted funding to only 501(c)(3) entities. Staff has removed this specific language to allow funding for other 501(c) entities. It's important to note that this change does not imply funding illegal entities. The application currently reflects a date for the Fiscal Year 2024-2025 Budget Year, but staff will update it to Fiscal Year 2025-2026 before sending it. The Town Attorney noted that any allocated funds must be for public use. She did not report any concern or objection to the presented Non-Profit Funding Application. *It was moved by Commissioner Fox, seconded by Commissioner Coffield, and unanimously approved the Non-Profit Funding Application.*

Draft Ordinance Amending the Mobile Food Vendor Ordinance

The Town Administrator provided an update on the ongoing discussions concerning a Mobile Food Vendor Ordinance, indicating that the Board had directed the staff to refine specific definitions. Staff presented an amended draft of the proposed revision to the ordinance. Town staff is fully committed to creating an ordinance that not only satisfies the Board but is also both enforceable and easy to understand.

The Town Administrator suggested that the Town impose fees on Mobile Food Vendors. Commissioner Gianpoalo concurred with the Town Administrator, proposing the establishment of an in-town fee and a higher out-of-town fee.

The Town Administrator noted that it was a priority that mobile food vendors have health department approval. Commissioner Moore questioned what type of health regulations were required for a pushcart. The Town Administrator explained that some pushcarts may not require Health Department inspection. However, the Mobile Food Vendor Ordinance would require proof of Health Department permission.

The Town Attorney raised a crucial point about the need for clear and precise definitions in the ordinance. The Attorney also suggested adding penalties for a mobile food vendor who does not follow the ordinance. While the Town may not impose a criminal penalty, it could enforce it civilly or provide a simple suspension or revocation of the permit. *It was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously postponed the discussion until the August 2024 Regular Board of Commissioners meeting.*

Phase II Agreement with Downtown by Design

The Town Administrator reported that Eric Woolridge of Destination by Design (DbD) has presented his findings and concept design drawings for Phase II of the project. The funding for this phase can come from the HUD grant designated for Downtown Revitalization. Attorney Sutton reviewed the agreement for Phase II and found no legal concerns. The Town Administrator recommended that the Board approve the Mayor's signing of the agreement for Phase II with Destination by Design. *It was moved by Commissioner Richmond, seconded by Commissioner Fox, and unanimously authorized the Mayor to sign the Phase II Agreement with Downtown by Design.*

DEPARTMENTAL REPORTS

Finance

The Finance Director reported:

- The Finance Department wrapped up the Fiscal Year and began the new Fiscal Year.
- She had met with Witt O'Brien to discuss potential grants.
- The department worked on audit reports.
- She would soon complete the CDBG Close-Out Evaluation.
- The Finance Officer passed her last two certification tests.

Police

The Police Captain provided the following report:

- Community Involvement:
 - Bomb threat drill at Martin Enterprise
 - Martin County Farmers Market Law Enforcement Officer Appreciation event.
 - FUN in the SUN event will take place July 20 at Godwin Coppage Park.
- The department answered 693 calls for service, consisting of 100 incident reports and 32 arrests.
- The department attended firearms training.
- Two officers attended intoxicology training.
- One officer attended non-lethal alternative training.
- Lieutenant Henry Poston passed his Physical Fitness Instructor class.
- Officer Nick Wibbler became a Firearm Instructor.
- The department had an assessment center in which the department promoted Sergeant Kevin Banks to Patrol Lieutenant.

Fire/Rescue

The Town Administrator read the following report from the Fire Chief:

June 2024

Fire-Rescue-EMS Board Update

- Hosted several EMT Students as well as Advanced EMT Students while they completed their required field time (48 Hours)
- Hosted "Carolina Brotherhood" Bicycle Group. This group is riding in honor of North Carolina and South Carolina Fallen Firefighters and Law Enforcement Officers.
- NC RRT State Contract extension was completed. As a reminder, the board had agreed to the extension during the initial contract which was completed in 2020.
- We continue utilizing Part-Time EMS staff to assist with staffing the second EMS unit. Hopefully, with the new allocated funding in the coming months, we will have two EMS units staffed 24/7 with full-time staffing.

Planning

The Planning and Zoning Administrator reported:

- Number of code enforcement citations for the month: 71
 - Handled by Owner = 39
 - Handled by Town = 23
 - Pending = 9
- The department made progress on executing the boardwalk renovation grant. He is waiting on some documents from Rivers and Associates, such as the CAMA Permit—Coastal Management Permit. They have completed the pre-bid meeting for the project.
- Demolition hearings have occurred, and we are currently in the required 60-day waiting period before we can begin pursuing demolition.
 - 219 MLK Jr. Dr. - overgrown grass, dilapidated porch, multiple code violations, the appearance of vacancy.
 - 107 Ormond Dr. -overgrown with kudzu, dilapidated facade, and boarded windows.
- Stampede planning is underway.
 - Modified vendor sign-up to last until August 15.
 - Dropped prices of vendors (except for commercial food trucks) by 40%
- The department will be attending two training sessions in the next month.
 - Main Street America on July 15th in Washington, NC
 - Downtown Business Training - July 29 in Edenton, NC. Main Street business owners are welcome to attend the July 29th meeting. The Planning and Zoning Administrator noted business owners must contact Ms. Cartwright for more details.

Parks and Recreation

The Town Administrator read the following report from the Parks and Recreation Director

Parks and Recreation Report July 1, 2024

Programs

Art Class in June had 20 participants

Softball Camp in June had 25 participants

Finished Regular Softball season

Upcoming in July

Tennis Clinic

Football Camp

Football league registration

Hosting District softball tournament tonight and Tuesday

Other

Contacted River's and Associates about starting Parks and Rec Comp Plan

Having the soccer fields top-dressed in July

Found problem with street lights at Godwin Coppage. Having that repair made and a portion of the light fixtures changed from Metal Halide to LED.

Public Works

The Public Works Director reported the following:

- There was a 10-inch Water Main Break.
- The department completed the annual flushing program.
- Staff completed the Waste Water Systems Annual Performance Report and the Annual Drinking Water Quality Report.
- CSX Transportation removed railroads on Elm, Pearl, and Martin Luther King Jr. Street.
- The arborist would remove four dead trees from the Downtown area. The warranty would cover the replacement of trees.

Closed Session – Personnel Issue NC 143-318.11(6)

Commissioner Richmond moved, with a second by Commissioner Coffield, to go out of regular session into closed session for Personnel Issue NC 143-318.11(6) at 6:47 pm. The motion passed unanimously.

It was moved by Commissioner Moore, seconded by Commissioner Gianpoalo, to go out of closed session into a regular session at 6:59 pm. The motion passed unanimously.

There being no further business, it was moved by Commissioner Gianpoalo, seconded by Commissioner Richmond, and unanimously declared the meeting adjourned at 6:59 pm.

Submitted By:

Approved By:

Town Clerk

Mayor

TO: Eric Pearson

Date Submitted: 8/5/2024

SUBJECT: Budget Amendment

Date of Council Action: 8/5/2024

I hereby request that the budget for the Capital Project Fund be amended, as set forth below, as permitted and authorized by the General Statutes of North Carolina.

The purpose of this amendment is to transfer contingency funds in the River Boardwalk Project to designated funds for Destination by Design.

| Account No | Title | Debit | Credit |
|-------------------|-----------------------|---------------------|---------------------|
| Expense Accounts: | | | |
| 48.6200.9200 | Contingency | \$ 25,000.00 | |
| | | <u>\$ 25,000.00</u> | |
| Expense Accounts: | | | |
| 48.6200.8500 | Destination by Design | | \$ 25,000.00 |
| | | | <u>\$ 25,000.00</u> |

Department Head Mandy Bullace

This request has been checked for proper account numbers and verified that the amendment is balanced. If the request is to record a grant's acceptance or amendment, the Finance Department has received a copy thereof and it appears to be in order.

Remarks: X
Yes No

Mandy Bullace
Finance Officer

ACTION OF TOWN ADMINISTRATOR

✓ Approved for Council Action
Disapproved
Disapproved

Eric M. Pearson
Administrator

TO: Eric Pearson

Date Submitted: 8/5/2024

SUBJECT: Budget Amendment

Date of Council Action: 8/5/2024

I hereby request that the budget for the General Fund be amended, as set forth below, as permitted and authorized by the General Statutes of North Carolina.

The purpose of this amendment is to budget funds for the increased cost of repair of lights at Godwin-Coppage Park in Parks and Recreation beyond initially budgeted amount.

The following accounts will be increased/decreased:

| Account No | Title | Department | Amount |
|-------------------|-----------------------------|----------------------|--------------------|
| Revenue Accounts: | | | |
| 10.3900.3910 | Undesignated Fund Balance | General Fund | \$7,000.00 |
| Expense Accounts: | | | |
| 10.6200.1500 | Repair Building and Grounds | Parks and Recreation | \$7,000.00 |
| | | | <u>\$14,000.00</u> |

Department Head


This request has been checked for proper account numbers and verified that the amendment is balanced. If the request is to record a grant's acceptance or amendment, the Finance Department has received a copy thereof and it appears to be in order.

Remarks:

X


Yes

No


 Finance Officer

ACTION OF TOWN ADMINISTRATOR


 Administrator


 Approved for Council Action

Disapproved

Memo

To: Mayor and Commissioners
From: Eric Pearson
Date: 08/05/2024
Re: Discontinue Broadcasting Town Board meetings

Mayor and Board,

At our last meeting, you postponed this topic to the August 5 regular meeting. Finance Officer Bullock, at that time, had found some cost estimates for upgrading the sound and video system in the Board meeting room but the costs were quite high. Staff was directed to continue research on this topic.

You will see on the agenda in New Business Item 3, is Resolution 2024-13 that seeks Board authorization to apply for a Rural Downtown Economic Development (RDED) grant. This grant, if Board approves the resolution and if awarded, should be enough to purchase a quality video and sound system for the Board meeting room along with other improvements to Town Hall. So, in the belief that the Board will adopt Resolution 2024-13 under New Business, we recommend that consideration to discontinue broadcasting meeting be postponed until we learn if the RDED grant is awarded.

Recommendation: Postpone consideration of this topic until award or denial notification is received for the RDED grant.



To: Mayor and Commissioners

From: Andrew Brownfield

Date: 08/05/2024

Re: Food Truck Ordinance

Mayor and Board,

The Planning Department, alongside a collection of personnel from county-based agencies and local businesses, have been collaborating to better understand the town's policy towards mobile food vendors. Many individuals have voiced concerns that the currently active ordinance is too strict, and limits the economic capabilities of our small-scale business owners. At the same time, we have a duty to our brick-and-mortar institutions to preserve their ability to serve the public as a cornerstone of the town's local service industry.

With these concerns in mind, the subcommittee established by the town's Board has brought forth an ordinance that seeks to improve the town's ability to obtain new small-scale mobile food businesses. The intent behind this ordinance was to ease the burden of the food truck permit application process, while further clarifying the regulations that help to protect our businesses, sidewalks, and streets. Furthermore, the ordinance outlines civil penalties for food trucks that violate the provisions identified in current proposed ordinance, providing business owners with a reasonable recourse against those that might directly harm their businesses or customers.

We believe that this ordinance will satisfy both the desires of the public for new commercial ventures and opportunities as well as the commercial and political desire to protect our current businesses.

Recommendation: Approve Ordinance 2024-07.



ORDINANCE 2024-07

AMENDED MOBILE FOOD VENDOR ORDINANCE

117.01 AMENDMENT

The prior ordinance shall be repealed and replaced in its entirety with this Amended Mobile Food Vendor ordinance.

117.02 FINDINGS AND INTENT

Allowing food truck businesses to operate in Williamston promotes diversification of the Town's economy and employment opportunities. Food trucks support the incubation and growth of entrepreneurial/start-up businesses.

North Carolina General Statute 160A-174 grants towns the power to define, prohibit, regulate, acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the town through the creation of ordinances.

117.03 DEFINITIONS

- (A) **FOOD VENDOR:** Any mobile seller of food whether from a food truck, pushcart, or other wheeled conveyance. A temporary, stationary setup for food vending such as with a tent and table shall be excluded from this ordinance.
- (B) **FOOD TRUCK:** A readily movable, enclosed trailer or motorized-wheeled vehicle, capable of being moved about a public right-of-way, designed and equipped to prepare and/or serve food.
- (C) **PUSHCART:** A non-motorized cart or wheeled vehicle from which to sell food that is prepared elsewhere and ready for consumption at the point of sale.
- (D) **REGULATORY FEE:** A fee assessed to cover the cost of regulating a particular business activity that is assessed to the particular business being regulated.
- (E) **TOWN SANCTIONED EVENT:** Any event sponsored by the town, or in which official permission or approval has been granted by the town administrator, or designee, that is (i) open to the public; (ii) does not impede or block street traffic without Town approval; (iii) for a lawful purpose not prohibited by federal, state and local law; and (iv) does not require excessive emergency services as determined by prior events sponsored by the same applicant.



117.04 PERMITTING

- (A) A permit shall be required prior to the operation of any form of mobile food vending by making an application to the Town Administrator or designee unless otherwise excepted in this chapter.
- (B) Applicants seeking a permit shall be assessed no regulatory or application fee in connection with making an application for a permit.
- (C) Permits shall be posted in a visible location affixed to the food truck or pushcart at all times while in operation.
- (D) Applicants seeking a permit shall state each location in which they intend to operate and shall provide the name and contact information of the property owner of each said location. A food vendor seeking to operate at a location that is owned by the Town must obtain approval as provided in section 117.03 (E). A food vendor intending to operate upon private property must attach to his permit application a signed written approval from the owner of each parcel.
- (E) Food trucks shall provide documentation of approval from the North Carolina Department of Health. A valid health permit, if required by the Health Department, must be maintained for the duration of the permit period and shall be placed in a conspicuous location for public inspection. If no Health Department Permit is required, the food vendor must show that no such approval is required by the health department upon a form to be provided by the Town and signed by the local health department.
- (F) Such permits do not include a license to peddle or solicit, as referenced in Section 113 of the Town Code.
- (G) No permit issued shall authorize any food vendor to operate on or from a public street unless for a town-sanctioned event.



117.05 REGULATIONS

- (A) All food vendors shall be positioned at least three feet away from any fire hydrants, any fire department connection, utility box, or vault. No food vendor shall be located within any area of the lot that impedes, endangers, or interferes with pedestrian or vehicular traffic. Food vendors shall not impede ingress and egress from driveway entrances, alleyways, handicapped parking spaces and ramps, building entrances, and exits.
- (B) Food vendors shall be allowed to locate on a property within any zoning district that allows restaurants, including drive-in and fast food.
- (C) Food vendors shall provide a trash receptacle for customer use. All associated equipment, including trash receptacles, must be within three feet of the food truck unless they are part of a town-sanctioned event.
- (D) Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be in accordance with the State Building Code.
- (E) Food vendors may operate on any private property pursuant to section 117.04 (D) or any public and/or Town-owned property in connection with a Town-sanctioned event pursuant to section 117.03.
- (F) No food vendor shall conduct business on any public right-of-way, sidewalk, upon any public road in the town, or on any property owned by the town; except for town-sanctioned events.
- (G) No liquid, grease, or solid wastes may be discharged from the food truck. Absolutely no waste may be disposed of in tree pits, storm drains, the sanitary sewer system, or on public streets or right-of-way.
- (H) Food trucks must meet all current State and Federal Fire Code Regulations.
- (I) A food truck shall not operate as a drive-in window, receiving vehicle traffic.
- (J) Lighting shall be such that minimizes the glare on roadways and surrounding properties.
- (K) No signage shall be allowed other than signs permanently attached to the motor vehicle except one sandwich board sign with a display area no larger than 24" X 36" is allowed but must be posted within 3 feet of the food truck and does not impede vehicle or pedestrian traffic.



117.06 PENALTIES, SUSPENSION, AND REVOCATION OF PERMIT

(A) Any violation of the provisions of this article shall subject the offender to a civil penalty in the amount of \$50 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

(B) Any permit issued pursuant to the provisions of this article may be revoked if the vendor violates any of the provisions contained in this article or if the Town Administrator or designee determines that the food vendor's operations are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public health or safety.

(C) The Town Administrator or designee reserves the right to temporarily suspend food vendor permits during times of special events in the downtown area.

(D) Nothing in this subsection shall preclude the enforcement of the provisions of this article through any equitable remedy available under federal, state, or local law by a court of competent jurisdiction.

Adopted this the 5th day of August 2024 by the Board of Commissioners of the Town of Williamston.

Mayor Dean McCall

Attest:

Jackie Escobar, Town Clerk

Memo

To: Mayor and Commissioners

From: Eric Pearson

Date: 08/05/2024

Re: Order for the Town Tax Collector to Collect Calendar Year 2024 property taxes.

Mayor and Board,

As provided in G.S. 105-321, upon order of the governing body, the tax receipts shall be delivered to the tax collector on or before the first day of September. Before delivering the tax receipts to the Tax Collector in any year, the municipal governing body shall adopt and enter in its minutes an order directing the Tax Collector to collect taxes charged in the tax records and receipts.

A copy of this order shall be delivered to the Tax Collector when the tax receipts are delivered. However, the failure to do so shall not affect the Tax Collector's rights and duties to employ the means of collecting taxes provided by the Subchapter. The collection order shall have the force and effect of a judgment and execution against the taxpayers' real and personal property.

Recommendation: Move to Order our Tax Collector to collect Property tax for calendar year 2024.

Memo

To: Mayor and Commissioners

From: Eric Pearson

Date: 08/05/2024

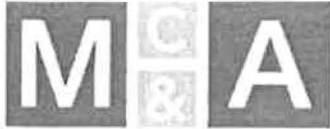
Re: Renew Agreement with McAdams & Associates LLC, Emily Miller, for Grant Writing and Administrative Services

Mayor and Board,

Last year, the Board approved entering into an agreement with Emily Miller, McAdams & Associates, LLC, to write grants for us. This relationship has been building ever since. We are now also using her expertise, in addition to writing grants, to research grants as well as assist in administration of the grants. Administration of the Housing and Urban Development (HUD) \$750,000 Downtown Revitalization grant is one example.

This agreement, attached with this commentary, needs to be renewed. We believe that the relationship with Emily is a worthy one to continue so we present the agreement to the Board for consideration to renew. The money for this service, \$15,000 for the year, is in the budget. There are no changes in the agreement from last year's, other than the dates of the agreement.

Recommendation: Approve the attached Agreement with Emily Miller, McAdams & Associates LLC for grant writing and administration services.



McAdams & Associates, LLC

**AGREEMENT TO FURNISH
PROFESSIONAL ADMINISTRATIVE AND CONSULTING SERVICES
TOWN OF WILLIAMSTON, NORTH CAROLINA**

This **AGREEMENT** made this 1st day of August, 2024 by and between the TOWN OF WILLIAMSTON, NORTH CAROLINA, hereinafter called the OWNER and MCADAMS AND ASSOCIATES, LLC, hereinafter called the CONSULTANT.

WHEREAS, the CONSULTANT intends to provide Professional Administrative and Consulting Services for planning and funding application submittal, hereinafter called SERVICES, as requested by the OWNER; and

WHEREAS, the CONSULTANT agrees to provide professional services as described herein to assist the OWNER in completing the described SERVICES.

NOW, THEREFORE, the OWNER and CONSULTANT, for the consideration hereinafter names, agree as follows:

The CONSULTANT agrees to perform for the above-named OWNER professional services as herein and set forth.

The OWNER agrees to compensate the CONSULTANT for services hereinafter

provided. The CONSULTANT'S services shall include the following as requested by

OWNER:

1. Prepare and submit grant applications as eligible and requested by OWNER.
2. Prepare/ Present all documents to be approved/ adopted by the Town Board of Commissioners.
3. Administrative costs, travel, and expenses.
4. Consulting via phone, email, and in person at locations in and outside of the Town of Williamston as requested by OWNER and no less than quarterly.

PAYMENT: the OWNER agrees to pay the CONSULTANT for SERVICES noted as follows.

FIFTEEN THOUSAND DOLLARS (\$15,000) for one year of retainer services payable in equal monthly payments by the 5th of each month beginning August 2024. The Town shall pay \$1,250 per month.

For grant applications that are funded, the respective local government may receive one free month of services during the contract period. That fee will be moved to funding administration.

INDEPENDENT CONTRACTOR: CONSULTANT is not an employee of either the Town of Williamston and shall be responsible for the payment of all taxes owed upon income earned by the CONSULTANT and further acknowledges that OWNER will not withhold any income taxes from payments owed to CONSULTANT.

CONFIDENTIALITY: The parties agree to hold confidential any and all information that is not deemed public record under North Carolina law.

TERMINATION: CONSULTANT shall provide a status update to OWNER no less than every 90 days and failure to provide said status update shall be cause for termination of this agreement upon 30 days' written notice to CONSULTANT provided by OWNER no later than the 1st of the month. CONSULTANT shall have no less than 15 days to cure any defect set forth in any notice from OWNER.

GUARANTEES: CONSULTANT shall perform all duties requested and agreed to by the parties and shall perform services pursuant to this agreement in good faith. However, the CONSULTANT does not imply or promise any guarantee that any submitted proposals will be funded. Payment is due even if submitted grant proposals are not awarded or funded.

GOVERNING LAW: This Agreement shall be governed in accordance with laws of the State of North Carolina. The parties agree to resolve any dispute relating to or arising out of this Agreement via binding arbitration proceedings to be brought in the General Court of Justice in Wake County, North Carolina.

ENTIRE AGREEMENT: This agreement shall constitute the entire agreement between the parties and shall remain in effect for twelve months, with extension or amendment by written agreement between the parties.

The OWNER and CONSULTANT hereby agree to the full performance of the covenants contained herein.

[PAGE LEFT BLANK INTENTIONALLY.]

IN WITNESS WHEREOF, the CONSULTANT and OWNER have executed this Agreement, the day and the year first above written, which is the effective date of this Agreement.

MCADAMS AND ASSOCIATES, LLC

TOWN OF WILLIAMSTON

By: _____

Emily Miller, President

By: _____

Dean McCall, Mayor

Date: _____

Date: _____

ATTEST: _____ (SEAL)

Jackie Escobar, Town Clerk

Date: _____



To: Mayor and Commissioners

From: Andrew Brownfield

Date: 08/05/2024

Re: RDED Grant Resolution

Mayor and Board,

The town has been approached with an opportunity through the NC Department of Commerce to obtain additional funding for downtown economic development projects through the Rural Downtown Economic Development grant. This grant seeks to assist local governments and businesses in leveraging their assets to spur economic growth and development.

Grant funds are distributed based on the location of an identified project, with distribution being based on the number of full-time workers located within the same block as the project. After careful consideration of the downtown district and communication with representatives from the Department of Commerce, we have identified that the most positive public benefit could be provided by renovating facets of our town hall.

If the Board is willing to pass a resolution of support of the grant and its 5% match requirement, we will begin pursuing a project to improve the meeting spaces provided to the Board and to the public. From our estimates, the town should be able to receive \$350,000 in grant funds, which it would be required to match with \$17,500. This would help to cover the cost obtaining new floors in the old police station, making improvements to the meeting space and kitchen area located in the old police station, seeking improved video and/or audio devices for the current board room, and a potential improvement to the upstairs A/C unit depending on the projected costs.

Recommendation: Approve continuation on activities related to the RDED grant, and subsequently Resolution 2024-13.



RESOLUTION BY THE WILLIAMSTON TOWN BOARD OF COMMISSIONERS

**Application for North Carolina Department of Commerce
Rural Downtown Economic Development Grant Fund
Main Street & Rural Planning Center
Old P.D. Reuse Project
Resolution 2024-13**

WHEREAS, the Town of Williamston's Board of Commissioners had indicated its desire to assist in development efforts with (Local Government); and,

WHEREAS, the full Board fully supports the proposed project by the Old P.D. Reuse Project which will result in the rehabilitation of the old police department located at 102 E. Main Street; and,

WHEREAS, the Board wished to pursue a formal application for the Rural Downtown Economic Development Grant in the amount of \$312,500 from the North Carolina Department of Commerce, Main Street & Rural Planning Center; and,

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN BOARD OF COMMISSIONERS OF
THE TOWN OF WILLIAMSTON:**

the Board commits to the provision of a five percent local match \$15,625, contingent upon the successful award of \$312,500 to repair the restrooms within the old Williamston Police Department, repaint the old Police Department's meeting room, restore the old Police Department's kitchen facilities for future town uses, and to replace flooring within the old Police Department.

The Town of Williamston is authorized to submit a formal application to the North Carolina Department of Commerce, Rural Downtown Economic Development Grant Fund, Main Street & Rural Planning Center in order to provide assistance to benefit the Old P.D. Reuse Project.

This Resolution shall take effect immediately upon its adoption.

Adopted the 5th day of August, in the Town of Williamston, North Carolina.

Dean McCall, Mayor

ATTEST:

Jaquelinne Escobar, Town Clerk

Memo

To: Mayor and Commissioners

From: LaShonda Cartwright

Date: 08/05/2024

Re: MOU between Williamston Downtown Inc. and Town

Mayor and Board,

You will see on the agenda in New Business a MOU between Williamston Downtown Inc. and Town, The MOU clearly defines the role of the Planning and Downtown Marketing Coordinator/ WDI Director. If the Board approves the MOU between Williamston Downtown Inc. and town it will allow the Downtown Planning and Marketing Coordinator/WDI Director the authority to continue to promote the downtown on behalf of the Town and allow continued revitalization efforts with WDI which allows the town to continue with our affiliation with Main Street America.

Recommendation: Approve MOU between Williamston Downtown Inc. and Town.

MEMORANDUM OF UNDERSTANDING

County of Martin

State of North Carolina

Agreement

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is entered into on the 5th day of, August 2024 by and between the following parties (the "Parties"):

The Parties are the **Town of Williamston**, hereinafter referred to as "Town", 102 E. Main St, Williamston NC, 2892, and the **Williamston Downtown Inc.** hereinafter referred to as "WDI".

PURPOSE OF THE MOU

The Purposes of this Memorandum of Understanding are the following:

1. Express the Parties' mutual understanding regarding the roles and responsibilities of managing the Main Street Program.
2. Express the Parties' mutual understanding regarding priority activities, tasks, and decisions to be achieved in managing the Main Street Program.
3. Express the Parties' mutual intention to work in good faith to further the redevelopment of downtown, to spur economic development in the context of historic preservation, in accordance with Main Street America™ as administered by NC Department of Commerce, NC Main Street & Rural Planning Center.

PRIORITY GOALS AND TASKS

The Parties have identified the following as priority goals and tasks for the redevelopment of downtown through the management of their Main Street program:

- a. Develop a strategic economic development plan to guide redevelopment.
- b. Implement the strategic plan through the Main Street America™ Four-Point Approach to downtown revitalization.
- c. Create a positive image for downtown that spurs investment, business, and residential development; jobs, and volunteerism.
- d. Identify and convey practical, valuable, and implemental tools for downtown economic development.

WITNESSETH

Each party will appoint a person to serve as the official contact and coordinate the activities of each party in carrying out this MOU. The initial appointee is:

LaShonda Cartwright, 252-792-5142, lcartwright@townofwilliamston.com

That for and in consideration of the mutual promises and conditions set forth below, the Town and the WDI agree to the following roles and responsibilities:

1. Duties of the Town: The Town agrees to:

- A. Employ a full-time employee to direct the downtown revitalization of Williamston that will be employed 40 hours per week for this activity. (See Main Street Annual Agreement attachment)
- B. Advertise and recruit applicants for the employee in Item A above.
- C. Involve a representative from the WDI in the interview and selection process for the employee in Section A
- D. Partner with the WDI to meet the annual requirements as outlined in the NC Main Street Annual Agreement.
- E. Partner with the WDI and provide resources and information that may be pertinent in carrying out its charge.
- F. Provide a quarterly report to the WDI on the Town's downtown revitalization activities.
- G. Utilize the Main Street® philosophy to partner with the WDI in the development of a strategic economic development plan for downtown and an implementation work plan based on the Main Street America™ Four Point Approach to Downtown Revitalization that includes: Economic Vitality, Design, Promotion, and Organization for downtown. The Town of Williamston, in order to enhance and preserve its status as a North Carolina Main Street community.
 - a. Economic Vitality
 - i. Examine and correct as necessary current zoning, codes, licensing, and any other applicable municipal regulatory requirements or processes in order to facilitate economic development in the downtown business district in accordance with best practices for historic preservation.
 - ii. Partner with the WDI to develop and implement incentives to spur investment, business, and residential development and to create jobs.
 - iii. Provide mapping; market, and demographic data to develop a market-driven economic development plan.
 - iv. In collaboration with the county provide tax base and tax records information for downtown.
 - v. In partnership with the WDI, measure the impact of the Main Street program.
 - b. Design
 - i. Plan, contract for, and oversee in partnership with the WDI, the public physical improvements along Main Street, such as sidewalks, streetscape, parking, and beautification projects.
 - ii. Enforce state and local ordinances in downtown.
 - iii. In partnership with the WDI, develop design guidelines for downtown.
 - iv. In partnership with the WDI, establish or manage a National Register District of Historic Places and historic resources with best practices.
 - v. Maintain and improve the public property and public space of downtown to promote a Clean and Safe environment.
 - c. Promotion
 - i. Assist with and facilitate the logistics of basic city services. (permits, street closings, police protection, garbage collection, etc.) as they relate to the events held in downtown.
 - ii. Partner with the WDI to establish a brand for downtown.
 - d. Organization
 - i. Direct the employee described in Section A to act as a liaison between the Town and the WDI in order to better coordinate downtown revitalization efforts for the Town of Williamston. The NC Main Street Annual Agreement and the requirements within (attached) shall serve as the basis for the WDI.

- ii. The Town will handle personnel issues with the full support of the Town's human resources personnel and if needed, by the Town attorney.
- iii. The Town will annually review the performance of the Main Street Director in accordance with the Town's human resources policy.
- iv. The Town will receive input from the Executive Committee of the WDI as to the overall performance of the duties as outlined below as part of the Main Street Director's annual evaluation.
- v. Direct employee to attend all Main Street training as required in annual agreement

2. Duties of the WDI: The WDI agrees to:

- A. Bring the resources of the Town, the WDI, and the downtown community together, with the understanding that the WDI's role is to meet the priorities as outlined in the above-stated Goals and Tasks section of this agreement.
- B. Partner with the Town to meet the annual requirements as outlined in the NC Main Street Agreement.
- C. Must have a separate budget and/or line items in the overall Town budget that is designated for the use of the Main Street program.
- D. Partner with the Town and provide resources and information that may be pertinent in carrying out its charge.
- E. Provide a quarterly report to the Town on the WDI's downtown revitalization activities.
- F. Utilize the Main Street® philosophy to partner with the Town in the development of a strategic economic development plan for downtown and an implementation work plan based on the Main Street America™ Four Point Approach® to Downtown Revitalization that includes: Economic Vitality, Design, Promotion, and Organization, for downtown Williamston, in order to enhance and preserve its status as a North Carolina Main Street community.
- G. NC Main Street and Main Street America logos must appear on the Main Street website and can be used in other media as well as stipulated in the brand guidelines. Logos/Artwork will be provided by NC Main Street program.
- H. Economic Vitality
 - i. Create and maintain a comprehensive downtown property inventory database including building images, owner contact information, building condition, past-current-potential uses, etc.
 - ii. Create and maintain a comprehensive downtown business and use an inventory database including business owner contact information, goods and services hours of operation, etc.
 - iii. Partner with the Town to develop and implement incentives to spur investment, business, and residential development and to create jobs.
 - iv. Partner with the Town to develop and conduct survey of downtown stakeholders to determine what would better facilitate business development in downtown
 - v. Create a business retention, expansion and recruitment program.
 - vi. In partnership with the Town, measure the impact of the Main Street program and maintain impact and tax base data to demonstrate benchmarks
- I. Design
 - i. In partnership with the Town, develop design guidelines for downtown, and promote the value of, and educate property owners on, appropriate design improvements for a historic downtown business district.

- ii. Provide aid and resources to business and property owners during any type of business disruption.
- iii. Assist the Town as needed with public physical improvement projects.
- iv. Provide facade improvement assistance to downtown business and property owners through the NC Main Street & Rural Planning Center

J. Promotion

- i. Partner with the WDI to establish a brand for downtown.
- ii. Work with downtown stakeholders to develop and implement retail promotion activities.
- iii. Develop and manage downtown events to take place in downtown Williamston.
- iv. Develop and maintain a comprehensive marketing campaign for downtown.
- v. Promote downtown as a mixed-use center of activity.

K. Organization

- i. Maintain a viable Nonprofit in accordance the organization's articles of incorporation as filed with the Secretary of State.
- ii. Maintain a viable organization composed of the main stakeholders for the downtown community (see NOTE below in iii).
- iii. Maintain a Board of Directors in accordance with the WDI bylaws.
- iv. Partner with the Town to ensure the completion of the annual. program assessment in accordance with the NC Main Street Annual Agreement.
- v. Partner with the Town to ensure the completion of the annual program statistics in accordance with the NC Main Street Annual Agreement.
- vi. Develop and coordinate opportunities to spur volunteerism for downtown and to become involved in the downtown revitalization efforts.
- vii. Attend NC Main Street trainings in accordance with the NC Main Street Annual Agreement.

3. Invoices: The Town shall pay the WDI within 30 days of receipt of a valid invoice. Invoice includes funds from the Municipal Service District (if applicable) that the WDI uses for operations and programming as agreed upon by the Town and the WDI.
4. Amendments: This Agreement may be amended, in writing, by mutual agreement of the Town and the WDI.
5. Termination: The term of this MOU is for a period of five (5) years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon ninety (90) days written notice without penalties or liabilities.
6. Non-Discrimination: In matters of employment, provision of services, and contracting, the WDI agrees to act without regard to race, color, sex, religion, age, national origin, sexual orientation, or handicapped status.

IN WITNESS WHEREOF, the parties hereunto cause this agreement to be executed in their respective names.

Williamston Downtown Inc.

SIGNATURE

TITLE

ATTEST

TITLE

Town of Williamston Mayor

ATTEST BY CITY CLERK:

TOWN CLERK

TOWN SEAL

TOWN CLERK attests date this _____ day of _____, 20____

Approved as to Form and Authorization

TOWN ATTORNEY

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

FINANCE DIRECTOR

Memo

To: Mayor and Commissioners
From: Eric Pearson
Date: 08/05/2024
Re: Resolution 2024-12 Accepting the Lead and Service Line Loan/Grant

Mayor and Board,

This item is purely administrative. We were awarded the Lead and Service Line Grant that allows us to contract the work to identify all the lead and copper lines on our system to an outside agency. We have approved the task order with Rivers and Associates to do this Lead and Service Line survey. Now we are tidying up all the requirements. A required step is to adopt a resolution officially accepting this grant award. Attached is that resolution. It follows the NC Department of Environmental Quality (NCDEQ) suggested resolution format.

In recap of the loan with principal forgiveness, it is for a total amount of \$490,000. We must pay \$24,500 of that amount, which will come from the Water Fund. The remaining \$465,000 is referred to as principal forgiveness. There is also a 2% closing fee totaling \$9,800. So our total investment in this Federal required Lead and Service Line Assessment, will be \$34,300.

Attorney Sutton has reviewed the resolution and has given her legal nod of approval

Recommendation: Adopt Resolution 2024-12 as presented to accept the Lead and Service Line Principal Forgiveness Loan.



RESOLUTION BY THE WILLIAMSTON TOWN BOARD OF COMMISSIONERS

Resolution 2024-12

WHEREAS, the Bipartisan Infrastructure Law (BIL) of 2021 and North Carolina General Statute (NCGS) 159G have authorized the making of loans to aid eligible, drinking-water system owners in financing the cost of inventorying and replacing lead service lines; and

WHEREAS, the North Carolina Department of Environmental Quality has offered a Drinking Water State Revolving Fund – Lead Service Line Replacement (DWSRF-LSLR) loan in the amount of \$490,000 to conduct Lead Service Line Inventory Project No: SRF-D-LSL-0046, hereafter referred to as the “Project”; and

WHEREAS, the Town of Williamston intends to conduct said Project in accordance with a scope of work that was approved by the North Carolina Division of Water Infrastructure.

NOW THEREFORE BE IT RESOLVED, BY THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF WILLIAMSTON:

That Town of Williamston does hereby accept the DWSRF-LSLR loan offer in the amount of \$490,000; and

The Town of Williamston does hereby give assurance to the North Carolina Department of Environmental Quality that they will adhere to all applicable items specified in the standard “Conditions” and “Assurances” of the Department’s funding offer, awarded in the form of BIL-DWSRF-LSLR Fund - Repayable Loan and Principal Forgiveness; and

That Honorable Mayor Dean McCall and successors so titled is hereby authorized and directed to furnish such information, as the appropriate State agency may request, in connection with such application or the Project; to make the Assurances as contained above; and to execute such other documents as may be required in connection with the application; and

That the Town of Williamston has complied substantially or will comply substantially with all Federal, State and local laws, rules, regulations, and ordinances applicable to the Project, and to Federal and State grants and loans pertaining thereto.

Adopted the 5th day of August, in the Town of Williamston, North Carolina.

Dean McCall, Mayor

ATTEST:

Jaquelinne Escobar, Town Clerk

Memo

To: Mayor and Commissioners
From: Eric Pearson
Date: 08/05/2024
Re: Ordinance 2024-06 Road Closure EJ Hayes Homecoming

Mayor and Board,

Captain Coltrain will present this ordinance, which is attached with this commentary. It is to close the same roadways as in the past to allow the EJ Hayes Homecoming Parade. The ordinance needs to be adopted and sent to NC Department of Transportation (NCDOT). We need to get the ordinance to them early so they can process on their end.

Recommendation: Adopt Ordinance 2024-06 as presented.



Ordinance 2024-06

AN ORDINANCE DECLARING A ROAD CLOSURE FOR WILLIAMSTON PARADE

WHEREAS, the Town of Williamston Board of Commissioners acknowledges a long tradition of EJ Hayes Alumni Center hosting an annual homecoming that brings thousands "back home" for a weekend of fellowship and reunion; and,

WHEREAS, the Town of Williamston Board of Commissioners acknowledges its citizens realize a financial benefit from allowing an annual homecoming parade; and

WHEREAS, the Town of Williamston Board of Commissioners acknowledges a parade requires approximately two (2) hours to install signs and traffic control, and also requires approximately two (2) hours for removing signs, traffic control, and litter;

NOW THEREFORE BE IT ORDAINED by the Town of Williamston Board of Commissioners pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date: Saturday, September 14, 2024

Time: 10:00 am - 12:00 pm

Route Description: Washington Street at the Carolina Avenue intersection to the intersection of Main Street and Watts Street

This ordinance is to become effective when signs are erected giving notice of the limits and times of the parade, and implementation of adequate traffic control to guide vehicles around the parade route.

Adopted this the 5th day of August 2024 by the Board of Commissioners of the Town of Williamston.

Mayor Dean McCall

Attest:

Jackie Escobar, Town Clerk



Mayor and Commissioners,

The Proposal before you is to close Town Hall for customers on November 14th for the entire day. This is for all Town customer facing employees in the Finance Department to attend and complete training provided by the North Carolina League of Municipalities. Two classes will be offered that day: Ethics for Municipal Staff and Excellence in Municipal Customer Service.

The Town of Williamston is acting as host for this training sponsored by the North Carolina League of Municipalities. This training will teach staff the importance of ethical decision making, customer service, de-escalation techniques, and improve customer relations. We feel this is important to train Town staff and provide better service to our customers.

This training will take place from 10 am until 3 pm; however, as the host site, our staff will also be needed for set up and clean up. My hope is the board will approve the closing as the date is not a high traffic date for customers and the training will improve fiduciary responsibility and customer relations.

Sincerely,

Mandy Bullock,
Finance Director



Mayor and Commissioners,

The Proposal before you is to close Town Hall for customers on November 18th from 11 am until 2 pm for staff to prepare and attend the Town's annual Longevity Luncheon. The luncheon celebrates staff who have years of service to the Town. This is an annual request made to the board, as the Finance Department helps serve the meal to Town staff. The two hour closure gives staff time to travel to the luncheon, participate, and return. A fifteen minute window before and after the event is given for staff travel time and the proper procedure for closing and reopening the utility office. I hope the board will approve this annual closure to allow for the celebration of staff that has faithfully served our citizens for several years.

Sincerely,

Mandy Bullock,
Finance Director

Memo

To: Mayor and Commissioners
From: Eric Pearson
Date: 08/05/2024
Re: Consider Joint Sidewalk Project on East Main with NCDOT

Mayor and Board,

The NC Department of Transportation (NCDOT) approached us about a joint sidewalk project that is on the State's Transportation Improvement Program (STIP) that will add sidewalks along Main Street over by the Rail Trail. The board needs to take a look at this idea and inform staff of your interest and, if interested, at what level. The funding for this project is through NCDOT's Bicycle and Pedestrian Unit using Federal Highway Administration (FHWA) funds. The project will also require a 20% match from the Town.

The NCDOT has provided us several concept designs for consideration. I will have copies of those conceptual drawings at the meeting. However, there is one that stands out to staff. Below I have listed estimated costs, as determined by NCDOT for the most expensive concept and the one that stands out to staff. These are estimates only that NCDOT can further refine once and if the Board is interested in pursuing the project and at what level.

The most expensive concept as you see below is concept 4. This concept adds sidewalks on the northerly side of Main from Harrell Street to NC 13. I mention this one simply to let you know what is possible and, of course, the potential cost.

The concept that makes the most sense to staff adds sidewalks from the rail trail to NC13. This concept further connects the river area to the rail trail and to the downtown. This is listed below as Concept #2.

As mentioned, there is a 20% match required by the town. We have checked and we are informed that we can use Powell Bill funds for our match. The catch to that is it will lessen what Public Works can do for paving of our streets. We have \$300,000 budgeted in Powell Bill so looking at Concept #2, we would use an estimated \$75,000 of Powell Bill, leaving \$225,000 for street improvements.

Concept #2

- Construction & Oversight ~ \$275,000
- Design & Letting ~ \$75,000
- Total Costs ~ \$350,000

Concept #4

- Construction & Oversight ~ \$550,000
- Design & Letting ~ \$125,000
- Total Costs ~ \$675,000

I am sure all of you notice in many towns that there are large investments in sidewalks for walking. Williamston needs to become more walkable and adding sidewalks, Concept #2, can enhance that for Williamston. We are also aware that there are major road repair needs in the town so to deflect funds designated for street repair to this sidewalk project can be controversial.

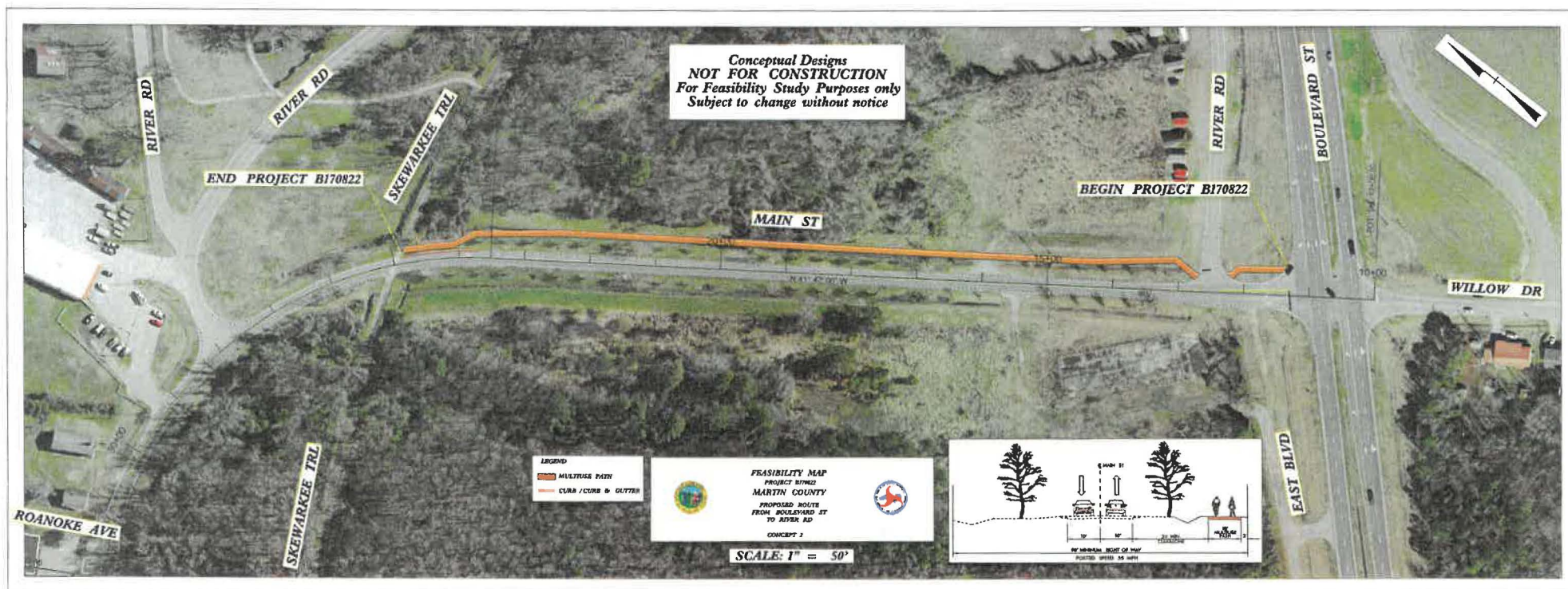
Recommendation: Authorize staff to pursue Concept #2 with the NCDOT and finalize the agreement with NCDOT, contingent on the final price of the project not being more than 10% of the estimated price shown above.

**NC Department of Transportation
Engineer's Estimate**

| | |
|-----------------------|------------------------------------|
| Date: | 04/25/2024 |
| Contract #: | TBD |
| TIP #: | EB-5979 |
| WBS Element #: | 48537.1.1 |
| Division #: | 1 |
| County: | MARTIN |
| Description: | Addition of Multiuse Path/Sidewalk |

| Line # | Item # | Section # | Item Description | FA Item | Quantity | Units | Unit Price | Bid Amount |
|--------|--------------|-----------|--|---------|----------|-------|-------------|-------------|
| 1 | 0000100000-N | 800 | MOBILIZATION | | 1.00 | LS | \$12,000.00 | \$12,000.00 |
| 2 | 0000400000-N | 801 | CONSTRUCTION SURVEYING ^ LS | | 1.00 | LS | \$10,000.00 | \$10,000.00 |
| 3 | 0063000000-N | SP | GRADING | | 1.00 | LS | \$50,000.00 | \$50,000.00 |
| 4 | 6117000000-N | 1675 | RESPONSE FOR EROSION CONTROL | | 2.00 | EA | \$1,500.00 | \$3,000.00 |
| 5 | 1491000000-E | 610 | ASPHALT CONC BASE COURSE, B25.0C | | 570.00 | TONS | \$94.50 | \$53,865.00 |
| 6 | 1519000000-E | 610 | ASPHALT CONC SURFACE COURSE, S9.5B | | 185.00 | TONS | \$85.00 | \$15,725.00 |
| 7 | 1575000000-E | 620 | ASPHALT BINDER FOR PLANT MIX | | 37.00 | TONS | \$700.00 | \$25,900.00 |
| 8 | 2549000000-E | 846 | 2'-6" CONCRETE CURB & GUTTER | | 375.00 | LF | \$80.00 | \$30,000.00 |
| 9 | 2605000000-N | 848 | CONCRETE CURB RAMPS | | 6.00 | EA | \$2,250.00 | \$13,500.00 |
| 10 | 4116100000-N | 904 | SIGN ERECTION, RELOCATE, TYPE ****(GROUND MOUNTED) | | 3.00 | EA | \$200.00 | \$600.00 |
| 11 | 6030000000-E | 1630 | SILT EXCAVATION | | 300.00 | CY | \$25.00 | \$7,500.00 |
| 12 | 6000000000-E | 1605 | TEMPORARY SILT FENCE | | 1,500.00 | LF | \$4.00 | \$6,000.00 |
| 13 | 6071012000-E | 1642 | COIR FIBER WATTLE | | 900.00 | LF | \$11.00 | \$9,900.00 |
| 14 | 6084000000-E | 1660 | SEEDING & MULCHING | | 1.00 | ACR | \$3,500.00 | \$3,500.00 |
| 15 | 6012000000-E | 1610 | SEDIMENT CONTROL STONE | | 10.00 | TON | \$175.00 | \$1,750.00 |
| 16 | 6009000000-E | 1610 | STONE FOR EROSION CONTROL, CLASS B | | 10.00 | TON | \$175.00 | \$1,750.00 |
| 17 | 5882000000-N | SP | GENERIC UTIL ITEM, (EA) SP UTILITY POLE RELOCATION | | 2.00 | EA | \$750.00 | \$1,500.00 |
| 18 | 4400000000-E | 1110 | WORK ZONE SIGNS (STATIONARY) | | 120.00 | SF | \$8.00 | \$960.00 |
| 19 | 4457000000-N | SP | TEMPORARY TRAFFIC CONTROL | | 1.00 | LS | \$15,000.00 | \$15,000.00 |

| | | |
|------------------------|-----------|-------------------|
| FA Items: | \$ | - |
| Contract Items: | \$ | 262,450.00 |
| Subtotal: | \$ | 262,450.00 |
| Engineering: | \$ | 13,123.00 |
| Total Estimate: | \$ | 275,573.00 |

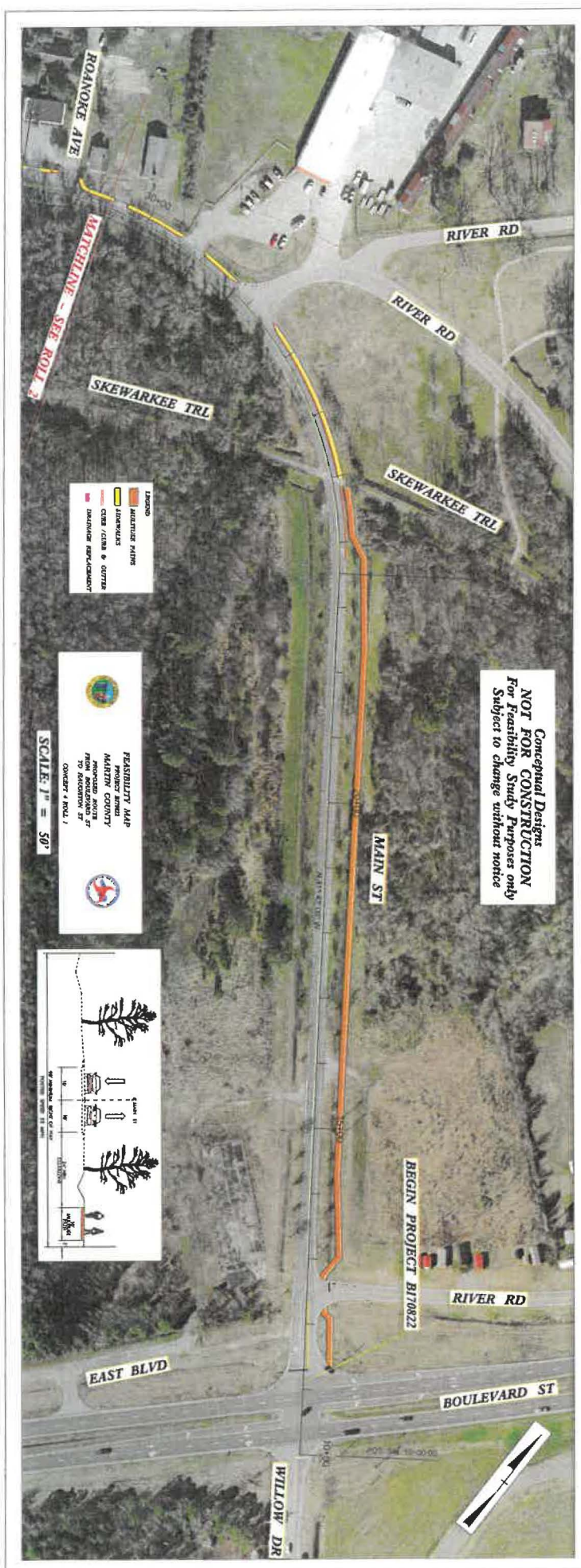


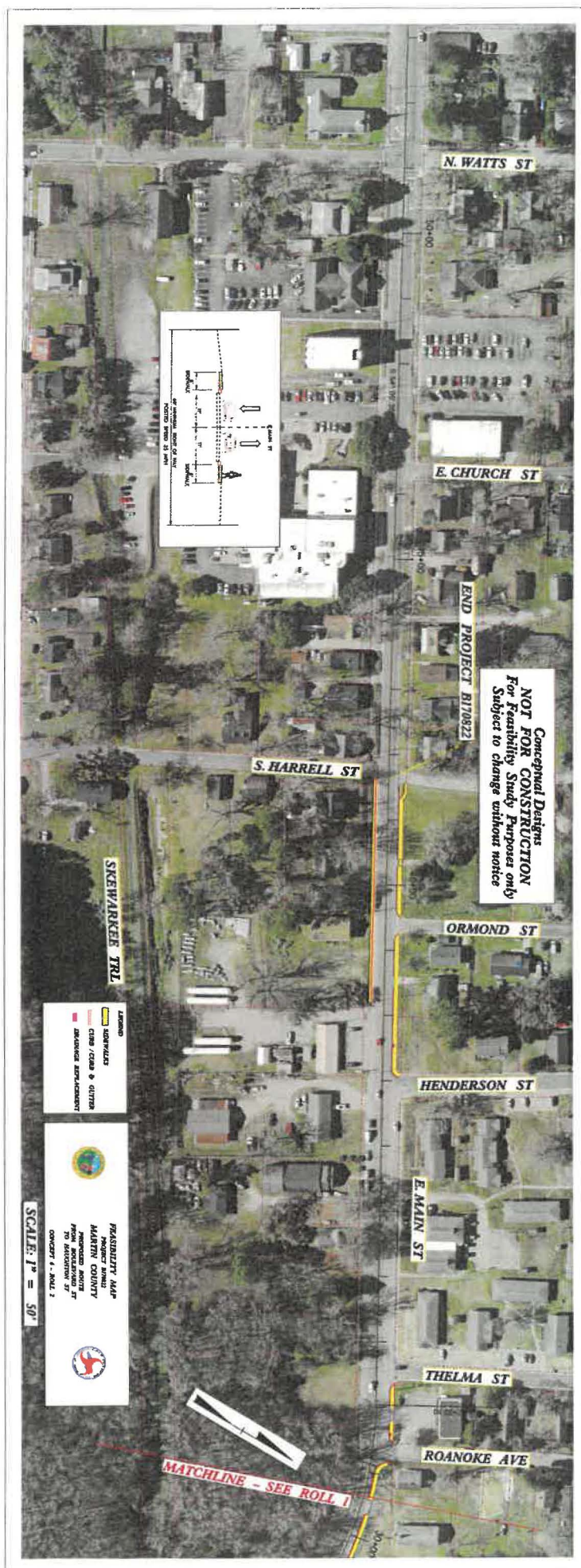
**NC Department of Transportation
Engineer's Estimate**

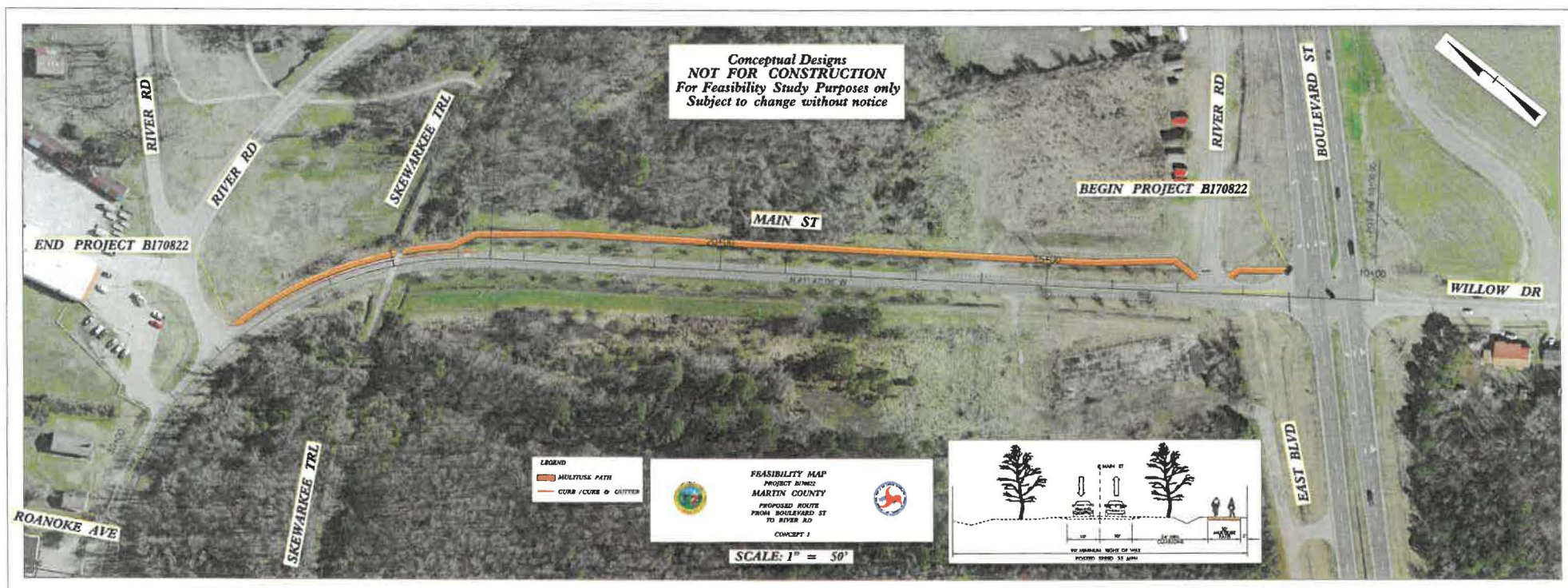
| | |
|-----------------------|------------------------------------|
| Date: | 06/25/2024 |
| Contract #: | TBD |
| TIP #: | EB-5979 / B-170822 |
| WBS Element #: | 48537.1.1 |
| Division #: | 1 |
| County: | MARTIN |
| Description: | Addition of Multiuse Path/Sidewalk |

| Line # | Item # | Section # | Item Description | FA Item | Quantity | Units | Unit Price | Bid Amount |
|--------|--------------|-----------|--|---------|----------|-------|-------------|--------------|
| 1 | 0000100000-N | 800 | MOBILIZATION | | 1.00 | LS | \$12,000.00 | \$12,000.00 |
| 2 | 0000400000-N | 801 | CONSTRUCTION SURVEYING ^ LS | | 1.00 | LS | \$10,000.00 | \$10,000.00 |
| 3 | 0001000000-E | 200 | CLEARING & GRUBBING | | 1.00 | LS | \$60,000.00 | \$60,000.00 |
| 4 | 0043000000-N | 226 | GRADING | | 1.00 | LS | \$15,000.00 | \$15,000.00 |
| 5 | 6117000000-N | 1675 | RESPONSE FOR EROSION CONTROL | | 2.00 | EA | \$1,500.00 | \$3,000.00 |
| 6 | 1491000000-E | 610 | ASPHALT CONC BASE COURSE, B25.0C | | 570.00 | TONS | \$94.50 | \$53,865.00 |
| 7 | 1519000000-E | 610 | ASPHALT CONC SURFACE COURSE, S9.5B | | 185.00 | TONS | \$85.00 | \$15,725.00 |
| 8 | 1575000000-E | 620 | ASPHALT BINDER FOR PLANT MIX | | 37.00 | TONS | \$700.00 | \$25,900.00 |
| 9 | 2591000000-E | 848 | 4" CONCRETE SIDEWALK | | 750.00 | SY | \$110.00 | \$82,500.00 |
| 10 | 2549000000-E | 846 | 2'-6" CONCRETE CURB & GUTTER | | 1,675.00 | LF | \$80.00 | \$134,000.00 |
| 11 | 2605000000-N | 848 | CONCRETE CURB RAMPS | | 22.00 | EA | \$2,250.00 | \$49,500.00 |
| 12 | 5672000000-N | 1515 | RELOC FIRE HYDRANT | | 1.00 | EA | \$7,000.00 | \$7,000.00 |
| 13 | 2815000000-N | 858 | ADJUSTMENT OF DROP INLETS | | 2.00 | EA | \$1,500.00 | \$3,000.00 |
| 14 | 4695000000-E | 1205 | THERMOPLASTIC PAVEMENT MARKING LINES (8", 90 MILS) WHITE | | 320.00 | LF | \$1.50 | \$480.00 |
| 15 | 4116100000-N | 904 | SIGN ERECTION, RELOCATE, TYPE ****(GROUND MOUNTED) | | 6.00 | EA | \$200.00 | \$1,200.00 |
| 16 | 6030000000-E | 1630 | SILT EXCAVATION | | 300.00 | CY | \$25.00 | \$7,500.00 |
| 17 | 6000000000-E | 1605 | TEMPORARY SILT FENCE | | 1,500.00 | LF | \$4.00 | \$6,000.00 |
| 18 | 6071012000-E | 1642 | COIR FIBER WATTLE | | 900.00 | LF | \$11.00 | \$9,900.00 |
| 19 | 6084000000-E | 1660 | SEEDING & MULCHING | | 1.50 | ACR | \$2,500.00 | \$3,750.00 |
| 20 | 6012000000-E | 1610 | SEDIMENT CONTROL STONE | | 10.00 | TON | \$175.00 | \$1,750.00 |
| 21 | 1220000000-E | 545 | INCIDENTAL STONE BASE | | 50.00 | TON | \$90.00 | \$4,500.00 |
| 22 | 5882000000-N | SP | GENERIC UTIL ITEM, (EA) SP UTILITY POLE RELOCATION | | 2.00 | EA | \$750.00 | \$1,500.00 |
| 23 | 4400000000-E | 1110 | WORK ZONE SIGNS (STATIONARY) | | 120.00 | SF | \$8.00 | \$960.00 |
| 24 | 4457000000-N | SP | TEMPORARY TRAFFIC CONTROL | | 1.00 | LS | \$15,000.00 | \$15,000.00 |

| | | |
|------------------------|-----------|-------------------|
| FA Items: | \$ | - |
| Contract Items: | \$ | 524,030.00 |
| Subtotal: | \$ | 524,030.00 |
| Engineering: | \$ | 26,202.00 |
| Total Estimate: | \$ | 550,232.00 |









Mayor and Commissioners,

A contract from Carr, Riggs, and Ingram to complete the audit for Fiscal Year 2023-2024 will be sent separately from the agenda as soon as is available. We qualify for a single audit due to the grant money received during this time period and thus require a more detailed audit review. Carr, Riggs, and Ingram have completed single audits for the Town of Williamston. Prices in this contract reflect the complexity required of a single audit and Town projects.

Sincerely,

Mandy Bullock,
Finance Director

Minutes from MML Advisory Board Meeting July 24, 2024

The Martin Memorial Library Advisory Board met for its quarterly meeting on July 24, 2024 in the Ella Mae Abbitt Meeting Room at the Library. Present were library board members Daniella Rinehart, Deborah Horton, Jean Spruell-Boyd, Beth Lamb, Laurie Irwin-Pinkley, Susan Harris, and Branch Manager Mika Davis.

The meeting was called to order @ 4:01 pm and the minutes were approved as mailed. In old business, Mrs. Davis stated that after watching the children use the pavilion she feels that no landscaping needs to be done close to the pavilion. She pointed out that grass has started to grow up on the concrete because the town only mows the grass. She indicated that she plans to contact our landscaper, Jerry White, and ask him to edge around the pavilion, which may add some cost to the monthly landscaping budget. Mrs. Davis also addressed the question presented at the last meeting about who could reserve the pavilion. She suggested that we treat the pavilion just as we do other meeting rooms at the library. The BHM Regional Library Meeting Room Policy states that "Organizations and individuals engaged in educational, cultural, intellectual, civic, or charitable activities are eligible to use the meeting spaces." The board agreed that these guidelines should be used for the outdoor pavilion.

Mrs. Davis then mentioned that the cedar trees along the driveway had been removed after she spoke with the landscaper. He also trimmed back some of the bushes. She indicated that he suggested a major pruning in the fall to prevent overgrowth next summer. The board agreed to that plan.

Mrs. Davis then discussed upcoming programs at the library. There will be only three programs in August (two yoga classes and one storytime) as the staff transitions from summer reading. She pointed out that starting in September there will be two storytimes, two yoga classes, a craft class, and three bookclubs a month. Youth Services Library Assistant Jessika Patrick has contacted Memorial Baptist Preschool, Community Christian Preschool, Smiling Faces Daycare, and Martin Enterprises to see if they want to continue monthly storytime at the library starting in September. Jessika has also contacted the Boys and Girls club to see if they would like to continue Chess Club, and Head Start in Hamilton to see if they want to continue outreach storytime programs starting in September.

The needs for the outdoor pavilion were then discussed. Mrs. Davis mentioned that the greatest need that has been noticed over the summer is a path through the library to the pavilion. Staff found that the best path through the library was via an emergency exit located in the children's section. After discussing it with the fire marshal, Stacy Pippen, the alarm was disabled for the door. He indicated that an alarm was not necessary. Mrs. Davis stated that the door is located in a flower bed and that she would like to get a concrete pad poured outside of the door so that it would be safer for parents and children to walk out of the door. She also stated that the finance officer, Amy Asby, had placed extra money in the building and grounds budget so this could be done. The board agreed that this was a good idea.

The financial report was then discussed. It was noticed on the report that the income line for miscellaneous revenue was higher than expected. Mrs. Davis said she would get with the finance officer Amy Asby to ask about this and report her findings to the board via email. She stated that all other line items seem to be in order.

BRANCH MANAGER'S REPORT

July 24, 2024

Personnel

- Library Assistant 1, Carissa Manning, has resigned in order to take a full time position at Martin Community College. Her end date is August 1, 2024.
- Heather Nelson, who held the position before Carissa, has asked to come back to fill the position. Heather had left to take a full time position at NC Works. Due to the demands of family life, she left that position. After speaking with her I feel that she is ready to resume her duties at Martin Memorial Library and have asked the BHM Regional Library board to allow me to rehire her.

Adult Programs

- Yoga has continued throughout the summer and is still very popular. The class has averaged 12 participants per class throughout the summer. The class will continue, twice a month, through the remainder of the 2024-2025 fiscal year.
- Community book club at Martin Memorial Library has continued through June and July with an average of 5 participants. The club will not meet in August and will resume in September.
- Morning and Evening book clubs will continue in September with Kit Reddick leading the morning club and Sharon Godard leading the evening club. Kit has planned a special event at The Tea Room for her book club in September.
- Craft classes have ended for the summer but will resume in September.

Youth Programs

- The Summer Reading Program is underway. 130 children have signed up and 33 children have received a t-shirt for completing their reading logs. There have been seven summer reading programs with an average of 105 participants at each program. Most programs have taken place at the outdoor pavilion.
- Jessika plans to reach out to Community Christian, Smiling Faces, Memorial Baptist, Martin Enterprises, and Head Start in August in hopes of resuming story time for them in September.
- Jessika plans to reach out to Boys and Girls Club in August in hopes of resuming Chess Club with them in September.
- Public story time will resume on August 27, 2024.

Facilities

- The handle in the staff restroom was replaced.
- Thermostat in children's area was replaced.
- Trees were removed along driveway in order for cars to be able to park more easily.



Federal Emergency Management Agency

Washington, D.C. 20472

July 17, 2024

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
19P-CWG-C

The Honorable Dean McCall
Mayor, Town of Williamston
P.O. Box 506
Williamston, NC 27892

Community Name: Town of Williamston,
Martin County,
North Carolina
Community No.: 370157
Map Panels Affected: See FIRM Index

Dear Mayor McCall:

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) recently completed a revision to the countywide Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for Martin County, North Carolina and Incorporated Areas, in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). Although your community is unaffected by the updated flood hazard information presented in the FIS report and FIRM, your community does lie on one or more of the revised FIRM panels. The revised FIRM panels are effective as of January 17, 2025, and revise the FIRM which was in effect prior to that date.

The modifications are pursuant to Section 1360 of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4101, and 44 CFR Part 65. Pursuant to Section 1361 of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4102, communities participating in the National Flood Insurance Program (NFIP) are required to adopt and enforce floodplain management regulations that meet or exceed minimum NFIP criteria. These criteria are the minimum required and do not supersede any State or local requirements of a more stringent nature. This includes adoption of the effective FIS report and FIRM and the modifications made by this map revision. Our records show that your community has met the requirements under 44 CFR Part 60.3(d) of the NFIP regulations. Nonetheless, please review and revise, if needed, your community's floodplain management regulations within 6 months of the date of this letter to ensure that they meet these standards.

Many states and communities have adopted building codes based on the International Codes (I-Codes); the model I-Codes (2009 and more recent editions) contain flood provisions that either meet or exceed the minimum requirements of the NFIP for buildings and structures. The model codes also contain provisions, currently found in an appendix to the International Building Code, that apply to other types of development and NFIP requirements. In these cases, communities should request review by the NFIP State Coordinator to ensure that local floodplain management

regulations are coordinated (not duplicative or inconsistent) with the State or Local building code. FEMA's resource, *Reducing Flood Losses through the International Code: Coordinating Building Codes and Floodplain Management Regulations, 5th Edition (2019)*, provides some guidance on this subject and is available at <https://www.fema.gov/emergency-managers/risk-management/building-science/building-codes/flood>.

To assist your community in maintaining the FIRM, we reviewed our records to determine if any previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment, Letters of Map Revision) will be superseded when the revised FIRM becomes effective. According to our records, no LOMCs were issued previously.

Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance requirements, and many other planning applications. Copies of the digital files of the FIRM panels may be obtained by calling our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or by visiting the Map Service Center at <https://www.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

For assistance with your floodplain management ordinance or enacting the floodplain management regulations, please contact the North Carolina Division of Emergency Management. You may contact Steve Garrett, CFM, NFIP State Coordinator, by mail at North Carolina North Carolina Emergency Management, Hazard Mitigation Program Support/North Carolina Floodplain Mapping Program, 4218 Mail Service Center, Raleigh, North Carolina 27699-4218, by telephone at (919) 825-2316, or by email at Steve.Garrett@ncdps.gov. If you should require any additional information, a FEMA Region 4 Compliance Specialist has been designated to assist your community. You may contact your FEMA Region 4 Compliance Specialist at FEMA, Mitigation Division, 3005 Chamblee Tucker Road, Atlanta, Georgia 30341, or at (202) 304-5185. If you have any questions concerning mapping issues in general, please call our FMIX at the telephone number shown above. Additional information and resources you may find helpful regarding the NFIP and floodplain management can be found on our website at <https://www.fema.gov/flood-maps>. Copies of these documents may also be obtained by calling our FMIX.

Sincerely,



Luis Rodriguez, P.E.
Director, Engineering and Modeling Division
Risk Management Directorate | Resilience

cc: Community Map Repository
Eric Pearson, Town Administrator, Town of Williamston
Tom Tufts, Program Development Coordinator, North Carolina Emergency Management,
Hazard Mitigation Program Support/North Carolina Floodplain Mapping Program
Steve Garrett, CFM, NFIP State Coordinator, North Carolina Emergency Management,
Hazard Mitigation Program Support/North Carolina Floodplain Mapping Program
Stacey Fuller, CFM, Community Outreach Technical Lead, North Carolina Emergency
Management, Hazard Mitigation Program Support/North Carolina Floodplain Mapping
Program
FEMA, Region 4

FINAL SUMMARY OF MAP ACTIONS

Community: WILLIAMSTON, TOWN OF

Community No: 370157

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the effects of the enclosed revised FIRM panels(s) on previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs), Letter of Map Revision based on Fill (LOMR-Fs), and Letters of Map Amendment (LOMAs)) that will be affected when the revised FIRM becomes effective on January 17, 2025.

1. LOMCs Incorporated

The modifications effected by the LOMCs listed below will be reflected on the revised FIRM. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|----------|-------------|--------------------|----------------|---------------|
| | | | NO CASES RECORDED | | |

2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below will not be reflected on the revised FIRM panels or will not be reflected on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will remain in effect until the revised FIRM becomes effective. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

2A. LOMCs on Revised Panels

| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|----------|-------------|--------------------|----------------|---------------|
| | | | NO CASES RECORDED | | |

2B. LOMCs on Unrevised Panels

| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|-------------|-------------|-----------------------------------|----------------|---------------|
| LOMA | 09-04-2147A | 02/10/2009 | PN: 0503312 -- 111 ACADEMY STREET | 3720577700K | 3720577700K |

FINAL SUMMARY OF MAP ACTIONS

Community: WILLIAMSTON, TOWN OF

Community No: 370157

3. LOMCs Superseded

The modifications effected by the LOMCs listed below have not been reflected on the Final revised FIRM panels because they are being superseded by new or revised flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMCs will no longer be in effect when the revised FIRM becomes effective.

| LOMC | Case No. | Date Issued | Project Identifier | Reason Determination Will be Superseded |
|------|----------|-------------|--------------------|---|
| | | | NO CASES RECORDED | |

1. Insufficient information available to make a determination.
2. Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.
3. Lowest Ground Elevation is below the proposed Base Flood Elevation.
4. Revised hydrologic and hydraulic analyses.
5. Revised topographic information.
6. Superseded by another LOMC.

4. LOMCs To Be Redetermined

The LOMCs in Category 2 above will be revalidated through a single revalidation letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures is no longer valid, the LOMC cannot be revalidated through this administrative process. Therefore, we will review the data previously submitted for the LOMC requests listed below and if appropriate issue a new determination for the affected properties after the effective date of the revised FIRM.

| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|----------|-------------|--------------------|----------------|---------------|
| | | | NO CASES RECORDED | | |

Board of Commissioners Meeting
April 9, 2013
Page 2

funds provided by the Town cover the cost of employees for the library, utilities, and building, grounds and equipment maintenance. She noted that the level of funding provided by the Town of Williamston has remained at \$90,000 for the last three years. She presented a budget request of \$99,654 for FY 2013/2014. This appropriation would cover a projected 8% increase in health insurance costs for two full time employees and a 3% cost of living increase for employees who have not received an increase since FY 2008/2009.

OLD BUSINESS

Board Approves Resolution R-2013-74 for Closing of a Portion of Franklin Street

The Director of Planning and Development reported that at the March 4, 2013 board meeting, Ron Melchiorre, Superintendent of Martin County Schools presented a request from the Martin County School System to close the portion of Franklin Street between Smithwick Street and School Drive that lies between two buildings of the former Williamston Middle School. The Martin County School System is proposing to redevelop the property into a Pre-K Center.

The Director presented Resolution R-2013-74 announcing the proposed closing of a portion of Franklin Street and a public hearing date to receive public comment on the proposed closing. The resolution must be published once each week for four consecutive weeks prior to the hearing. The Director asked for the Board's approval of the resolution and recommended that a public hearing be set for Monday, May 6, 2013 at 5:30 p.m.

It was moved by Commissioner Chesson, seconded by Commissioner Daniels and unanimously passed to approve Resolution R-2013-74 and set a public hearing for Monday, May 6, 2013 to receive public comment on the proposed street closing. Resolution R-2013-74 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

Board Accepts Low Bid from Fire Connections, Inc. for the Purchase of Tanker Truck

The Fire Chief presented the specifications that were advertised in a Request for Bids for a new tanker truck to replace a truck that has been in service for the last 20 years and is no longer reliable. The Board authorized the Chief to seek bids for the replacement of the truck and a bid opening was held on Thursday, April 4, 2013 at 2:00 p.m. The low bid was submitted by Fire Connections, Inc. in the amount of \$309,789.

It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to accept the low bid of \$309,789 submitted by Fire Connections, Inc. for a new tanker truck subject to financing for the purchase being in place.

Board Approves BB&T for Financing of Tanker Truck and Adopts Resolution R-2013-75

The Finance Officer presented three bids submitted in response to a request for bids to finance \$310,000 for the purchase of a tanker truck. BB&T submitted the lowest rates and terms for the proposed loan with a rate of 1.5% for 5 years. She presented Resolution R-2013-75 for approval of the financing terms offered by BB&T.

It was moved by Commissioner Chesson, seconded by Commissioner Daniels and unanimously passed to approve Resolution R-2010-75 to accept the financing terms submitted by BB&T for a loan of \$310,000 at a rate of 1.5% for 5 years. Resolution R-2013-75 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

Board of Commissioners Meeting
May 6, 2013
Page 2

PUBLIC HEARING

Board Approves Order for Closing of a Portion of Franklin Street

The Director of Planning and Development reported that the Martin County School Board is requesting the closing of a portion of Franklin Street to accommodate redevelopment of the property for a proposed pre-K program. The Board approved Resolution R-2013-74 at their April 9, 2013 meeting stating that a public hearing would be held declaring the Board's intent to close the requested portion of Franklin Street. The Resolution was advertised for four consecutive weeks and signs were posted at each end of the street as required by law.

The Martin County School Board will be responsible for moving water lines and giving the Town just compensation for the advertising fees and other administrative costs for the closing.

Superintendent Melchiorre stated that the major reason for the closing was to prevent traffic from traveling in the area where 4 year old children would be playing. A portion of the closed street will be packed and grassed over and dedicated as a fire lane for emergency access to the property.

The Mayor asked for comments from the public. Frankie Biggs of Williamston asked for confirmation that the Martin County Board of Education would be assuming all costs associated with the proposed closing. The Director of Planning confirmed that the Town would not incur any costs.

It was moved by Commissioner Daniels, seconded by Commissioner Horton and unanimously passed an Order for the Closing of a Portion of Franklin Street to be filed with the Martin County Register of Deeds. A copy of this order is hereby attached with the minutes of this meeting and filed in the Clerk's Office under Street Closings for future reference.

PUBLIC COMMENT

David Rouson Announces Community Development Initiative for Black Businesses in Williamston

David Rouson, President of Multi-Cultural Multi-Media Community Development Corporation in Washington County, announced that his ministry will be broadened to include Williamston. This initiative is a multi-cultural, multi-media community development initiative to support and assist awareness of existing black businesses and support the development of new businesses in the community. Literature will be developed and used in the outreach effort. George "Buck" White has been named the Outreach Coordinator for Williamston.

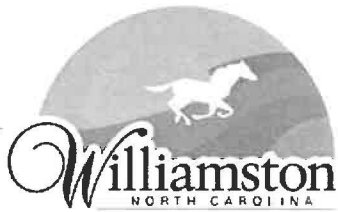
PRESENTATION

Board Approves Resolution R-2013-76 Joins the Awards and Recognition Committee in Awarding of the Medal of Valor to James B. Peele, III

The Mayor presented Resolution R-2013-76 endorsing the Awards and Recognition Committee's award of the Medal of Valor to Chief James B. Peele, III. It was moved by Commissioner Knox, seconded by Commissioner Davis and unanimously passed to approve Resolution R-2013-76. This resolution is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

Chief James B. Peele, III Awarded the Medal of Valor

The Mayor recognized retired Captain Andy Holiman, who reported that the Fire and Rescue Department started a new Awards and Recognition Program last October so the department could recognize firefighters



July 3rd, 2024

Dear Property Owner,

On March 7, 2022, the Town of Williamston Board of Commissioners voted to approve a Downtown Vacancy Ordinance, Ordinance 2022-08, aimed at improving the aesthetic of Downtown Williamston. Enforcement of this ordinance will begin starting July 15th, 2024. After this date, property owners in the downtown area will be required to reach compliance the rules of this ordinance within 30 days. Below, I have outlined the requirements of this ordinance however, if you would like a copy of the full ordinance, please contact my office at the number or email listed below. This notice will be sent to all downtown property owners so, if your building is currently in compliance or not vacant, please disregard this notice.

Purpose:

It is the purpose and intent of the Williamston Town Board of Commissioners, through the adoption of this Chapter, to establish a vacant property registration ordinance as a mechanism to preserve the historic integrity of Williamston's Historic District and to protect the Town's commercial districts from becoming blighted through the lack of adequate maintenance and security of abandoned and vacant properties. The Town finds that the presence of properties exhibiting evidence of vacancy pose special risks to the health, safety, and welfare of the community and therefore require heightened regulatory attention. The provisions of this Chapter shall apply to all commercial properties in the CBD (Central Business District) Zone of the Town of Williamston as shown on the Official Zoning Map.

What you need to do as the property owner:

1. Register the Property with the Town
 - a. Any vacant commercial property within the CBD district must be registered with the Town's Planning Department. The registration must contain the following:
 - i. Name of the Property Owner
 - ii. A direct mailing address
 - iii. A direct contact name and phone number
 - iv. Contact information of a property management company (see #5)
 - b. The Planning Department will send a registration card for you to fill out and return.
2. Pay a Minimal Fee:
 - a. The fee for registration is \$15 annually, while the building is vacant, and will begin on July 1st. This fee will not be prorated.
 - b. This fee may be waived if the property owner can clearly demonstrate that the property has been sold or will be occupied within 30 days of the registration date.



Town of Williamston

Downtown Vacancy Ordinance Registration

Property Address: _____ Property Owner Name: _____
 Property Contact (if different from property owner): _____
 Property Contact Number: () _____ Email (optional): _____
 Property Contact Mailing Address: _____

Non-Local Property Owners

Property Management Name: _____
 Property Management Contact: _____ Property Management Number: () _____

Mail this registration along with the required \$15 annual registration fee to P.O. Box 506, Williamston, NC 27892.
 Or return to Town Hall at 102 East Main Street. Cash, check or credit card payment is accepted.
 Checks should be made to "Town of Williamston."



Town of Williamston

Downtown Vacancy Ordinance Registration

Property Address: _____ Property Owner Name: _____
 Property Contact (if different from property owner): _____
 Property Contact Number: () _____ Email (optional): _____
 Property Contact Mailing Address: _____

Non-Local Property Owners

Property Management Name: _____
 Property Management Contact: _____ Property Management Number: () _____

Mail this registration along with the required \$15 annual registration fee to P.O. Box 506, Williamston, NC 27892.
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Town of Williamston

Downtown Vacancy Ordinance Registration

Property Address: _____ Property Owner Name: _____
 Property Contact (if different from property owner): _____
 Property Contact Number: () _____ Email (optional): _____
 Property Contact Mailing Address: _____

Non-Local Property Owners

Property Management Name: _____
 Property Management Contact: _____ Property Management Number: () _____

Mail this registration along with the required \$15 annual registration fee to P.O. Box 506, Williamston, NC 27892.
 Or return to Town Hall at 102 East Main Street. Cash, check or credit card payment is accepted.
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School of Government Membership Dues

Matanovic, Sonja Maria <matanovic@sog.unc.edu>

Fri 7/5/2024 2:02 PM

To:Eric Pearson <epearson@townofwilliamston.com>

Dear Mr. Pearson:

We feel very fortunate institutions like yours choose to invest in the School of Government in the form of membership dues. Your dues support our work to improve your community, your local government, and your staff. Every day at the School, we strive to ensure a return on that investment.

We executed nearly 250 programs in fiscal year 2023 with 15,000 participant registrations. This past year we welcomed new faculty members with expertise in municipal law, leadership and public service management, criminal law, and among other areas. Our faculty have continued to average a total of 40 advising requests per day. We work hard to earn your trust every day—with every phone call or email, course or conference, book or blog post.

We could not develop new resources or act quickly to assist you if not for your membership dues. Nearly 100 percent of the state's counties and municipalities show their support for the School of Government by paying their membership dues each year. We do not take this level of support for granted.

The per capita rate for membership dues for the 2024–2025 fiscal year is \$0.1539 per resident. Your jurisdiction's dues amount is based on this rate and on 2022 population estimates. A request for payment of your dues in the amount of \$778 will be sent later in July along with some resources we're compiling for you.

If you have questions about your membership dues—or about anything at all—please do not hesitate to contact me at 919.966.4178 or matanovic@sog.unc.edu or my colleague, Lauren Partin, at 919.962.2757 or lgpartin@sog.unc.edu.

Sincerely,

Sonja Matanovic

Associate Dean, Strategic Communications

The Town of Williamston is an equal opportunity provider.