

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

November 2, 2015

The Board of Commissioners of the Town of Williamston met in regular session on Monday, November 2, 2015 at 5:30 a.m. in the Assembly Room at Town Hall.

PRESENT Mayor: Tommy Roberson
Commissioners: Mayor Pro Tem Al Chesson, Jerry Knox, William Coffield,
Herman B. Daniels and Junious J. Horton
Town Administrator: Eric Pearson
Town Clerk/Executive Assistant: Christina Craft
Town Attorney: Daniel A. Manning
Police Chief: Travis Cowan
Fire Chief: James B. Peele, III
Planning and Development Director: Brent Kanipe
Public Works Director: Kerry Spivey
Finance Director: Linda Harrison
Town Attorney: Daniel A. Manning

CALL TO ORDER AND INVOCATION

The Mayor called the meeting to order and asked Commissioner Chesson 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.

Item approved in the Consent Agenda are as follows:

1. Approval of the Minutes of the Minutes of October 5, 2015 and October 19, 2015 meetings

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

WELCOME

The Mayor welcomed the Mayor of Jamesville, Brad David, who was in attendance at the meeting.

PUBLIC COMMENT

None

CONFIRM MAYOR'S APPOINTMENTS TO THE HOUSING AUTHORITY BOARD

The Mayor announced that he was prepared to reappoint Kenneth Moore to the Housing Authority Board for another term of 5 years. The Mayor announced that he was prepared to appoint Brenda Moore to serve the unexpired term of Belinda Daniels on the Williamston Housing Authority Board which expires July 2016. He asked for the Board's ratification of the appointment.

It was moved by Commissioner Knox, seconded by Commissioner Horton and unanimously passed to ratify the Mayor's appointment of Brenda Moore and passed to reappoint Kenneth Moore to the Williamston Housing Authority Board.

RESOLUTION 2015-124 ACCEPTING LOAN OFFER FROM NCDENR – ANNEXATION AREA "A" and RESOLUTION 2015-126 ACCEPTING STREETS

Town Administrator Eric Pearson presented Resolution 2015-124 to accept a loan offer of \$4,230,300 from NCDENR for sewer installation in Annexation Area "A." The Town of Williamston has been approved for loan assistance from the Clean Water State Revolving Fund and requires a resolution adopted by the governing body to accept the loan offer. He also presented Resolution 2015-126 Accepting Streets for approval, in connection with the newly annexed Area "A," that the involved streets be accepted by the town as town streets.

It was moved by Commissioner Daniels, seconded by Commissioner Coffield and unanimously passed to approve Resolution 2015-124 Accepting Loan Offer from NCDENR – Annexation Area "A." It was moved by Commissioner Chesson, seconded by Commissioner Knox and unanimously passed to approve Resolution 2015-126 Accepting Accepting Streets as presented. Resolutions 2015-124 and 2015-126 are hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

APPROVAL OF NC FIREMEN'S RELIEF FUND BOARD

Chief Peele presented a recommendation of Fireman's Relief Trustees of the Relief Fund for the Williamston Fire District. James B. Peele and Dallas Wayne Hopkins were recommended by the Fire Department. Bill Jones and Junious Horton were recommended for appointment as Town Board appointees. Simon Griffin was recommended for appointment by the Insurance Commissioner and is also the Relief Fund Treasurer.

It was moved by Commissioner Chesson, seconded by Commissioner Coffield and unanimously passed to approve James B. Peele, Dallas Wayne Hopkins, Bill Jones, Junious Horton, and Simon Griffin the NC Firemen's Relief Fund Board as presented.

APPROVE ACCEPTANCE OF RRT GRANT MOA#1501 FOR \$250,000

The Fire Chief presented a memorandum of agreement from the NC Department of Public Safety, Division of Emergency Management awarding \$250,000 in RRT (Rapid Response Team) funding under the FY 2015 US Department of Homeland Security Grant Program on behalf of all seven teams. These funds are to be used to fund projects related to emergency management

planning, operations, equipment purchases, trainings and exercises. He requested the Board's acceptance of the grant and authorizing the Chief to execute all documents associated with the grant.

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to accept the \$250,000 RRT grant and authorize the Chief to execute all documents associated with the grant.

APPROVE RRT GRANT MOA # 1515 FOR \$5,500

The Fire Chief presented a memorandum of agreement from the NC Department of Public Safety, Division of Emergency Management awarding \$5,500 in RRT funding under the FY 2015 US Department of Homeland Security Grant Program. This grant will be used to fund a cylinder recovery system. The Chief also requested authorization to execute all documents associated with the grant.

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to accept the \$5,500 RRT grant and authorize the Chief to execute all documents associated with the grant.

APPROVE RRT GRANT MOA # 1513 FOR \$54,500

The Fire Chief presented a memorandum of agreement from the NC Department of Public Safety, Division of Emergency Management awarding \$54,500 in RRT funding under the FY 2015 US Department of Homeland Security Grant Program. This grant will be used to fund a DPR 1 Prime Mover. The Chief also requested authorization to execute all documents associated with the grant.

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to accept the \$54,500 RRT grant and authorize the Chief to execute all documents associated with the grant.

REAPPOINTMENT OF PARKS & RECREATION BOARD

The Recreation Director presented a request for the reappointment of Tony Speller of 208 Edgelea Avenue to the Williamston Recreation Advisory Board. Mr. Speller has served one term of the three-term maximum.

It was moved by Commissioner Chesson to approve the appointment of Tony Speller to the Recreation Advisory Board. The motion was seconded by Commissioner Horton and unanimously passed.

RESOLUTION 2015-125 CLARIFYING WILLIAMSTON PLANNING BOARD ETJ APPOINTMENT REQUEST TO MARTIN COUNTY

The Planning and Zoning Director requested approval of Resolution 2015-125 Clarifying Williamston Planning Board ETJ Appointment Request to the Martin County Board of Commissioners. The Martin County Board of Commissioners has the authority to appoint members to represent the extraterritorial jurisdiction, but may cede the appointment to the Town Board of Commissioners.

It was moved by Commissioner Daniels, seconded by Commissioner Coffield and unanimously passed to approve Resolution 2015-125 Clarifying Williamston Planning Board ETJ Appointment Request to Martin County. Resolution 2015-125 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.

MID-ATLANTIC CONTRACT EXTENSION – BROWNFIELDS GRANT

Planning and Zoning Director reported that the Mid-Atlantic Associates, Inc. had submitted a proposed master Services Agreement and contract extension request for providing environmental services for the Town of Williamston. Mid-Atlantic has assisted the Town in applying and receiving two EPA Brownfields clean up grants to be used on the former Windsor Oil and former Royster Clark sites.

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the Mid-Atlantic Associates Master Services Agreement and contract extension as presented.

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- October was a busy month with 220 EMS responses.
- With fire prevention week in October, FD had many opportunities for community outreach
- They performed a car seat check at the Dairy Queen and checked approximately 30 seats.
- Majority of the staff will be attending the EMT-Intermediate class starting this Wednesday.
- "Fill the Boot" for MDA (Muscular Dystrophy Association) will take place on Black Friday

Police

The Police Chief reported:

- Linx Database system is online and communicating with the Williamston PD
- The PD distributed almost a thousand Halloween safety bags to children.
- There was a normal call volume with no major issues on Halloween.
- He is continuing the search for funding for body cameras and server upgrades. There is still no guidance from legislature. There are statutes prohibiting the release of the information which goes against the purpose of having the cameras and are following closely to get guidance on this issue.

Parks & Recreation

No report. Director will update at December meeting.

Planning

The Planning Director reported:

- The Fall Ya'll festival did very well with over 150 people in attendance
- Walgreens has purchased the Rite Aid Pharmacy chain
- The Town is currently low on available space for businesses. He is currently working with a company that will hopefully come within the next 4 – 5 months and will have to build a new building.

Public Works

The Public Works Director reported:

- Sanitation tonnage for the month of October totaled 232 tons.
- 25 tons of new asphalt and 1 tons of asphalt was been reclaimed during the month.
- He will need to get new quotes on the previously approved crew truck and leaf machine as the items are beyond the original quotes.

Administration

The Town Administrator reported:

- He shared a letter from Governor McCrory stating that a \$200,000 grant for the Skewarkee Canal Drainage Project and wanted to extend a special thank you to Representative Shelly Willingham, Senator Erica Smith-Ingram and Rivers and Associates, Inc for their support.
- Sidewalk project Phase I and II have been put out for bid and awarded by the NC DOT. The Board had to pay towards Phase II. The contractor should be on site soon.

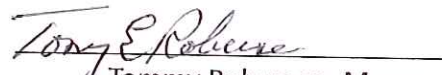
ADJOURNMENT

With no further business, the Mayor declared the meeting adjourned at 6:13 p.m.

Submitted By:

Approved By:


Christina Craft, Town Clerk


Tommy Roberson, Mayor



**TOWN OF WILLIAMSTON
CAPITAL PROJECT ORDINANCE
ORDINANCE 2015-84 2010 ANNEXATION CAPITAL IMPROVEMENTS PROJECT**

BE IT ORDAINED by the governing Board of the Town of Williamston, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of certain water, sewer, street, and street lighting improvements along various existing public roads, streets and other rights-of-way to be acquired within geographical areas to be annexed into the corporate boundary of the Town of Williamston, said area identified as "Area A" to be financed by proceeds from the General Fund, Powell Bill Fund, Water/Sewer Enterprise Fund and long-term debt financing.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of this resolution, project contracts, documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$3,850,500
Easement Preparation & Acquisition	\$ 100,000
Technical Services	\$ 650,000
Contingency	\$ 502,900
Project Administration & Permitting	\$ 110,000
Legal Services	\$ 20,000
Sub-Total	<u>\$5,233,400</u>

Section 4. The following revenues are anticipated to be available to complete this project:

Transfer from Water/Sewer Enterprise Fund	\$ 465,600
Transfer from General Fund	\$ 163,000
Transfer from Powell Bill Fund	\$ 374,500
Long-Term Debt Financing	<u>\$4,230,300</u>
Total Revenues	\$5,233,400

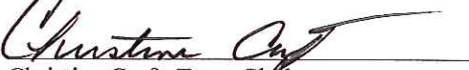
Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the Local Government Commission.


Section 6. The Finance Officer is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total revenues received.

Section 7. Copies of this Capital Project Ordinance shall be furnished to the Finance Officer for direction in carrying out this project.

Section 8. This ordinance supersedes a similarly titled ordinance adopted on the 7th day of September, 2010 during a regularly convened meeting of the Board of Commissioners held at the Williamston Town Hall.

Adopted this 7th day of December, 2015 during a regularly convened meeting of the Board of Commissioners held at the Williamston Town Hall.


Christina Craft, Town Clerk
(SEAL)


Tommy E. Roberson
Mayor



RESOLUTION R-2015-127 AUTHORIZING EXCHANGE OF EASEMENTS

WHEREAS the Town of Williamston acquired by eminent domain in an action numbered 15 CVD 362 a certain public utility easement shown on Map No. W-865-X of Rivers & Associates, Inc. dated March 23, 2015;


AND WHEREAS as a part of the settlement of that action, the Town has agreed to exchange said easement for a new easement of equal value as shown on Map No. W-865-X, Rev. 11/11/15 by Rivers & Associates, Inc. of same date;

BE IT THEREFORE RESOLVED that the Town is authorized to reconvey to the former owners the said easement described in Map No. W-865-X in exchange for an easement as shown on said Map No. W-865-X, Rev. 11/11/15.

Adopted this the 7th day of December, 2015.



Mayor



Clerk