

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

June 4, 2018 (Due to lack of quorum, meeting continued to June 18, 2018)

The Board of Commissioners of the Town of Williamston met in regular session on Monday, June 6, 2018 at 5:30 p.m. in the Assembly Room at Town Hall. Due to a lack of quorum, the Public Hearing and Board meeting was continued to the scheduled June 18, 2018 meeting.

PRESENT Mayor: Joyce Whichard-Brown
Commissioners: Mayor Pro Tem Al Chesson, Ronell Rodgers, Jerry Knox, William Coffield and Junious J. Horton
Interim Town Administrator: Brent Kanipe
Town Clerk: Christina Craft
Finance Officer: Linda Harrison
Public Works Director: Kerry Spivey
Recreation Director: Allen Overby
Town Planner and Zoning Administrator: Cameron Braddy
Town Attorney: Daniel Manning
Police Chief: Travis Cowan
Fire Chief: Michael Peaks
Human Resources Administrator: Martha-Brown Lilley

ABSENT None

CALL TO ORDER June 4, 2018

The Mayor informed all in attendance that, due to a lack of quorum, the Public Hearing and Board meeting is to be continued to the scheduled June 18, 2018 meeting.

CALL TO ORDER AND INVOCATION June 18, 2018

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

WELCOME

The Mayor welcomed County Commissioner Dempsy Bonds to the meeting.

AGENDA APPROVED

The Mayor asked if there were any adjustments to the Regular Agenda or if the Board wished any items to be removed or added to the Regular Agenda. The Interim Town Administrator requested the addition of a Proclamation under New Business. *It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to approve the regular agenda as amended.*

The Mayor asked if there were any adjustments to the Consent Agenda or if the Board wished any items to be removed or added to the Consent Agenda. *It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve the consent agenda.*

Items approved in the Consent Agenda are as follows:

- (1) Approval of the Minutes of the May 7, 14 and 21, 2018 meetings.
- (2) Approval of Budget Amendment #18 – Water / Sewer Fund
Water/Sewer Fund

Retained Earnings - Water	\$120,000.00
Retained Earnings - Sewer	\$220,000.00

The purpose of this amendment is to budget funds for Annexation Project from the Water and Sewer Department for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount of the fund balance.

(3) Approval of Budget Amendment #17 – Powell Bill Fund

Water/Sewer Fund

Powell Bill – Services - Operations	\$25,000.00
Powell Bill – Equipment	\$25,000.00

The purpose of this amendment is to budget funds for the on-going operation in the street department. We have been able to continue paving throughout the year. We have also had additional upkeep to the street sweeper.

(4) Approval of Budget Amendment #19 – General Fund

Water/Sewer Fund

Transfer to Capital Projects Fund	\$73,000.00
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The purpose of this amendment is to budget funds for the Annexation Project from the General Fund for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount that reduces fund balances.

(5) Approval of Budget Amendment #20 – Powell Bill Fund

Powell Bill Fund

Powell Bill – Transfer to Capital Projects (Street)	\$100,000.00
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The purpose of this amendment is to budget funds for the Annexation Project from the Powell Bill Fund for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. That expenditure will be the amount that reduces fund balance.

(6) Approval of Budget Amendment #21 – General Fund

General Fund

Repair Buildings and Ground (Public Buildings)	\$10,000.00
Capital Outlay Equipment (Cemetery)	\$ 1,500.00

The purpose of this amendment is to budget funds to cover additional unexpected repairs and Capital for the Cemetery fence from the General Fund for the current year. The actual expenditures will be recorded in June when all invoices are in for the year. Fund balance will only be reduced if the budget is over in total but we cannot be over budget in any department.

(7) Approval of Budget Amendment #22 – General Fund

General Fund

Regular Salaries (Street)	\$20,000.00
Repair Equipment (Street)	\$10,000.00

The purpose of this amendment is to increase budgeted funds for salaries. The Street department was fully staffed this year so additional funds are required. Fund Balance will only be reduced if the budget is over in total but we cannot be over budget in any department.

PUBLIC HEARING

Fiscal 2019 Budget Public Hearing

The Mayor announced that this was a public hearing and called on the Finance Director to review the proposed balanced budget for FY 2018/2019. The Finance Director presented the highlights of the proposed FY 2018/2019 Budget as follows:

- The combined budget for all funds totals \$10,506,723
 - General Fund \$5,972,658
 - Water and Sewer Fund \$4,224,614
 - Powell Bill \$ 254,451
 - Storm Water \$ 55,000
- Salary increases per the Pay Plan approved by the Board at the Retreat in January 2016:
 - A 2% Cost of Living Adjustment (COLA)
 - A ½% merit increase that Department Heads can reward employees at their discretion per the Pay Plan

- No Fund Balance Appropriation
- Addition of a 15th Budgeted Uniform Patrol Position in the Police Department
- Absorption of the Assistant Fire Chief Position and addition of the Fire Prevention Officer
- Funding for all debt services
- Purchase of 3 police cars
- Purchase of an Ambulance
- Purchase of a Fire Truck which is in a project fund due to multiple years from start to finish before it will be ready to put in service.
- Purchase of necessary equipment for all departments.
- Operation expenses to continue services to citizens at the current level.
- Medical Insurance change to Medcost with a 6% increase
 - Current deductible \$5,500 with the Town reimbursing HAS so that the employee pays only \$2,250.
 - Several Preventative Drugs approved at no cost to employees
 - Current Carrier AETNA proposed 19% increase to our premiums.
- Property Tax will remain at \$.79/\$100 valuation with no increase.
- Tax collection rate is approximately 93%.
- The in-town water monthly fixed fee will remain at \$18.65 and \$9.25 per thousand gallons.
- The out-of-town water base fee will remain at \$27 and \$11.25 per thousand gallons.
- The sewer rate for out of town customers will remain at \$46 base fee and \$12 per thousand gallons.
- The Storm Water Fee will remain at:
 - Residential \$1.35/Month
 - Small Commercial \$3.85/Month
 - Large Commercial \$3.60/Month
 - Institutional \$2.35/Month

In this Fiscal year's budget, the town continues to follow a practice initiated in Fiscal 2014 of setting aside funds to cover future costs of our Other Post-Employment Benefits (OPEB) These benefits are offered to employees upon their retirement. At the start of Fiscal 2014, OPEB was removed as a benefit to any employee hired after that date. All employees hired prior to the start of Fiscal 2014 are eligible for OPEB. Much of the cost for OPEB will be incurred in the future but the liability for this future benefit is accumulating now. Based on an actuarial study performed in 2014 and again in 2017, The Board determined that it is important to assure financial security for the town and the ability to pay those future benefits. In the fiscal 2018 budget, an additional \$100,000 was allocated to continue funding this future cost. At the end of Fiscal 2018, we will have set aside a grand total of \$600,000 in a trust fund for the sole purpose of paying future OPEB liability. We continue to pay current OPEB (approximately \$90,000) out of our annual operating budget.

The town is not using any of its fund balances to cover costs. This is worthy of note as so many rural entities have used and continue to use fund balance to balance their budget. Our goal is to increase our fund balance by at least another \$50,000 in 2018/2019 budget. The Local government commission (LGC) expects municipalities to carry a fund balance to cover 6 months of expenditures in case of unexpected emergencies and Williamston has met the LGC requirements. The fund balance is 65% of our annual expenditures and in addition, we have paid forward the OPEB fund (\$100,000) and the Public Works Garage Roof Repair in the amount of \$37,000.

The Capital Improvement Plan (CIP) has been updated. The CIP details needed capital improvements, which includes equipment purchases that will be made during the year or are expected to occur in the next 5 years. Any capital purchases appropriated in the current year budget is shown in the current year CIP.

In the Enterprise fund, as was the case in the Fiscal 2016, 2017 and 2018 budgets, due to the constraints of the Central Plains Capacity use regulations, the Town is required to purchase 100% of its annual water usage from the Martin County Rural Water and Sewer Authority (MCRWASA) at a cost of \$1,216,309. This is a \$46,601 reduction from last year. Due to the largest Parkdale Mills closing as it was our largest customer, the Enterprise fund has shown a large decrease in revenue. Even with this downfall, there are no rate increases for water or sewer for this budget year. We have agreed that major emergencies may warrant budget amendments.

The Mayor asked for public comment. No public comments were received and the public hearing was closed.

PUBLIC COMMENT

None

OLD BUSINESS

Ordinance 2018-6 FY 2018-2019 Budget

The Finance Director presented Budget Ordinance 2018-6 for the Board's consideration. \$5,972,658 was appropriated for the General Fund, \$55,000 estimated for the Storm Water Fund, and \$4,224,614 estimated revenues to be available in Enterprise Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

It was moved by Commissioner Knox to approve the Ordinance 2018-6 FY 2017-2018 Budget as presented. The motion was seconded by Commissioner Horton and unanimously passed. Ordinance 2018-6 FY 2017-2018 Budget is hereby attached with the minutes of this meeting and incorporated in the Town's Ordinance Book for future reference.

Adoption of the 2019-2023 Capital Improvement Plan

The Finance Director presented the Capital Improvement Plan 2019-2023 for the Board's consideration. The Capital Improvement Plan is incorporated into the 2018-2019 Budget. It is a living document that is updated annually and plans for needed replacement of capital purchases over a 5-year span. *It was moved by Commissioner Chesson to approve the Capital Improvement Plan 2019-2023 as presented. The motion was seconded by Commissioner Coffield and unanimously passed.*

Adoption of the Resolution 2018-148 Setting Water and Sewer Rates for Fiscal 2018

The Finance Director presented Resolution 2018-148 Setting Water Rates and Fees. This resolution does not reflect any increase in Water or Sewer rates. The in-town water rate is \$18.65/month base rate and \$9.25/1,000 gallon usage charge. The out of town water rate is \$27/month base rate and \$11.25/1,000 gallons. The out of town sewer rate is \$46/month base rate and \$12/1,000 gallons. *It was moved by Commissioner Horton to approve the Resolution 2018-148 Establishing Rates and Fees for Water and Sewer Related Services as presented. The motion was seconded by Commissioner Coffield and unanimously passes. Resolution 2018-148 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Adoption of Resolution 2018-149 Setting Stormwater Fees

The Finance Director reported that the fees are based on the four categories: residential, small commercial, large commercial and institutional. There was no increase in Stormwater Fees for the upcoming fiscal year. *It was moved by Commissioner Knox to approve the Resolution 2018-149 Setting Stormwater Fees as presented. The motion was seconded by Commissioner Chesson and unanimously passes. Resolution 2018-149 is hereby attached with the minutes of this meeting and incorporated in the Town's Resolution Book for future reference.*

Approval of Pre-Storm Debris Removal Contract

The Fire Chief reported that the bidding process for the Pre-Storm Contract for Debris Management Services has been completed and the committee selected Phillips and Jordan, Inc. The purpose of the contract is to cover the debris removal in the event of a catastrophic event such as a hurricane. The contract term is for two consecutive years with an option to extend for an additional two, one year terms with approval of the Town Board. There is no cost associated with the contract unless the Town invokes their services. *It was moved by Commissioner Knox, seconded by Commissioner Chesson and unanimously passed to approve the Pre-Storm Debris Removal Contract as presented.*

NEW BUSINESS

Consideration of the 2018/2019 Town Board Meeting Schedule

The Town Clerk presented the 2018-2019 Town Board Meeting Schedule for the Board's consideration. The monthly meetings are held the first Monday of each month unless the Board meeting conflicts with a holiday. *It was moved by Commissioner Coffield, seconded by Commissioner Knox and unanimously passed to approve 2018-2019 Town Board Meeting Schedule as presented.*

Consideration of Police Department Renovation and Fire Department Expansion

Chief Peaks reported that new proposed contracts with Oakley Collier Architects have been distributed to all of the Board. The original contract covered contractual costs associated the Police Department Renovation and the Fire Department Expansion. Oakley Collier was requested to provide separate contracts for the two buildings as the buildings will be considered as two separate projects. The separated proposal is beneficial to track costs of each individual building for audit and asset management, insurance purposes, but USDA will not make one loan for two projects. There is also a possibility of having two grants with it separated into the two contracts. The Town Attorney has not reviewed the contract at this point. The Town Attorney recommended more coordination with the purchase of the building. The owner of the building that the Town proposes to purchase is still full. The Board may tentatively approve the contracts with the subject to the closing of the purchase of the building, the current owner clearing out the building and subject approval to the financing approval of Farmers Home. The closeout date for the purchase of the property is mid-August but could be done sooner. Before approaching the USDA for a loan, the Town will need architectural costs, formal estimated cost from the architects. The town will be indebted to them at some point so there can be a clause that can end the project at any time. The contract proposed has an estimated completion date of July 2019 which will mean that they have to begin in July 2018. The consensus of the Board is to move forward with exercising the option of purchasing the building for the Police Department once there is a loan commitment in place. The Interim Town Administrator reported that the Town will require the estimated costs from the architects before there can be a loan commitment in place. There needs to be a separation clause that the architects will get paid for work performed if the project falls through. The Mayor tabled the discussion until the July 9, 2018 meeting.

Waste Industries Requests Rate Increase

The Interim Town Administrator reported that Waste Industries has requested a rate increase of 1.8% on the service portion of our fee. The current rate of \$1.30 per cubic yard will increase to \$1.32 per cubic yard due to a 2.2% increase in the landfill tipping fees which were effective July 1, 2017. The Town Administrator reported that the consumer price index written in the franchise contract agreement. *It was moved by Commissioner Horton, seconded by Commissioner Coffield and unanimously passed to approve the increase in Waste Industries rates as requested.*

Proclamation of Appreciation and Gratitude to Junious J. Horton for Lifelong Community Service

The Mayor Pro Tempore presented Commissioner Junious Horton a Proclamation, honoring his many years of service for the Town of Williamston. Commissioner Horton has expressed interest in stepping down from his position as Town Commissioner to be effective June 30, 2018.

DEPARTMENTAL REPORTS

Fire/Rescue

The Fire Chief provided the following report:

- May was a busy month with 15 more calls than the prior year in May.
- The prevention office did 4 fire prevention programs which reached approximately 60 children, installed 14 smoke detectors, 4 building inspections.
- Volunteers hosted an Appreciation Dinner for the retired Fire Chief James "Jimbo" Peele.
- He and the Police Chief toured a few municipal buildings to research ideas for the future Town renovations.
- Fire Chief and Lt. Warren attended a preconstruction conference in Wisconsin for new fire truck.

Police

The Police Chief reported:

- He attended the 2nd District Opioid Coalition to discuss how to pool resources and funding to aid in the opioid crisis in the area.
- The Juvenile Justice System pushing to prepare for the State System to raise the age limit of a juvenile to 18 years.
- The Department of Public Safety performed a "Juvenile Justice Inspection" of the department to see how they were prepared for the change in juvenile age limit changes.
- One of the biggest reasons for the Police Department renovation is for the safety of the officers and perpetrators.
- The National Crime Statistics Reporting has been changed. How the FBI pulls the statistics will change and can cause double-reporting of crimes in statistical information.

Planning

The Town Planner and Zoning Administrator reported:

- Zach Dickerson from New Bern has been hired to fill the only vacancy in the department.
- He is contacting local artists in hopes of the sharing of their art on the vacant store front windows.
- Martin County Tourism wants to put a Community Theatre where the burned out building is on Main Street.
- The Way Finding signs are to be installed next week.
- Code Enforcement projects have been slowed due to budget restraints.
- The demolition of the Magnuson hotel is currently waiting on the contractor to grind the concrete.
- Kevin Richards, MidEast Commission, reported that the grant project to redevelop three buildings downtown has been delayed. During a state level audit of prior CDBG grants in the state, now all projects are required to have an environmental study. The HUD office has been the stumbling block. There is a plan in place once the grant funds have been released as a contractor has been found that wants to renovate all three buildings.

Public Works

The Public Works Director reported:

- There was a decrease in asphalt work, down to 25 tons.
- The department has begun flushing the water mains at night to lead into the annual burnout.
- A local contractor was brought in to fix a collapsed drainage line.
- He requested the board consider an asphalt project in Cedar Hill as there is construction in the area. There will be an increase in traffic with the new intersection. One benefit of the project is that there is a paver at the location currently that is to pave the parking lot. This is the area by the State Employees Credit Union. The street behind the Farmer's Market is private property. It was the consensus of the Board to move forward with the paving project.

Parks & Recreation

The Parks & Recreation director reported the following:

- Reservations for the picnic shelter have increased to 15 rentals in May.
- The Summer Programs have begun. The Art Adventure Camp has 27 children in attendance.
- The Movie in the Park was to begin in May but must be rescheduled due to inclement weather.
- There are organized activities that last approximately two hours per week for the children. 30 children have signed up so far.
- 12 have signed up for Basketball Camp.

CLOSED SESSION

It was moved by Commissioner Chesson, seconded by Commissioner Horton and unanimously passed to go out of regular session into closed session for Attorney-Client Privilege N.C.G.S. 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 Horton and unanimously passed.

ADJOURNMENT

There being no further business, the Mayor declared the meeting adjourned at 7:49 p.m.

Submitted By:

Approved By:


Town Clerk


Mayor