

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

September 14, 2015

The Board of Commissioners of the Town of Williamston met in regular session on Monday, September 14, 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. Mr. Eric Pearson requested that the Board add to New Business the acceptance of the East Carolina Behavioral Health grant for the accessible playground

It was moved by Commissioner Horton, seconded by Commissioner Coffield 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 August 3, September 1, and September 4, 2015 Meetings

2. Approval of Budget Amendment – RRT Grant

Undesignated Fund Balance

RRT Grant \$40,236.03

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.

3. Budget Amendment – Safe Kids Grant

Safe Kids Grant

Safe Kids Grant \$917.99

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.

4. Budget Amendment – Fire Department Revenue Transfer

On Behalf of Payments F/R

Fire \$4,900

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.

5. Budget Amendment – Skewarkee Canal Project
Contractor Bonding Co Settlement
Transfer to Skewarkee Canal Project \$125,000

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.

6. Approval of Water Bill Adjustment – James Roberson
7. Approval of Ordinance 2015-82 Declaring a Road Closure for Carolina Stampede
8. Approval of Ordinance 2015-83 Declaring a Road Closure for Christmas Parade
9. Confirm letter to Elected Representatives – MCRWASA Assistance

WELCOME

The Mayor welcomed County Commissioners Dempsy Bonds and Ronnie Smith who were in attendance at the meeting.

PUBLIC COMMENT

None

Ordinance 2015-81 Demolition Order for 101 Morris Street

Brent Kanipe reported that the property on 101 Morris Street, Williamston, NC owned by Johnny M. Daniels and Jarrett Daniels has been given notice by certified mail that the dwelling is in fact dilapidated and unfit for human habitation to such a degree that it is incapable of being repaired to comply with the minimum standards required by law. The owners were given proper notice in June 2015 to demolish and remove the dwelling and have failed to comply. Commissioner Coffield remarked that the Ordinance has the incorrect street address as 110 Morris Street and should be corrected.

It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve Ordinance 2015-81 as amended to read Ordinance 2015-81 Demolition Order for 101 Morris Street as opposed to 110 Morris Street. Ordinance 2015-81 is filed in the Town Clerk's office for future reference.

BUDGET CALENDAR

The Town Administrator presented the Fiscal 2017 budget calendar for the Board's consideration. He highlighted key dates in the calendar and noted that the Planning Retreat is scheduled in the calendar for Friday and Saturday, January 29 and 30, 2016. January 4, 2016 is a public hearing to allow the citizens an opportunity to voice their recommendations to the upcoming year's budget.

It was moved by Commissioner Daniels, seconded by Commissioner Coffield and unanimously passed to approve the budget calendar as presented.

ACCEPTANCE OF THE EAST CAROLINA BEHAVIORAL HEALTH GRANT

Allen Overby reported that the Town has been presented with a \$250,000 for the "Play Together Construction" grant from the East Carolina Behavioral Health. The grant is to be used toward the purchase of inclusive playground and equipment at the Godwin Coppage Park. The grant application for equipment at the Gaylord Perry Park was not approved by the East Carolina Behavioral Health. If there is grant money available after the Godwin Coppage Park playground has been completed, those funds may be used on the Perry Park. Mr. Overby is requesting approval for the acceptance of the grant.

It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to approve the acceptance of the Play Together Construction Grant funds.

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- August showed EMS with a total of 206 EMS responses.
- Fire/Rescue participated in several community outreach events to include the Back to School Carnival and Super Hero Camp.
- One staff member completed the Hazmat Tech class in Raleigh.
- Participated in the "VIP for a VIP" program (Vehicle Injury Prevention for a Very Important Person) at the Riverside High School which provides a dramatic experience for high school teens demonstrating the horrible consequences of distracted driving.
- Homeland security awarded several grants to include: \$54,000 grant from the Department of Homeland Security for the purchase of a truck to pull hazmat truck; \$5,500 grant for the Cylinder casket; and awarded just under \$1,000 for the Safe Kids Coalition to assist with safety checks.

Parks & Recreation

The Parks & Recreation director reported the following:

- Movie in the Park featured the movie "Open Season" August 13 at the Barnes Plaza.
- The Back to School Carnival on August 8 had approximately 170 children and the leftover school supplies were donated to the EJ Hayes School.
- Volleyball registration will be August 26-29 was a success with 50 signed
- Tackle Football has begun.
- 200 children have signed up for soccer which begins the end of September.
- Mr. Overby invited the Board to the Carolina Country Stampede to eat with the staff and volunteers.

Planning

The Planning Director reported:

- The historic tax credit will be included in the current proposed State budget.
- The Stampede will be September 25th and 26th with lots of vendors and entertainment.
- There will be a kickoff meeting in October with the environmental engineers for the Brownfield mediation on the Clark and Windsor Oil sites to start cleaning the area.
- Geo-caching Trail, which is a outdoor treasure hunting game using GPS-enabled devices, has been well received, with more than 75% of the participants are from outside of Martin County, increasing tourism county-wide. Another opportunity to bring in more visitors into the county is to bring in the historic churches into the geo-caching trail.
- Bids are out for the utility work on Annexation Area A and should be in by the end of September.

Public Works

The Public Works Director reported:

- There were some drainage issues and preparing for the Carolina Country Stampede, to include some beautification things like fresh mulch.
- There was a 20% increase in shop orders.
- 35 tons of fresh asphalt was used and recycled 3 tons.
- Sanitation tonnage was 200 tons in the month.
- One employee is out on medical leave and expressed his appreciation of the Police Department and Town Hall for helping during the shortage.
- There is an intern from Martin County Schools that is working at the Waste Water Treatment Plant for just over an hour a day, five days a week and will continue until January 2016.

Administrator

The Town Administrator reported:

- Dashboards for the previous year were submitted to show how closely the departments have stayed within the budget. The dashboard numbers are unaudited as the audit has not been completed. The dashboard will be presented with audited numbers as soon as that is available.
- The amount of bad debt in write offs that are not collectible, while calculated, are not removed from the Logics system for collection.
- The completion of Phase II of the sidewalk construction should be very soon.
- Town Hall has had an intern from the high school and is trying to give her a good impression of what it is to work in various areas of Town Hall, to include the safety classes that all new hires are required to complete through the fire department.
- There is a called meeting this Thursday at 5:30pm in the Assembly Room at Town Hall.

Police

The Police Captain reported:

- All in-service mandated training has been completed.
- Homecoming and the Stampede are two upcoming events that will have lots of police involvement.
- That a new officer has been hired, Matthew Harrell and introduced him to the Board.
- Presented Lt. Tony Bowen with the Advanced Certificate. He has worked for the Town for a total of 14 years. To be considered for this certificate, he has to work in a fulltime capacity for 12 years and log over 1,000 hours of non-mandated training.

CLOSED SESSION

At 6:05 p.m., it was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to go out of Open Session into Closed Session for a personnel issue in accordance with NC General Statute 143-318.11 (a) (6) Personnel Issue.

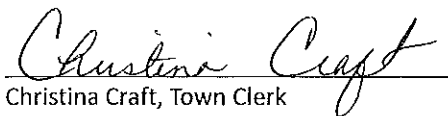
At 6:23 p.m., it was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to go out of Closed Session and back into Open Session.

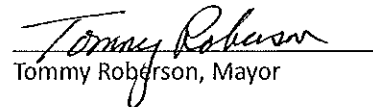
ADJOURNMENT

With no further business, the Mayor declared the meeting adjourned at 6:23 p.m.

Submitted By:

Approved By:


Christina Craft, Town Clerk


Tommy Roberson, Mayor