

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

August 3, 2015

The Board of Commissioners of the Town of Williamston met in regular session on Monday, August 3, 2015 at 5:30 P. M. in the Assembly Room at Town Hall.

PRESENT Mayor: Tommy Roberson
Commissioners: Jerry Knox, William Coffield, Herman B. Daniels and Junious J. Horton
Town Administrator: Eric Pearson
Town Clerk/Executive Assistant: Christina Craft
Police Chief: Travis Cowan
Fire Chief: James B. Peele, III
Planning and Development Director: Brent Kanipe
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Finance Director: Linda Harrison
Rivers and Associates: Mark Garner
Tax Clerk: Tiffany White

ABSENT Mayor Pro Tem Al Chesson

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and asked Commissioner Knox to give the invocation.

AGENDA/CONSENT AGENDA APPROVED

The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished to have any items removed from the Consent Agenda and added to the Regular Agenda.

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

Items approved in the Consent Agenda are as follows:

1. Approval of the Minutes of the July 13, 2015 Meetings
2. Approval of Budget Amendment – Parks & Recreation Pickup Truck
Undesignated Fund Balance
Truck Purchase \$22,419.99

The purpose of this amendment is to increase revenue and expenditures for the purchase of a truck from Feyer Ford for the Parks & Recreation Department. The truck was ordered but not received in June 2015 year. The Board approved this purchase for the 2016 budget year at the July 13, 2015 Board Meeting.

3. Budget Amendment – Purchase of Vick-Taylor Property
Donation – Martin Memorial Library
Donation from Library \$8,072.33

The purpose of this amendment is to increase revenue and expenditures for purchase of the Martha Vick Taylor and husband Henry L. Taylor property at 304 North Smithwick Street. The property will belong to the Town but the Martin Memorial Library will reimburse the Town the costs.

4. Amendment to the OPEB Policy

PUBLIC COMMENT

None

ACCEPTANCE OF FISCAL 2015 AD VALOREM TAX SETTLEMENT REPORT

Tiffany White reported that the original tax levy was \$2,222,239.84. The uncollected tax as of June 30, 2015 \$253,525.26. The 2014 tax collection rate is at 89.915%. The percentage is skewed as the annexation areas were added but not forcibly collectible. Less the annexation areas, the collected percentage is 93.95%. Ms. White requested, in accordance with G.S. 105-373(a) that the report be approved and accepted as a settlement of the 2014 Ad Valorem Tax Levy.

It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve the Fiscal 2015 Ad Valorem Tax Settlement report as presented.

TAX ORDER TO COLLECT FISCAL 2015 PROPERTY TAXES

Tiffany White requested approval of the Tax Order to Collect Fiscal 2015 Property Taxes in accordance with G.S. 105-373(a).

It was moved by Commissioner Daniels, seconded by Commissioner Coffield and unanimously passed to approve the Tax Order to Collect Fiscal 2015 Property Taxes as presented.

APPROVAL OF PROPOSED CONTRACT TO SUBMIT USDA APPLICATION - SKEWARKEE DRAINAGE FUNDING

Mark Garner with Rivers and Associates reported that approximately one year ago, the Town was searching for any funding opportunities and has pursued a possibility to get the Skewarkee project as a line item on the State budget. He and Town Administrator Pearson have met with the USDA to pursue Storm Water Project funds. It will be approximately 18 months before any funds will be available. The Rivers and Associates contract proposed has three parts to include preparation of the Preliminary Engineering Report, preparation of USDA Application and the preparation of the Environmental Assessment for a total of \$31,000. The proposed contract cost to create and submit an application to USDA for a loan can be reimbursed from the loan proceeds.

It was moved by Commissioner Knox, seconded by Commissioner Coffield and unanimously passed to approve the contract as presented.

RESOLUTION 2015-121 AUTHORIZING THE TOWN'S PARTICIPATION IN THE NC STATE HEALTH PLAN

The State Legislature is now allowing small municipalities to join the State Health Plan if it makes sense to do so. This resolution will give the Town permission to pursue the opportunity but does not bind the Town into the State Plan.

It was moved by Commissioner Daniels, seconded by Commissioner Horton and unanimously passed to approve Resolution 2015-121 Authorizing the Town's Participation in the NC State Health Plan. Resolution 2015-121 is filed in the Town Clerk's office for future reference.

APPOINTMENT TO THE PLANNING BOARD/BOARD OF ADJUSTMENTS

Brent Kanipe reported that Planning Board/Board of Adjustments member, Dan Diehl, has relocated out of state. His recommendation for appointment to the vacancy is Dallas Peele. Mr. Peele has previously worked with the town before he became full time with the National Guard. He has since retired and moved to the west side of Williamston, which is the same area Mr. Diehl served.

It was moved by Commissioner Coffield, seconded by Commissioner Daniels and unanimously passed to approve the appointment of Dallas Peele to the Planning Board/Board of Adjustments as recommended.

DEPARTMENTAL REPORTS

All departments submitted a 2015 Bi-Annual Reports. Some keys points are:

Police

The Police Captain reported:

- The police department continues to focus on providing training to develop officers.
- The department has increased community events that provide a positive exposure and interaction between officers and the public.
- Three patrol cars have been purchased and placed into service

- Research continues to find the best option for personal video recording devices to be worn by officers.
- Halloween bags have been purchased with a brief list of safety tips to be distributed throughout the Williamston area.
- An attempted murder occurred on July 3rd. Six people have been charged as a result of the investigation.

Fire/Rescue

The Fire Chief provided the following report:

- July showed a decrease in EMS calls with a total of 188 EMS responses.
- The SBI Bomb squad gave a training presentation.
- Participated in softball tournament and designated personnel due to the intense heat.
- Participated in the Movie in the Park with Parks and Recreation.
- Included in the bi-annual reports submitted to the Board are charts to show the types of calls and incident response reports, fire prevention and performance measures.

Parks & Recreation

The Parks & Recreation director reported the following:

- SWAC All-Star Tournament had a total attendance of 4,100
- The Back to School Carnival will be held August 8 at Godwin-Coppage Park
- Movie in the Park will feature the movie "Open Season" August 13.
- 33 players have signed up for Tackle Football
- Volleyball registration will be August 26-29
- Winter Carnival is scheduled January 2016
- The Christmas Parade will be held December 3.
- The new town website and facebook are being utilized to promote the Park and Recreation activities.

Planning

The Planning Director reported:

- The Town was selected as a NC Main Street Community
- Riverfront development work will begin in October once the Federal Budget is approved.
- There has been over \$500K in new private investment downtown.
- Geo-caching Trail, which is a outdoor treasure hunting game using GPS-enabled devices, has been established

Public Works

The Public Works Director submitted bi-annual activities reports for the water, street, sewer, sanitation and wastewater collection system. Performance measures were also submitted and within normal expectations. There are several street sweeper applicants being reviewed at this time.

Administrator

The Town Administrator reported:

- Performance measures are reported bi-annually and is not a grading system but an evaluation tool.
- Payment of Phase II of the Sidewalk project has been submitted and the bidding process has begun.
- Evaluating IT and phone options to hopefully move towards using the cloud for storage.
- The data is being sent to the actuaries to determine the town financial status in the OPEB fund.
- Monies have been placed into the OPEB trust fund as directed by the Board.
- Powell Bill Report has been submitted by the Finance Department and Rivers and Associates.
- The Dashboard report will be submitted at the next meeting.
- All water used in hydrant flushing will be purchased from the MCRWASA.

ADJOURNMENT

With no further business, the Mayor declared the meeting adjourned at 6:58 p.m.

Submitted By:

Approved By:


Christina Craft, Town Clerk


Tommy Roberson, Mayor