

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

May 2, 2016

The Board of Commissioners of the Town of Williamston met in regular session on Monday, May 2, 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, Ronell Rodgers 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

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 PRESENTED

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:

IV: Old Business

(2) Resolution 2015-131 Accepting Streets

IV: Closed Session

Economic Development per N.C.G.S. 143-318.11 (a) (4)
Attorney Client Privilege per NC General Statute 143-318.11 (a) (3)

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of April 18, 2016 Budget Sessions Meetings
- (2) Capital Project Ordinance 2016-86 Skewarkee Canal Phase IV-A Railroad Crossing
- (3) Budget Amendment – Salary Survey

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

WELCOME

The Mayor welcomed Martin County Commissioner Dempsey Bonds.

OLD BUSINESS

Approval of the Amendment to Engineering Agreement Annexation Area A

Blaine Humphrey, Project Manager with Rivers and Associates, Inc., presented an amendment to the Engineering Agreement Annexation Area A. Back in March 2016, he had presented a change order to the Board and had told the Board that he would return with an amendment to the Engineering Agreement for Annexation A for the realign services on the Ross Property.

It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve the Amendment to Engineering Agreement Annexation Area A as presented.

Approval of the Resolution 2015-131 Accepting Streets

Blaine Humphrey, Project Manager with Rivers and Associates, Inc., presented Resolution 2015-131 Accepting Streets. When reviewing the NC DOT documentation as far as what streets the town accepted for the Annexation Area A, there was one area, Club Circle that was not listed in the previously Resolution 2015-126. This area is located at the just off of Club View. For the purposes of the Annexation project and Powell Bill purposes, this area needs to be included in the documentation.

It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the Resolution 2015-131 Accepting Streets as presented. Resolution 2015-131 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Develop Ordinance to Create a Storm Water Enterprise Fund

Greg Churchill, Rivers and Associates Project Engineer, presented the Engineering Agreement for the Skewarkee Canal Phase 4 Railroad Crossing. Last month, the Town of Williamston Board had accepted the Letter of Conditions offered by the USDA Rural Development to fund this project. Part of the USDA requirements is that the Town and Rivers and Associates entered into an engineering service agreement that meets the USDA requirements. This contract also rolls in some of the previous services that have already been completed. The agreement is a total of \$220,000 of which just over \$105,000 worth of services has already been completed and paid.

The Town Attorney recommended allowing Bill Pollock more time to review the contract before action is taken. After general discussion, action was tabled on this matter.

NEW BUSINESS

Resolution 2015-130 Resolution Authorizing Grant Application – Water Asset Inventory

Greg Churchill, Project Engineer with Rivers and Associates, reported that the Division of Water Environment Quality has developed a new grant program. With a very short application timeframe, Rivers and Associates applied for \$150,000 of grant funds which only requires a 5% matching grant on behalf of the Town. The matching requirement can be repaid in kind. The grant is to be used to be able to prepare an asset inventory assessment for the water infrastructure. This assessment will be useful in development of the capital improvement plan.

It was moved by Commissioner Rodgers, seconded by Commissioner Knox and unanimously passed to approve the Resolution 2015-130 Authorizing Grant Application as presented. Resolution 2015-130 is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Develop Ordinance to Create a Storm Water Enterprise Fund

Greg Churchill, Project Engineer with Rivers and Associates, reported that the USDA will require a means of repayment of the loan for the Skewarkee Canal project. An amendment for professional services to develop the Storm water Utility Ordinance as amended to include preparation of an initial Storm water Utility Ordinance for the Town's consideration was submitted for the Board approval. The total cost of the services is estimated to be \$3,500. The initial ordinance is anticipated to be limited to a description of the formation of a new storm water utility, establishment of certain initially required definitions and establishment of authority to charge for use of the utility.

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the development of an ordinance to create a storm water enterprise fund as presented.

Appointment to Planning Board

Brent Kanipe recommended Clay Wagner for appointment to the Williamston Planning Board/Board of Adjustments to replace Wayne Fox. Mr. Wagner lives in the newly annexed area. This will be the first of 3, 3-year terms possible.

It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the appointment of Clay Wagner to the Williamston Planning Board/Board of Adjustments.

Appointment to Parks and Recreation Board

Allen Overby recommended the appointment of Glen Cargile to the Williamston Recreation Advisory Board. This will be the first of 3 possible 3-year terms.

It was moved by Commissioner Horton, seconded by Commissioner Chesson and unanimously passed to approve the appointment of Glen Cargile to the Williamston Recreation Advisory Board.

Authorization for Mayor to Pursue Interim Administrator Options

The Mayor reported that she met with Paul Myer, the Executive Director of the NC League, in Raleigh to seek direction on proper procedure to pursue interim town administrator options. He agreed to send Rob Sheppard and Hartwell Wright to meet with her May 3, 2016. She would like to have Eric Pearson and Commissioner Rodgers to join the meeting with Sheppard.

It was the consensus of the board to move forward with the meeting with Rob Sheppard from the NC League.

DEPARTMENTAL REPORTS

Parks & Recreation

The Parks & Recreation director reported the following:

- Summer programs have been scheduled and are to be distributed to the schools.
- There will be a health fair at the Gaylord Perry Park May 14, 2016
- The first of the Movie in the Park series will be held May 13, 2016
- The majority of the inclusive playground equipment has been delivered.

Fire/Rescue

The Fire Chief provided the following report:

- April was a routine month with 222 EMS responses, 13 building inspections, 10 fire prevention programs.
- The department participated in Kids Fest and the Bike Safety class.
- Training for this month included a two-day grain bin rescue training class.
- The EMT-I exam will be the 15th of May.

Police

The Police Chief reported:

- In-service mandated training is almost complete for 2016.
- He completed the last week of municipal administration course at the School of Government.
- There were several events to include the Bike Safety Classes, Special Olympics, Active Shooter Drill at Martin Enterprises, and Community Policing meeting.

Planning

The Planning Director reported:

- The Urban Downtown Development application has been submitted to the Department of Commerce to hopefully assist 3 to 5 businesses.
- There is a building on Washington Street should be demolished as soon as an environmental study is received.
- Let's Go Event has been rescheduled to May 26, 2016.
- He will have knee surgery and will have limited time in the office for the next couple of weeks.

Public Works

The Public Works Director reported:

- Street tonnage for the April totaled 50 tons of hot asphalt and was able to patch 30 holes.

- The newly purchased generator has been installed by staff.
- He is researching ways to utilize the electronic meters to show immediate concerns.

Administration

The Town Administrator reported:

- The Town Clerk is currently working towards obtaining certification as Municipal Clerk through the School of Government.
- The West Main Sidewalk project has been completed but was disappointed to learn that the section under the CSX will not be done.
- The Department of Energy has done an audit at the Kehukee Park. The report and recommendations will be brought before the board when received.
- He is researching ways to utilize the electronic meters to show immediate concerns.

BUDGET WORKSHOP

The Town Administrator reported that there are several changes have been made to the budget per the board's direction. The proposed budget presented is a balanced budget. The Fire/EMS department will have an increase in revenue due to the change in certification to intermediate level. The employee health insurance is still a concern as BCBS proposes a 48% increase in premiums. The insurance broker is currently reviewing other options. A 30% increase has been budgeted. The best alternative is MedCost through the NC League which is a 30% increase. The proposed Capital Improvement Plan has been distributed for review. The plan will need to be approved at the regular meeting in June. The travel for the board has been budgeted historically at \$1,000. The travel has exceeded that amount for this fiscal year. A travel policy has been distributed. The amount may need to be amended for the upcoming year. Mayor Pro Tem Chesson proposed, with the possibility of the 2017 tax evaluation causing a decrease in revenues, to postpone renovations and acquire proposals for the renovations to Town Hall in the next year. To be a revenue neutral tax rate, if the property assessment decreases, the tax rate will have to increase. The sales tax revenue received by the Town may also decrease. Another consideration postponing the budgeted purchase of the new air conditioning system as that the Godwin Coppage park has a leaking roof. He proposes to do an engineering study to be certain that the air conditioning system will be adequate for the building and has the electrical system will be able to handle the larger system. The Town Administrator reported that \$20,000 in building maintenance for the Police Department was removed when the renovation was added. If a certain amount of building renovations are done (50% of total cost of building), the entire building must be brought to ADA standards which will include items such as an elevator and new bathrooms. The body camera project has a grant that is available at present. It was also proposed to increase the funding to the Boys and Girls Club from \$10,000 to \$15,000. Commissioner Rodgers reported that the Godwin Coppage Park building is too hot in the summer and would like to see that project handled. Chesson reported that the air conditioner is not in this year's budget and would not be installed in time for usage this year. Commissioner Horton reported that he is not in favor of rushing into the air conditioner as the minimal activity there is early morning. Commissioner Coffield recommended handling the roof repair before the air conditioner could be addressed. Allen Overby is obtaining a repair quote for the 31 year old roof. The Town Administrator reported that there have been significant upgrades to Godwin Coppage Park every year. The budget also includes an additional \$25 license plate fee that will be dedicated to street work. The Town Administrator requested direction in changes to the budget prior to the May 16th meeting. There is a statutory requirement to hold a public hearing prior to adopting the budget. It is the consensus of the Board to remove the renovations to Police Department and add architectural engineering fees and building maintenance. The removal will cover the extra \$5,000 needed to increase the Boys and Girls Club funding. It was the consensus of the Board to increase the board's travel budget to \$2,000. The air conditioning for the Godwin Coppage Park is to be removed and reallocated for roof repairs. The consensus is to increase sewage rate from \$5.50/thousand to \$6/thousand and reduce the water rates from \$20 to \$18.75 in-town base rate (\$27 base rate for all out of town). This rate includes revenue for maintenance and sludge hauling.

CLOSED SESSION

It was moved by Commissioner Coffied, seconded by Commissioner Chesson and passed to go out of regular session into closed session to address a Personnel Issue per N.C.G.S. 143-318.11 (a) (6), an Economic Development per N.C.G.S. 143-318.11 (a) (4) and an Attorney Client Privilege per NC General Statute 143-318.11 (a) (3)

It was moved by Commissioner Chesson to go out of closed session and into regular session. The motion was seconded by Commissioner Knox and passed.

ADJOURNMENT

With no further business, the Mayor declared the meeting adjourned at 8:34 p.m.

Submitted By:

Approved By:

Christina Craft, Town Clerk

Joyce Whichard-Brown, Mayor