

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

April 4, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, April 4, 2016 at 5:30 p.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Al Chesson, Jerry Knox, Ronell Rodgers, William Coffield,
and Junious J. Horton
Town Administrator: Eric Pearson
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Director of Planning and Development: Brent Kanipe
Police Chief: Travis Cowan
Fire Chief: James B. Peele, III

ABSENT Ronell Rodgers

CALL TO ORDER AND INVOCATION

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

AGENDA APPROVED AS ADJUSTED

The Mayor asked if there were any items to be removed or added to the Regular Agenda or the Consent Agenda. The Town Administrator asked to have the following added to the Regular Agenda:

VI **New Business** (7) Consideration of Carnival Application

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of March 7, 2016 and March 21, 2016 Meetings
- (2) Budget Amendment – Fire & Rescue
- (3) Tax Relief Orders

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

PUBLIC COMMENT

Wilson Fairall, residing at 1399 Popular Point Rd, Williamston, NC addressed the Board concerning the water rates in Williamston. He congratulated the Board for lowering the water rates for the citizens that do not live in the city limits. He is concerned about the commercial rates as he believes that the rates will keep new businesses from starting in this area and may drive some existing businesses out of the Martin County. He reported that he was excited to hear of the talks of a possible county-wide consolidation as that would bring enough customers in to lower the rates.

WELCOME

The Mayor welcomed County Commissioners Dempsey Bond and Ronnie Smith (Chairman) who were in attendance at the meeting.

PRESENTATION

Aaron Gaskins, Area Specialist for Rural Development Division of the United States Department of Agriculture (USDA), presented the USDA Letter of Conditions regarding the Skewarkee Canal project. The letter established the conditions that the Town of Williamston must understand and agree to before the USDA can give any further

consideration to the application. Any changes to the project costs, sources of funds, scope of services or any other significant changes in the project or Town must be reported to and approved by USDA Rural Development by written amendment. Any changes not approved by the Rural Development shall be cause for discontinuing processing of the application. The Rural Utilities Service (RUS) loan is not to exceed \$1,030,000 at the rate of 2.25%. If RUS makes the loan, the interest rate will be lower of the rate in effect at the time of loan approval or the rate in effect at the time of loan closing. The letter is not to be considered a loan approval letter or as a representation as to the availability of funds but is a necessity if the Town desires that further consideration be given to the loan application. The term of the loan is 40 years, with the first payment due at the end of the first year after the loan closing. Normally, a revenue bond is required by the USDA but the State office agreed to an installment purchase agreement. Payments will be made by preauthorized debit payments. The Town contribution of \$125,000 will be the first funds expended for this project prior to the usage of the North Carolina Department of Environmental Quality funds of \$200,000 and the Rural Development loan funds of \$1,030,000. Due to the short duration of the project, loan funds will be disbursed by multiple advances through electronic transfer system throughout the construction period. The Town Administrator explained that the \$125,000 is included in the Capital Budget and the \$200,000 is funding that was secured by Representative Willingham and Senator Smith-Ingram. Attorney Manning and the Town Administrator recommend that the Board accept the Letter of Conditions as presented and adopt the Loan Resolution R-2016-129.

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to accept the Letter of Conditions as presented and adopt the Loan Resolution R-2016-129.

Board Approves Reappointment of Frankie Chesson and Marie Robertson to Serve on the Williamston Community Appearance Commission

Brent Kanipe requested the Board to approve the reappointment of Frankie Chesson and Marie Robertson to the Williamston Community Appearance Commission. Both individuals have served one 3-year term and are eligible to serve another 3-year term.

It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the reappointment of Frankie Chesson and Marie Robertson to their second 3-year term on the Williamston Community Appearance Commission.

Board Approves Alice Matthews to Serve on the Williamston Planning Board/Board of Adjustment

Brent Kanipe reported that there are two openings on the Williamston Planning Board/Board of Adjustments. He presented a request for the Board to approve the appointment of Alice Matthews to the Williamston Planning Board/Board of Adjustment. She will serve the West End area and understands what her duties and obligations are as a board member. This will be her first 3-year term.

It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the appointment of Alice Matthews to her first term on the Williamston Planning Board/Board of Adjustment.

Board Approves Jean Spruell-Boyd to Serve on the Williamston Library Advisory Board

The Mayor requested the Board to approve the appointment of Jean Spruell-Boyd to the Williamston Library Board as requested by the Martin Memorial Library Advisory Board. This will be her first 6-year term.

It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the appointment of Jean Spruell-Boyd to her first 6-year term on the Williamston Library Advisory Board.

Body Camera Grant

Chief Cowan presented a body camera grant proposal for the Board's consideration. The total cost of the project is \$40,680. The Town would be responsible for \$27,573.34 of the total cost and the proposed grant will cover \$13,106.66. As the Town moves forward with this project, the servers will have to be updated in the future. The future costs are unknown and would not be covered under this grant. The video data will be purged after 90 days for routine encounters but can be flagged to never purge. The application is due by July and the funds already budgeted in this year for the camera expense will be moved forward into the upcoming budget. The cameras will assist internally to be certain that police officers are following policy and the law but the law prohibits showing the videos to the public at this time as it will violate personnel laws. The District Attorney and other investigating

agencies will have access. If the grant application is approved, the approval will go before the Board to accept the funds.

It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve applying for the body camera grant.

Approval of the MAPS Contract

Finance Officer Linda Harrison presented the MAPS contract to perform a salary survey for approval per the direction received from the Board at the budget workshop.

It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve the MAPS contract.

Board Approves Hazmat Agreement with the State

The Fire Chief presented the proposed renewal of a RRT-1 (Rapid Response Team) contract with the State to provide RRT services to our region of the state. The current contract expires June 30, 2016. The terms of this contract are basically identical to the past contract. The Town Attorney has reviewed the contract and recommended approval of the contract. The Town of Williamston has contracted Hazardous Materials emergency Response in twenty five Northeastern Counties with the State since 1995.

It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve renewal of the contract to provide RRT services as requested.

Board Approves Carnival Request

Brent Kanipe presented a Carnival Request from the Crime Stoppers to be held at the Roanoke Landing Shopping Center in the Roses parking lot. They will be operating on April 20-24, 2016. The location is a good location with less impact on residents and business. They will provide their own police presence, port-a-johns, garbage pickup and electrical hookups. Christina Jones with the Crime Stoppers was available for questions.

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

DEPARTMENTAL REPORTS

Police

The Police Chief reported:

- The department participated in multiple events for the children last month to include the Easter Egg hunt, Kids Fest and a Bike Safety Class.
- In-service mandated training is almost complete for 2016.
- The department has began using the CAD (Computer Aided Dispatch) system that will give real-time information county-wide to the police force.

Parks & Recreation

The Parks & Recreation director reported the following:

- The department participated in Kids Fest.
- Softball registration was last month. There are 7 teams.
- Equipment has arrived for the new inclusive playground and the anticipated completion is the first of May.

Planning

The Planning Director reported:

- Hopper, the Easter Bunny, was a huge success. After visiting the businesses and the park, Hopper went to the retirement center to visit with residents.
- Discussions are ongoing with potential new businesses that will hopefully open in the town.
- He, the Town Administrator, Jason Semple and Tim Ivey met with and made Parkdale Mills an offer that will significantly reduce their costs.
- He is considering a business fair to encourage entrepreneurship and new vendors.

Public Works

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The Public Works Director reported:

- Street tonnage for the March totaled 40 tons of hot asphalt with 18 pothole repairs.
- The department handled 64 utility locations and 4 inspections of grease traps.

Fire/Rescue

The Fire Chief provided the following report:

- March was a busy month with 241 EMS responses.
- The prevention office did 2 prevention programs, installed a few smoke detectors, and several child safety seat checks.
- RRT-1 will be celebrating 20 years of service with a luncheon on April 23, 2016 at the station in Williamston. An invitation was extended to the board.
- The EMS will hopefully be online with Advanced Life Support certification in June 2016

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 6:32 p.m.

Submitted By:

Approved By:

Town Clerk

Mayor