

TOWN OF WILLIAMSTON
REGULAR BOARD OF COMMISSIONERS MEETING
WILLIAMSTON TOWN HALL
102 E. MAIN ST., WILLIAMSTON NC 27892
MONDAY, DECEMBER 2, 2024, 5:30 P.M.
AGENDA

Times listed are estimates only. **Do not rely on the listed times for when these items will be addressed. It is noted that items may be addressed earlier or later than the estimated times shown on this agenda.

<u>Agenda Item</u>	<u>Time **</u>	<u>Action</u>	<u>Page(s)</u>
I <u>Mayoral Procedures</u>			
(1) Call to Order	5:30		
(2) Pledge of Allegiance	5:31		
(3) Opening Prayer	5:33		
II <u>Discussion/Adjustment to the Agenda</u>			
(Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that needs full discussion)	5:34	X	
III <u>Consent Agenda</u>			
(These items may be adopted with a single motion, second, and vote. However, any Governing Board Member may request removal of any item or items for full discussion.)	5:35	X	
(1) Regular Board Meeting Minutes of November 4, 2024			1-6
(2) Budget Amendment for the River Boardwalk Landing Extension Project			7
(3) Update Project ordinance for CDBG Smiling Faces			8
(4) Budget Calendar 2024-2025			9
(5) Tax Relief Order			10
IV <u>Public Hearing</u>			
(1) Flood Plain Map Ordinance Update <u>Andrew Brownfield</u>			
V <u>Public Comment</u>			
	5:37		
VI <u>Old Business</u>			
VII <u>New Business</u>			
(1) Ordinance 2024-18 Approving the Codification of the Williamston Code of Ordinances <u>Travis Cowan</u>	6:15	X	11-13
(2) Award Bid for Williamston Sewer AIA – Phase II SSES – CCTV <u>Kevin Cooper</u>	6:20	X	14-16
(3) Award for Williamston Sewer AIA – Phase II SSES – CCTV Contract <u>Kevin Cooper</u>	6:25	X	14-16

The Town of Williamston usually holds all public meetings in the assembly room but provides an alternate space on the first floor for those with disabilities. Any individual with a disability who desires to attend the meeting should call 252-792-5142 as early as possible prior to any meeting.

Note: Please turn off any cell phones, etc. during this meeting. Thank you for your cooperation.

(4) Recommendation to Town Council for approval of Administrative Services Smiling Faces CDBG <u>Travis Cowan</u>	6:30	X	17-18
(5) Recommendation to Town Council for approval of Preliminary Engineering Report (P.E.R.) Services for Smiling Faces CDBG <u>Travis Cowan</u>	6:35	X	19-20
(6) Voluntary Annexation Request – Smiling Faces <u>Shay Baggett</u>	6:40	X	21
(7) Resolution 2024-15, Directing Clerk to Investigate Annexation Request <u>Shay Baggett</u>	6:45	X	22-23
(8) DOT Encroachment Agreement – Dominion Energy, Town of Williamston <u>Andrew Brownfield</u>	6:50	X	24-26
(9) Flood Plain Map Ordinance 2024-20 <u>Andrew Brownfield</u>	7:00	X	27-47
VIII <u>Department Head Reports</u>	7:05		
Fire			
Planning			
Finance			
Police			
Parks & Recreation			
Public Works			
IX <u>Adjourn Regular meeting</u>	7:20		
Information attachments			
Finance Officer’s monthly activity report			48
Budget to Actual (through October 2024)			49-69

This meeting is open to the public virtually. If you wish to make comments during the meeting, please forward questions or comments to jescobar@townofwilliamston.com or written statements to the Town of Williamston, 102 East Main Street, Williamston, NC, in advance. You may still speak at the meeting, but written comments will ensure they understand in case of technical difficulties.

If you would like to listen and have input during the Public Hearing and Public comment sections, please follow the instructions below:

Please join our meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/360529277>

You can also dial in using your phone.

United States: +1 (872) 240-3212

- One-touch: tel:+18722403212,,360529277#

Access Code: 360-529-277

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

November 4, 2024

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, November 4, 2024, at 5:30 p.m. at the Town Hall Assembly Room at 102 East Main Street, Williamston, NC.

PRESENT Mayor: Dean McCall
Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, Glinda Fox, and David Richmond
Town Administrator: Travis Cowan
Town Clerk: Jackie Escobar
Police Chief: Beth Coltrain
Public Works Director: Stacy Stalls
Planning and Zoning Administrator Andrew Brownfield
Planning and Downtown Marketing Coordinator: LaShonda Cartwright
Fire Chief: Michael Peaks
Parks and Recreation Director: Allen Overby
Finance Officer: Mandy Bullock
Town Attorney: Watsi Sutton

ABSENT

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, Commissioner Gianpoalo led the pledge of allegiance, and then Fire Chief Peaks offered the invocation.

AGENDA APPROVED

Commissioner Richmond moved, Commissioner Coffield seconded, and the regular agenda was unanimously approved.

CONSENT AGENDA

Commissioner Moore moved it, seconded it by Commissioner Fox, and unanimously approved the consent agenda.

Items approved in the Consent Agenda are as follows:

- (1) Regular Board Meeting Minutes of October 7, 2024
- (2) Budget Amendment – Police Small Equipment Cameras

Small Equipment	(\$32,500.00)
Capital Outlay Equipment	\$32,500.00
- (3) Budget Amendment – RRT

Undesignated Fund Balance	(\$10,580.47)
RRT	\$10,580.47

INTRODUCE – PAULA HOPPER – BHM REGIONAL DIRECTOR

Paula Hopper, the BHM Regional Library Director, visited the Martin Memorial Library in Williamston. She noted that the library had a lovely pavilion. Her report included that 216 people had visited the library for one-on-one assistance, 417 people attended library programs, and 633 people visited the library in October. She thanked the Board for their support.

PUBLIC COMMENT

Commissioner Moore moved it, seconded it by Commissioner Richmond, and unanimously opened the Public Comment segment of the meeting.

Princess Foster, 112 Henderson Street, addressed concerns regarding the Williamston Community Garden, explaining that Parks and Recreation Director Allen Overby reached out to her following the October board meeting to discuss the garden's status and location. In response to complaints, Foster cleaned the garden and noted that the property remains gated to prevent vandalism. She included that uprooting the garden would undo the work of the last four years. She emphasized the garden's importance as a community resource, expressing that its removal would negatively impact the Town and its residents.

Shane Scalpi, 152 W Main St, reported concerns about the use and lease of public property at 105 S. Edgewood Ave. in Williamston, currently occupied by the Williamston Community Garden, a nonprofit under the sole ownership of Princess Foster. Scalpi, a donor to the organization, highlighted questionable financial practices, including alleged commingling of funds, unfulfilled use of donated funds, and refusal by Ms. Foster to provide financial statements or a list of board members as required by law. He noted a vague lease agreement lacking fees, insurance, or annual documentation requirements. Scalpi also pointed out inconsistencies in lease agreements for other properties, raising questions about management accountability. He urged the Town to address the nonprofit's noncompliance with state registration laws, zoning violations, and the deteriorated state of the property, which he argued fails to meet its stated mission for public use.

Robin Scalpi waived her time to Shane Scalpi.

Commissioner Fox moved it, seconded by Commissioner Moore, and unanimously closed the Public Comment segment of the meeting.

NEW BUSINESS

Ordinance 2024-15 Speed Limit on Main Street

Police Chief Beth Coltrain presented Ordinances 2024-15, 2024-16, and 2024-17, proposing amendments to speed limits on Main Street to remove verbiage referencing Highway 125. *Commissioner Moore moved, seconded by Commissioner Moore, to adopt Ordinance 2024-15 Speed Limit on Main Street. The motion passed unanimously.*

Ordinance 2024-16 Speed Limit on Main Street

Commissioner Gianpaolo moved, seconded by Commissioner Richmond, to adopt Ordinance 2024-16 Speed Limit on Main Street. The motion passed unanimously.

Ordinance 2024-17 Speed Limit on Main Street

Commissioner Richmond moved, seconded by Commissioner Moore, to adopt Ordinance 2024-17 Speed Limit on Main Street. The motion passed unanimously.

Commissioner Moore raised concerns that there needs to be more speed limit signage along Main Street. The Police Chief will contact the Department of Transportation to request additional signage. Commissioner Gianpaolo stated that the DOT would need to remove any signage labeling Main Street as Highway 125.

Resolution 2024-14 Naming Tiffany White as Backup for the Finance Officer

Finance Officer Mandy Bullock presented a resolution to authorize Accounting Supervisor Tiffany White to sign checks for the Town of Williamston's bank account. Per General Statute 25-3-402, the Finance Director must be a signatory on all checks unless the Town Board designates an alternative. Historically, the Accounting Supervisor has served as the secondary designee for this responsibility alongside the Finance Director. Following the retirement of former Accounting Supervisor Jeneane Everett, who also fulfilled this role, Mrs. White has been promoted to the position and is recommended for the same duty. Having two authorized signatories ensures operational continuity and supports a cross-functional team approach. *It was moved by Commissioner Gianpoalo, seconded by Commissioner Coffield, and unanimously approved Resolution 2024-14, Naming Tiffany White as Backup for the Finance Officer.*

Parks and Recreation Comprehensive Plan Contract

Parks and Recreation Director Allen Overby presented a contract. Parks and Recreation Director Allen Overby announced plans to contract with Rivers and Associates to develop a long-range parks and recreation plan for Williamston. The project, expected to take approximately eight months, will cost \$40,000, an expense already included in the Town's Town's operating budget. Overby noted that ECU completed the last plan in 2011. The new plan will focus on two main objectives: gathering citizen input through public engagement and surveys to establish realistic 10-15-year goals and leveraging the plan to secure grant funding for future projects. *Commissioner Fox moved, and Commissioner Gianpoalo seconded and unanimously approved the Parks and Recreation Comprehensive Plan Contract.*

Martin County Water and Sewer Study (Alternatives)

Public Works Director Stacy Stalls reported on an assessment conducted by Hazen, an outside firm engaged by MCRWASA, to evaluate regionalization asset plans for water and sewer entities within Martin County. Entities met to review recommendations on October 22, 2024. Stalls highlighted the need for the Board to vote and approve the top three choices to submit to Hazen **by December 1, 2024.**

The recommended options, in priority order, are:

1. **County-Wide Alternative Plan 1: Status Quo** – This option maintains the Town of Williamston's current water and sewer enterprise, which is strongly recommended as losing the enterprise fund would be detrimental to the Town.
2. **County-Wide Alternative Plan 11: Williamston and Martin County Districts Partnership** – This plan involves a partnership with Martin County, continuing water purchases from MCRWASA. At the same time, Williamston assumes responsibility for billing and maintenance, contingent on debt forgiveness and further feasibility studies.
3. **County-Wide Alternative Plan 10: Williamston and Everetts Partnership** – This option considers a partnership with Everetts, with similar operational arrangements and infrastructure connections supported by grants and feasibility assessments.

Commissioner Richmond questioned whether any alternatives would lower water bill rates. The Public Works Director noted that some alternatives could be. However, the Town would give up a significant portion of its enterprise fund. Commissioner Moore expressed that many alternatives were not favorable for the Town.

The Town Administrator reported that the Board would pick three options, and the study would explore them further to allow the Board to make an informed decision. If the Town lost the enterprise fund, many Town services would be reduced. The most recommended option is County-Wide Alternative Plan 1: Status Quo.

The Public Works Director recommended board approval of these choices in the outlined order to proceed with the regionalization planning process. *It was moved by Commissioner Richmond, seconded by Commissioner Fox, and unanimously approved the recommended choices: 1. County-Wide Alternative Plan 1: Status Quo, 2. County-Wide Alternative Plan 11: Williamston and Martin County Districts Partnership, and 3. County-Wide Alternative Plan 10: Williamston and Everetts Partnership.*

Project Ordinance 2024-19 CDBG Smiling Faces Sewer Project

Finance Officer Mandy Bullock introduced Project Ordinance 2024-19 for the CDBG Smiling Faces Sewer Project. Commissioner Moore questioned the timeline for the project. The Finance Officer reported that she was unsure as there were still advertising, procurement, and voluntary annexation processes to complete. *Commissioner Moore moved it, seconded by Commissioner Richmond, and unanimously approved Project Ordinance 2024-19 CDBG Smiling Faces Sewer Project.*

DEPARTMENTAL REPORTS

Finance

The Finance Officer reported:

- The Point and Pay Integration will be live in November.
- Thanks to Commissioner Coffield's inquiry, Medicaid Flex cards will be accepted for water bills beginning in December.
- Town Hall will be closed on November 11 for Veterans Day, November 14 for training, two hours on November 18 for the annual longevity luncheon, and November 28th and 29th for Thanksgiving.
- New staff attended Debt Setoff Training and completed the Public Notary class.
- The Town's Accounting Supervisor, Jeneane Everett, is retiring in November.

Fire/Rescue

The Fire Chief provided the following report:

- The Fire Chief recognized the Town'sTown's mechanics, Brantley Gardner and Jorge DeLeon, for their work behind the scenes. He specifically thanked Brantley for working on a Saturday searching for a hose to repair a truck.
- The Fire Prevention officer visited local schools because of Fire Prevention Week.
- The department was 300 calls ahead of the previous year, thus the busiest year on record.
- The department had three new Fire/EMS hires.
- The department will host CPR classes **on November 9 at 9:00 am and November 14th at 7:00 pm.**
- A 12-person RRT Team traveled to western North Carolina to help during the devastating aftermath of Hurricane Helene. The team covered 13 miles and handled hazard mitigation. Megan Dire lost her seven-year-old son Micah, Dad Michael, and Mom Nora. The RRT

team recovered Michael and Nora providing closure to Megan. In a year, the team will travel to take Megan and her sister to dinner. The Chief aims to share Micah's story to ensure that he is remembered.

Planning

The Planning and Zoning Administrator reported:

- The Planning and Zoning Administrator shared updates on advisory board meetings during October, including attending the Southern Albemarle Association meeting on 10/17/2024 to discuss rural health initiatives with other counties and ECU Health, and the Piedmont and Coastal NC Clean Communities Advisory Committee meeting, where the committee's goals to develop sustainable energy infrastructure and promote alternative fuels were solidified.
- Williamston Downtown Inc. activities included a WDI site visit on 10/22/2024, which confirmed the organization's compliance with State expectations.
- The State Main Street America meeting is set to take place in January.
- Mid-East Commission meetings in November include a meeting on 11/5/2024 to discuss the details and timeline of the Riverwalk Project and a meeting with the Rural Planning Organization (RPO) on 11/7/2024 to discuss local infrastructure projects.
- The demolition project at 219 MLK Jr. Drive progressed to the next phase as of October 1, and a new demolition ordinance is anticipated by December 1.
- The RDED project submission deadline has been extended to January 9, 2024, with plans to submit paperwork over the next few months and confirmed the finalization of downtown planning efforts in collaboration with Destination by Design.

Police

The Police Chief provided the following report:

- Officers participated in No-Shave November. They grew their beards to spark conversations with the public regarding men's health in honor of Lieutenant Tony Bowen and Sergeant Paul Moore. In addition, each officer raised money to donate to the Hope Lodge in Greenville.
- Community involvement included Martin County Special Olympics, Parmele Day, Harvest Hoopla at Memorial Baptist, Williamston Community Garden costume contest, and Active Shooter drill at the local schools.
- There were 694 calls for services, 127 incident reports, and 59 arrests.
- Auxiliary and full-time officers stepped up to assist due to staff shortage.

Parks and Recreation

The Parks and Recreation Director reported:

- The Christmas Parade is **on November 23 at 11:00 am.**
- The department received an additional \$120,000 from the Land Water Conservation Fund grant for Gaylord Perry Park.
- The department fixed the rubber mat near the picnic shelter at Godwin-Coppage Park.
- Soccer season ended. Their All-Star Tournament will take place **on November 19.**
- Basketball registration is open.

Board of Commissioner's Meeting

November 4th, 2024

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Public Works

The Public Works Director reported the following:

- The department worked 38 tons of asphalt and finished the asphalt project on West End.
- The arborist replaced damaged trees on Main Street.

There being no further business, *it was moved by Commissioner Richmond, seconded by Commissioner Fox, and unanimously declared the meeting adjourned at 7:17 pm.*

Submitted By:

Approved By:

Town Clerk

Mayor

TO: Travis Cowan

Date Submitted: 12/2/2024

SUBJECT: Budget Amendment

Date of Council Action: 12/2/2024

I hereby request that the budget for the Capital Project Fund be amended, as set forth below, as permitted and authorized by the General Statutes of North Carolina.

The purpose of this amendment is to increase and identify additional grant funding and expenses of the Riverboardwalk Capital Project. Additional expenses of Grant Administration have been added. Transparency of various accounting lines has also been created for better financial accounting measures.

Account No	Title	Debit	Credit
Revenue Accounts:			
48-6200-5805	Rural Transformation Grant	\$39,000.00	
48-6200-5806	Recreational Trails Program		\$100,000.00
		\$61,000.00	
Expense Accounts:			
48-6200-7700	Construction of Boardwalk	\$53,000.00	
48-6200-9200	Contingency		\$8,500.00
48-6200-4600	Mideast Commission	\$15,000.00	
48-6200-7800	Construction of Frisbee Golf Course	\$1,500.00	
		\$61,000.00	

Department Head Mary Bullard

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.

Remarks: _____ X
Yes No

Mary Bullard
 Finance Officer

ACTION OF TOWN ADMINISTRATOR

Approved for Council Action
 Disapproved

Travis Cowan
 Administrator



CAPITAL PROJECT ORDINANCE 2024-19

CDBG SMILING FACES SEWER 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 goal of the project is to provide sewer service to Smiling Faces Daycare in Williamston, North Carolina. The daycare serves approximately 130 children daily. This project will extend 2,800 linear feet of sewer force main to the daycare as well as an onsite grinder pump station. By completing this project, the daycare hopes to extend services to more children and offer more employment opportunities. All project costs will be paid through reimbursement from a CDBG grant.

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	\$ 607,825
Administration	<u>\$ 60,000</u>
Total Expenses	\$ 667,825

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

CDBG Grant	<u>\$ 667,825</u>
Total Revenues	\$ 667,825

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.

Adopted this 2nd day of December, 2024 during a regularly convened meeting of the Board of Commissioners held at the Williamston Town Hall.

Jaquelinne Escobar, Town Clerk
(SEAL)

Dean McCall, Mayor

BUDGET CALENDAR **For Fiscal Year 2024-2025**

November 14, 2024	Distribute CIP Manual to Departments
December 2, 2024	Board adopts revised 2024-2025 Budget Calendar
December 18, 2024	Departments submit CIP requests to Administrator and Town Clerk
January 6, 2025	Board conduct public hearing to receive community input on budget needs for coming year
January 9, 2025	Notice to non-profits seeking Board Funding.
January 12, 2025	Budget Work Papers distributed to Departments
January 19, 2025	Recommended CIP draft due from Town Clerk
January 24 - 25, 2025	Board Retreat – Facilitated by Leaders Edge Consulting ½ Day on the 24th and full day on the 25th
February 19, 2025	Amended CIP to Administrator
February 26, 2025	Departmental Budgets, work plans due
March 10 – 21, 2025	Town Administrator meets with Department Heads to discuss budget requests
April 17, 2025	Budget workshop including Draft CIP and Non-Profit Requests
May 5, 2025	Submit Draft Budget to Board and Second Budget Workshop Provide copies to local newspapers Advertise availability of Budget
June 2, 2025	Board holds public hearing on recommended budget
June 2, 2025	Board adopts Fiscal 2025 Budget Ordinance (final budget with budget message)
**June 2, 2025	If a third Budget Workshop is needed, it would be held June 2, 2025
June 27, 2025	Alternate date to adopt Fiscal 2025 Budget Ordinance if a third budget work session is needed.

Memo

To: Mayor and Commissioners
From: Travis Cowan
Date: 12-2-2024
Re: Codification of Code of Ordinances

Mayor and Board,

The Town of Williamston has recently utilized assistance from American Legal Publishing with the preparation of a Code of Ordinances that when enacted will amend, restate, codify and compile certain existing and newly adopted general ordinances. The work product has been reviewed by Attorney Sutton.

Recommendation: Pass the Ordinance Codifying the Town of Williamston Code of Ordinances prepared by American Legal Publishing, Copyrighted 2024



Ordinance 2024-18

AN ORDINANCE ENACTING A CODE OF ORDINANCES FOR THE TOWN OF WILLIAMSTON, AMENDING, RESTATING, CODIFYING AND COMPILING CERTAIN EXISTING AND NEWLY ADOPTED GENERAL ORDINANCES

- WHEREAS, the present general and permanent ordinances of the Town of Williamston have been amended, in part, in compliance with North Carolina law and otherwise, new ordinances have been adopted by the Town of Williamston Board of Commissioners and indexed by the Town Clerk into the Town ordinance book but have not been reclassified in form and substance, published, codified and compiled in a code of ordinance to promote the complete preservation of the public peace, health, safety and general welfare of the municipality and for the proper conduct of its affairs; and
- WHEREAS, the North Carolina General Statutes §§ 160A-77, 78 empower and authorize the Town Board of Commissioners to amend, restate, codify, and compile any existing ordinances and all new ordinances not previously published and to incorporate such ordinances into one ordinance in book form; and
- WHEREAS, the Town of Williamston Board of Commissioners has authorized an updated and general compilation, revision, and codification of the ordinances of the Town of Williamston of a general and permanent nature and publication of such ordinance in book form and
- WHEREAS, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take immediate effect.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF WILLIAMSTON BOARD OF COMMISSIONERS the following:

Section 1. The general ordinances of the Town of Williamston, as revised, amended, restated, codified and compiled in book form, are hereby adopted as and shall constitute the "Code of Ordinances of the Town of Williamston."

Section 2. Such Code of Ordinances as adopted in Section 1 shall consist of the following Titles:

- TITLE I: GENERAL PROVISIONS**
- TITLE III: ADMINISTRATION**
- TITLE V: PUBLIC WORKS**
- TITLE VII: TRAFFIC CODE**
- TITLE IX: GENERAL REGULATIONS**
- TITLE XI: BUSINESS REGULATIONS**
- TITLE XIII: GENERAL OFFENSES**
- TITLE XV: LAND USAGE**



Section 3. All prior ordinances pertaining to the subjects treated in such Code of Ordinances shall be deemed repealed from and after the effective date of this ordinance except as they are included and reordained in whole or in part in such Code, provided such repeal shall not affect any offense committed or penalty incurred or any right established prior to the effective date of this ordinance, nor shall such repeal affect the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, or granting special rights to certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting the boundaries of streets or other public places; nor shall such repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Code.

Section 4. Such Code shall be deemed published as of the day of its adoption and approval by the Town Board of Commissioners, and the Clerk of the Town of Williamston is hereby authorized and ordered to file a copy of such Code of Ordinances in the Office of the Clerk.

Section 5. Such Code shall be in full force and effect as provided in Section 6, and such Code shall be presumptive evidence in all courts and places of the ordinance and all provisions, sections, penalties and regulations therein contained and of the date of passage, and that the same is properly signed, attested, recorded, and approved and that any public hearings and notices thereof as required by law have been given.

Adopted this the ____th day of December 2024 by the Board of Commissioners of the Town of Williamston.

Mayor Dean McCall

Attest:

Jackie Escobar
Town Clerk

Approved as to Form:

Watsi M. Sutton
Town Attorney



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

November 1, 2024

Mr. Travis Cowan
 102 E. Main Street
 Williamston, NC 27892

SUBJECT: Town of Williamston – Sewer Asset Inventory Assessment Project
 Phase II Sanitary Sewer Evaluation Survey – CCTV Contract
 Tentative Recommendation of Award
 Rivers Project No. 2023001

Dear Mr. Cowan,

A bid opening was held for the subject project at 11:00 A.M. on Tuesday, October 29th, 2024 at the Town of Williamston Town Hall. A total of four (4) bids were received and subsequently opened and read aloud. The initial Advertisement for Bids was published on Rivers and Associates, Inc. website, ConstructConnect Plan Room at www.constructconnect.com, and in the Daily Reflector and Greater Diversity newspapers. We also sent direct solicitation to ten (10) CCTV contractors, with five (5) contractors ordering plans and specifications.

The four (4) bids received are summarized as follows:

<u>Bidder</u>	<u>Total Bid Price</u>
Bio-Nomic Services	\$293,447.65
PipeView Technologies, LLC	\$370,217.70
Champion Cleaning Specialists, Inc.	\$456,652.90*
Tri-State Utilities, LLC	\$669,259.00*

*Denotes a corrected sum.

Enclosed with this letter is a copy of the certified Bid Tabulation. Based upon the bids received, we recommend that the Town of Williamston issue tentative award for the Williamston Sewer AIA – Phase II SSES – CCTV Contract to Bio-Nomic Services for the bid amount of \$293,447.65. Final award of the project should be subject to the approval by the Town and an evaluation of qualification information as listed in the Instructions to Bidders.

If you have any questions or concerns regarding this project, please do not hesitate to call myself or Mr. Blaine Humphrey, P.E. at (252) 752-4135. Thank you for this opportunity to serve the Town of Williamston. We look forward to assisting you during performance of the CCTV work.

Tentative Award Recommendation
Phase II Sanitary Sewer Evaluation Survey – CCTV Contract
November 1, 2024

Sincerely,



Kevin Cooper, P.E.
Project Engineer

Enclosures

cc: M. Blaine Humphrey, P.E., Rivers and Associates (w/o enclosures)
Bayan Alzubi, E.I., Rivers and Associates (w/o enclosures)
Stacy Stalls, Town of Williamston (w/o enclosures)
Rivers File 2023001-C (w/ enclosures)

RIVERS AND ASSOCIATES, INC.
BID TABULATION SHEET

CERTIFICATION

CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED

OWNER: Town of Williamston
 PROJECT: Wastewater Asset Inventory Assessment
 Sewer System Evaluation Survey - Phase II
 Clean & CCTV Inspection Contract
 LOCATION: Town Hall
 102 E. Main Street, Williamston, NC 27892
 BIDS OPENED: Tuesday, October 29, 2024 at 11:00am



CONTRACTOR ADDRESS: Big-Nomic Services, 530 Woodlawn Street, Belmont, NC 28012, 73569/ 5%
 Pipeview Technologies, LLC, 701 Magnolia Avenue, Carolina Beach, NC 28428, 5%
 Thompson Cleaning Specialists, Inc, 8391 Blue Ash Road, Cincinnati, OH 45236, 101417/ 5%
 Tri-State Utilities, LLC, 2111 Smith Avenue, Chesapeake, VA 23320, 32166/ 5%

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	14,595	LF	Clean and CCTV 8" Gravity Sewer Mains	\$3.71	\$54,147.45	\$4.42	\$64,509.90	\$7.97	\$116,322.15 *	\$5.70	\$83,191.50
2	2,045	LF	Clean and CCTV 10" Gravity Sewer Mains	\$6.52	\$13,333.40	\$5.26	\$10,756.70	\$8.98	\$18,364.10 *	\$5.70	\$11,656.50 *
3	8,280	LF	Clean and CCTV 15" Gravity Sewer Mains	\$8.69	\$71,870.40	\$11.88	\$98,366.40	\$11.57	\$95,799.60 *	\$9.00	\$56,240.00
4	11,335	LF	Clean and CCTV 16" Gravity Sewer Mains	\$9.92	\$112,443.20	\$12.72	\$144,181.20	\$12.99	\$147,241.65 *	\$39.60	\$448,866.00
5	3,370	LF	Clean and CCTV 18" Gravity Sewer Mains	\$12.96	\$41,653.20	\$15.55	\$52,403.50	\$23.42	\$78,925.40 *	\$26.50	\$89,305.00
TOTAL BASE BID					\$293,447.65		\$370,217.70		\$466,652.90 *		\$699,259.00
Addenda Received				Yes	5 points	Yes	0 points	Yes	0 points	Yes	0 points
Good Faith Efforts				Yes	5 points	Yes	0 points	Yes	0 points	Yes	0 points
MBE Table A				Yes	5 points	Yes	0 points	No	0 points	No	0 points
E-Verify Certification				Yes	5 points	Yes	0 points	No	0 points	No	0 points

* Indicates corrected figure

Memo

To: Mayor and Commissioners

From: Shay Baggett

Date: 12/02/2024

Re: Recommendation to Town Council for Approval of Administrative Services- Smiling Faces CDBG

Mayor and Board,

The Town of Williamston has advertised an RFP (see attached) for preliminary engineering report services related to the Smiling Faces Community Development Block Grant. After a second period of advertisement, Town staff has scored and recommends the approval of McAdams & Associates to provide administrative services related to this grant.

Recommendation: Town staff recommends the approval of McAdams & Associates to provide administrative services related to the grant.

**TOWN OF WILLIAMSTON
REQUEST FOR PROPOSALS FOR
GRANT ADMINISTRATION SERVICES**

The Town of Williamston is seeking professional services for the administration of a Community Development Block Grant (CDBG) in the amount of \$667,825 awarded by the NC Department of Commerce. The project will include a sewer line and pump station to serve Smiling Faces Daycare through the Neighborhood Revitalization (NR) program.

The Town of Williamston is soliciting proposals for grant administration services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the North Carolina State CDBG Program. The fee for administration services will be paid with CDBG funds.

Scope of Services

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

- Release of Funds and other Funding Conditions
- Citizen Participation Plan
- Fair Housing Plan and Quarterly Activities
- Equal Employment and Procurement Plan
- Section 3 Plan
- Section 504 Plan
- Language Access Plan
- Residential Displacement and Relocation Assistance Plan
- Labor Standards
- Assistance with Procurement of Other Professional Services
- Assistance with Project Files in County Office
- Assistance with Public Hearings
- Completion of Required Reports including Annual Performance Reports
- Assistance with Financial Reimbursement Forms
- Preparation of Grant Close Out Documents

Proposal Requirements

- | | |
|---|-----------|
| 1. Experience with CDBG grant administration and HUD requirements. | 30 points |
| 2. Qualifications, knowledge, technical expertise of Grant Administrator. | 30 points |
| 3. Capacity to perform tasks in a timely manner. | 30 points |
| 4. Documentation of Debarment Compliance. | 10 points |

The above information should be submitted no later than **Thursday, November 14, 2024 at 5:00 p.m.** to Town of Williamston, Attention: Ms. Jackie Escobar, Town Clerk, 102 East Main Street, Williamston, NC 27892.

Memo

To: Mayor and Commissioners

From: Shay Baggett

Date: 12/02/2024

Re: Recommendation to Town Council for Approval of Preliminary Engineering Report (P.E.R.) Services- Smiling Faces CDBG

Mayor and Board,

The Town of Williamston has advertised an RFP (see attached) for preliminary engineering report services related to the Smiling Faces Community Development Block Grant. After a second period of advertisement, Town staff has scored and recommends the approval of Rivers & Associates to provide the preliminary engineering report services related to this grant.

Recommendation: Town staff recommends the approval of Rivers & Associates to provide administrative services related to the grant.

**TOWN OF WILLIAMSTON
REQUEST FOR PROPOSALS FOR
PRELIMINARY ENGINEERING REPORT**

The Town of Williamston is seeking professional engineering services for a Preliminary Engineering Report for a Community Development Block Grant (CDBG) in the amount of \$667,825 awarded by the NC Department of Commerce. The project will include a sewer line and pump station to serve Smiling Faces Daycare through the Neighborhood Revitalization (NR) program.

The Town of Williamston is soliciting proposals to develop a Preliminary Engineering Report that will comply with applicable requirements under Housing and Urban Development (HUD) and the **North Carolina State CDBG Program under the Department of Commerce**. This project is not funded by the Department of Environmental Quality CDBG-I Program.

Proposal Requirements

- | | |
|---|-----------|
| 1. Experience with NC Department of Commerce CDBG NR Program. | 30 points |
| 2. Qualifications, knowledge, technical expertise of firm. | 30 points |
| 3. Capacity to perform tasks in a timely manner. | 30 points |
| 4. Familiarity with the locality | 10 points |

The above information should be submitted no later than Thursday, November 14, 2024 at 5:00 p.m. to Town of Williamston, Attention: Ms. Jackie Escobar, Town Clerk, 102 East Main Street, Williamston, NC 27892.

Upon completion of review, a recommendation will be made to the Town Council for approval. The Town of Williamston is an Equal Opportunity Employer and invites the submission of proposals from Small Business Enterprises, Minority Business Enterprises, and Women Business Enterprises.

This information if available in Spanish or any other language upon request. Please contact Ms. Jackie Escobar at (252) 792-5142 or 102 East Main Street, Williamston, NC 27895 for accommodations for this request.

Esta informacion esta disponible en espanol o en cualquier otro idioma bajo peticion. Por favor pongase en contacto con Ms. Jackie Escobar al (252) 792-5142 o en 102 East Main Street, Williamston, NC 27895 de alojamiento para esta solicitud.



Memo

To: Mayor and Commissioners

From: Shay Baggett

Date: 12/02/2024

Re: Voluntary Annexation Request- Smiling Faces Day Care

Mayor and Board,

The Town is currently administering a CDBG grant to install sewer lines along the daycare's property and connect them to the Town's existing sewer system. The following resolution is to direct the Town Clerk to qualify the property as part of the voluntary annexation process.

Recommendation: Approve Resolution 2024-15 as written.

Memo

To: Mayor and Commissioners

From: Shay Baggett

Date: 12/02/2024

Re: Voluntary Annexation Request- Smiling Faces Day Care

Mayor and Board,

The Town is currently administering a CDBG grant to install sewer lines along the daycare's property and connect them to the Town's existing sewer system. The following resolution is to direct the Town Clerk to qualify the property as part of the voluntary annexation process.

Recommendation: Approve Resolution 2024-15 as written.



RESOLUTION BY THE WILLIAMSTON TOWN BOARD OF COMMISSIONERS

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED
UNDER G.S. 160A-58.1**

Resolution 2024-15

WHEREAS, a petition requesting annexation of an area described in the said petition was received on December 2nd, 2024, by the Town of Williamston Board of Commissioners and

WHEREAS, G.S. 160A-58.2 provides that the Town Clerk shall investigate the sufficiency of the petition before further annexation proceedings may take place and

WHEREAS, the Town of Williamston Board of Commissioners of the Town of Williamston deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED by the Town of Williamston Board of Commissioners of the Town of Williamston that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town of Williamston Board of Commissioners the result of her investigation.

Adopted the 2nd day of December in the Town of Williamston, North Carolina.

Dean McCall, Mayor

ATTEST:

Jaquelinne Escobar, Town Clerk

Memo

To: Mayor and Commissioners

From: Andrew Brownfield

Date: 11/22/2024

Re: Dominion Energy Encroachment Agreement for McCaskey Rd. - Godwin Drive Site

Mayor and Board,

Dominion Energy has filed an encroachment agreement in reference to the construction of their "Williamston Transmission Building" at the corner of Godwin Drive and S. McCaskey Road. Acceptance of this agreement would allow contractors to create a waterline connection from the publicly-owned right-of-way at SR 1123 (S. McCaskey Road) to the property. Site plans have been submitted to the town, and reviews from both the Planning Department and the Water and Sewer Inspector indicate that the correct materials and procedures have been proposed for use in this project.

Contractors operating through Dominion will install the waterline connection. The agreement outlines requirements to ensure that the route will not be interfered with and no public endangerment will occur during the installation of the connection. NCDOT is a party to this agreement, and will ensure that all guidelines are followed during the period of this agreement.

Recommendation: Authorize signatures for Dominion Energy encroachment agreement.

ROUTE 1123 (South McCaskey Road) PROJECT Williamston Transmission Building COUNTY OF Martin STATE OF NORTH CAROLINA

DEPARTMENT OF TRANSPORTATION

THREE PARTY RIGHT OF WAY
ENCROACHMENT AGREEMENT ON
PRIMARY AND SECONDARY SYSTEM

-AND-

Virginia Electric and Power Co D/B/A Dominion Energy of North Carolina

120 Tredegar Street, Richmond, VA 23219

-AND-

Town of Williamston

102 East Main Street, Williamston, NC 27892

THIS AGREEMENT, made and entered into this the _____ day of _____, 20____, by and between the Department of Transportation, party of the first part; and Virginia Electric and Power Co D/B/A Dominion Energy of North Carolina party of the second part; and Town of Williamston party of the third part,

WITNESSETH

THAT WHEREAS, the party of the second part desires to encroach on the right of way of the public road designated as Route(s) 1123 (South McCaskey Road), located 650' WEST OF GODWIN AVE INTERSECTION WITH SOUTH MCCASKEY ROAD

with the construction and/or erection of: a waterline connection with a ductile iron tapping sleep and valve with the existing 8" asbestos cement waterline to a new 8" ductile iron waterline to service the proposed development. Approximately 22 LF of 8" ductile iron pipe from connection to property line.

All construction will be via trenching.

WHEREAS, it is to the material advantage of the party of the second part to effect this encroachment, and the party of the first part in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that the party of the first part hereby grants to the party of the second part the right and privilege to make this encroachment as shown on attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That the installation, operation, and maintenance of the above described facility will be accomplished in accordance with the party of the first part's latest UTILITIES ACCOMMODATIONS MANUAL, and such revisions and amendments thereto as may be in effect at the date of this agreement. Information as to these policies and procedures may be obtained from the Division Engineer or State Utilities Manager of the party of the first part.

That the said party of the second part binds and obligates himself to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said highway, nor obstruct nor interfere with the proper maintenance thereof, to reimburse the party of the first part for the cost incurred for any repairs or maintenance to its roadways and structures necessary due to installation and existence of the facilities of the party of the second part, and if at any time the party of the first part shall require the removal of or changes in the location of the said facilities, that the said party of the second part binds himself, his successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the party of the first part.

That the party of the second part agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Division Engineer of the party of the first.

That the party of the second part hereby agrees to indemnify and save harmless the party of the first part from all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

That the party of the second part agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the Division Engineer of the party of the first part. The party of the second part agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of various counties, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the Division Engineer of the party of the first part.

That the party of the second part agrees to assume the actual cost of any inspection of the work considered to be necessary by the Division Engineer of the party of the first part.

That the party of the second part agrees to have available at the construction site, at all times during construction, a copy of this agreement showing evidence of approval by the party of the first part. The party of the first part reserves the right to stop all work unless evidence of approval can be shown.

Provided the work contained in this agreement is being performed on a completed highway open to traffic; the party of the second part agrees to give written notice to the Division Engineer of the party of the first part when all work contained herein has been completed. Unless specifically requested by the party of the first part, written notice of completion of work on highway projects under construction will not be required.

That in the case of noncompliance with the terms of this agreement by the party of the second part, the party of the first part reserves the right to stop all work until the facility has been brought into compliance or removed from the right of way at no cost to the party of the first part.

That it is agreed by both parties that this agreement shall become void if actual construction of the work contemplated herein is not begun within one (1) year from the date of authorization by the party of the first part unless written waiver is secured by the party of the second part from the party of the first part.

During the performance of this contract, the second party, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- a. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U. S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,
 - (1) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: The contractor shall include the provisions of paragraphs "a" through "f" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Department of Transportation to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

That when title to the subject that constitutes the aforesaid encroachment passes from the party of the second part and vests in the party of the third part, the party of the third part agrees to assume all responsibilities and rights and to perform all obligations as agreed to herein by the party of the second part.

R/W (166) : Party of the Second Part certifies that this agreement is true and accurate copy of the form R/W (166) incorporating all revisions to date.

IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: _____
DIVISION ENGINEER

WITNESS:

Folgent deVier

Kyle M. Young
KYLE M. YOUNG

AUTHORIZED REPRESENTATIVE

Second Party

WITNESS:

Third Party

Memo

To: Mayor and Commissioners

From: Andrew Brownfield

Date: 11/15/2024

Re: Flood Damage Prevention Ordinance Revision

Mayor and Board,

The Town of Williamston collaborates with the Federal Emergency Management Agency (FEMA) as well as the NC Department of Public Safety to provide floodplain administration in our county. Part of this collaboration is the maintenance of a Flood Damage Prevention Ordinance (FDPO), which allows the town to regulate the removal of materials or construction of property that may affect our floodplains negatively. The FDPO also allows citizens with properties located within our floodplains to access FEMA's National Flood Insurance Program (NFIP), providing them with an added layer of protection in case a flood damages their property.

To maintain eligibility in the National Flood Insurance Program, the Town of Williamston would need to revise its current Flood Damage Prevention Ordinance to meet the standards set by FEMA. This revision would include wording that would allow for the immediate adoption of revised Flood Insurance Rate Maps, which would allow us to swiftly identify flood hazard areas in our community while also providing FEMA with accurate information for its National Flood Insurance Program.

In our community, 34 insurance policies have been adopted through this program, representing around \$7.7 million of insurance. By not complying with FEMA's FDPO standards, these policies would be jeopardized.

Recommendation: Approve Ordinance 2024-??.

FLOOD DAMAGE PREVENTION ORDINANCE

Non-Coastal Regular Phase

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

Municipal: The Legislature of the State of North Carolina has in Part 6 of Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Articles 1, 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of Commissioners of The Town of Williamston, North Carolina, does ordain as follows:

SECTION B. FINDINGS OF FACT.

- (1) The flood-prone areas within the jurisdiction of the Town of Williamston are subject to periodic inundation, which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

SECTION C. STATEMENT OF PURPOSE.

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood-prone areas by provisions designed to:

- (1) restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights, or velocities;
- (2) require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

SECTION D. OBJECTIVES.

The objectives of this ordinance are to:

- (1) protect human life, safety, and health;
- (2) minimize expenditure of public money for costly flood control projects;
- (3) minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

- (4) minimize prolonged business losses and interruptions;
- (5) minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (7) ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

ARTICLE 2. DEFINITIONS.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

“Area of Shallow Flooding” means a designated Zone AO on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

“Building” see “Structure”.

“Chemical Storage Facility” means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Disposal” means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

“Elevated Building” means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

“Encroachment” means the advance or infringement of uses, fill, excavation, buildings, structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the initial effective date of the floodplain management regulations adopted by the community.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) the overflow of inland or tidal waters; and/or
- (2) the unusual and rapid accumulation of runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the Federal Emergency Management Agency, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the Federal Emergency Management Agency. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

“Floodplain Management Regulations” means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes Federal, State or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Freeboard” means the height added to the Base Flood Elevation (BFE) to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge openings, and the hydrological effect of urbanization of the watershed. The Base Flood Elevation plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

“Functionally Dependent Facility” means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

“Hazardous Waste Management Facility” means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

“Highest Adjacent Grade (HAG)” means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

“Historic Structure” means any structure that is:

- (a) listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (d) certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program”.

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

“Lowest Adjacent Grade (LAG)” means the elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

“Lowest Floor” means lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

“Manufactured Home” means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

“Manufactured Home Park or Subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Market Value” means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

“Mean Sea Level” means, for purposes of this ordinance, the National Geodetic Vertical Datum (NGVD) as corrected in 1929, the North American Vertical Datum (NAVD) as corrected in 1988, or other vertical control datum used as a reference for

establishing varying elevations within the floodplain, to which Base Flood Elevations (BFEs) shown on a FIRM are referenced. Refer to each FIRM panel to determine datum used.

“New Construction” means structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

“Non-Encroachment Area” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

“Post-FIRM” means construction or other development for which the “start of construction” occurred on or after the effective date of the initial Flood Insurance Rate Map.

“Pre-FIRM” means construction or other development for which the “start of construction” occurred before the effective date of the initial Flood Insurance Rate Map.

“Principally Above Ground” means that at least 51% of the actual cash value of the structure is above ground.

“Public Safety” and/or “Nuisance” means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

“Recreational Vehicle (RV)” means a vehicle, which is:

- (a) built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) designed to be self-propelled or permanently towable by a light duty truck; and
- (d) designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

“Reference Level” is the bottom of the lowest horizontal structural member of the lowest floor for structures within all Special Flood Hazard Areas.

“Regulatory Flood Protection Elevation” means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two (2) feet of freeboard. In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least two (2) feet above the highest adjacent grade.

“Remedy a Violation” means to bring the structure or other development into compliance with State and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Salvage Yard” means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

“Start of Construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement”. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (a) any correction of existing violations of State or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

“Variance” is a grant of relief from the requirements of this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

ARTICLE 3. GENERAL PROVISIONS.

SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, including Extra-Territorial Jurisdictions (ETJs) if applicable, of Williamston and within the jurisdiction of any other community whose governing body agrees, by resolution, to such applicability.

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated January 17, 2025, for Martin County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.

SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Article 3, Section B of this ordinance.

SECTION D. COMPLIANCE.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

SECTION E. ABROGATION AND GREATER RESTRICTIONS.

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION.

In the interpretation and application of this ordinance, all provisions shall be:

- (a) considered as minimum requirements;
- (b) liberally construed in favor of the governing body; and
- (c) deemed neither to limit nor repeal any other powers granted under State statutes.

SECTION G. WARNING AND DISCLAIMER OF LIABILITY.

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by manmade or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the Town of Williamston or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

SECTION H. PENALTIES FOR VIOLATION.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$50.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Williamston from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 4. ADMINISTRATION.

SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.

The Director of Planning and Development or his/her designee, hereinafter referred to as the "Floodplain Administrator", is hereby appointed to administer and implement the provisions of this ordinance.

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

- (1) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
- (a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - (i) the nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - (ii) the boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area;
 - (iii) flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;
 - (iv) the boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;
 - (v) the Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D;
 - (vi) the old and new location of any watercourse that will be altered or relocated as a result of proposed development;
 - (vii) the certification of the plot plan by a registered land surveyor or professional engineer.
 - (b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 - (i) Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures;
 - (ii) Elevation in relation to mean sea level to which any non-residential structure in Zone AE or A will be flood-proofed; and
 - (iii) Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed;
 - (c) If floodproofing, a Floodproofing Certificate (FEMA Form 81-65) with supporting data and an operational plan that includes, but is not limited to, installation, exercise, and maintenance of floodproofing measures.
 - (d) A Foundation Plan, drawn to scale,, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
 - (i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls);
 - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(c) when solid foundation perimeter walls are used in Zones A, AE, and A1-30;
 - (e) Usage details of any enclosed areas below the lowest floor.
 - (f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage;

- (g) Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
- (h) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of this ordinance are met.
- (i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:

- (a) A description of the development to be permitted under the floodplain development permit.
- (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section B.
- (c) The regulatory flood protection elevation required for the reference level and all attendant utilities.
- (d) The regulatory flood protection elevation required for the protection of all public utilities.
- (e) All certification submittal requirements with timelines.
- (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, as applicable.
- (g) The flood openings requirements, if in Zones A, AE or A1-30.
- (h) Limitations of below BFE enclosure uses (if applicable). (i.e., parking, building access and limited storage only).

(3) **Certification Requirements.**

- (a) Elevation Certificates
 - (i) An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.
 - (ii) A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
- (b) Floodproofing Certificate

If non-residential floodproofing is used to meet the regulatory flood protection elevation requirements, a Floodproofing Certificate (FEMA Form 81-65), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to mean sea level. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

- (c) If a manufactured home is placed within Zone A, AE, or A1-30 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section B(3)(b).
- (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
- (e) Certification Exemptions. The following structures, if located within Zone A, AE or A1-30, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
 - (i) Recreational Vehicles meeting requirements of Article 5, Section B(6)(a);
 - (ii) Temporary Structures meeting requirements of Article 5, Section B(7); and
 - (iii) Accessory Structures less than 150 square feet meeting requirements of Article 5, Section B(8).

SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary Local, State and Federal permits have been received.
- (3) Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
- (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the floodcarrying capacity is maintained.
- (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section F are met.
- (6) Obtain actual elevation (in relation to mean sea level) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with Article 4, Section B(3).
- (7) Obtain actual elevation (in relation to mean sea level) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Article 4, Section B(3).

- (8) Obtain actual elevation (in relation to mean sea level) of all public utilities in accordance with the provisions of Article 4, Section B(3).
- (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Article 4, Section B(3) and Article 5, Section B(2).
- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When Base Flood Elevation (BFE) data has not been provided in accordance with Article 3, Section B, obtain, review, and reasonably utilize any Base Flood Elevation (BFE) data, along with floodway data or non-encroachment area data available from a Federal, State, or other source, including data developed pursuant to Article 5, Section D(2)(b), in order to administer the provisions of this ordinance.
- (12) When Base Flood Elevation (BFE) data is provided but no floodway or non-encroachment area data has been provided in accordance with Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this ordinance.
- (13) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the Base Flood Elevation, advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the Letter of Map Amendment (LOMA) issued by FEMA in the floodplain development permit file.
- (14) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (15) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the floodplain administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the floodplain administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (16) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- (17) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (18) Make periodic inspections throughout the special flood hazard areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (19) Follow through with corrective procedures of Article 4, Section D.
- (20) Review, provide input, and make recommendations for variance requests.

- (21) Maintain a current map repository to include, but not limited to, the FIS Report, FIRM and other official flood maps and studies adopted in accordance with Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (22) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-F) and Letters of Map Revision (LOMR).

SECTION D. CORRECTIVE PROCEDURES.

- (1) Violations to be Corrected: When the Floodplain Administrator finds violations of applicable State and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
 - (a) that the building or property is in violation of the floodplain management regulations;
 - (b) that a hearing will be held before the floodplain administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
 - (c) that following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, they shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than ninety (90) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, they may order that corrective action be taken in such lesser period as may be feasible.
- (4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a misdemeanor and shall be punished at the discretion of the court.

SECTION E. VARIANCE PROCEDURES.

- (1) The Williamston Planning Board of Adjustments as established by the Town of Williamston, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.
- (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (3) Variances may be issued for:
 - (a) the repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure.

- (b) functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Article 4, Section E(9)(b), (c), and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
 - (c) any other type of development, provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
- (a) the danger that materials may be swept onto other lands to the injury of others;
 - (b) the danger to life and property due to flooding or erosion damage;
 - (c) the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (d) the importance of the services provided by the proposed facility to the community;
 - (e) the necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
 - (f) the availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (g) the compatibility of the proposed use with existing and anticipated development;
 - (h) the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - (i) the safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (j) the expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (k) the costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and that such construction below the Base Flood Elevation increases risks to life and property, and that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the State of North Carolina upon request.
- (9) Conditions for Variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other Federal, State, or local laws, regulations, or ordinances.

- (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (d) Variances shall only be issued prior to development permit approval.
 - (e) Variances shall only be issued upon:
 - (i) a showing of good and sufficient cause;
 - (ii) a determination that failure to grant the variance would result in exceptional hardship; and
 - (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (a) The use serves a critical need in the community.
 - (b) No feasible location exists for the use outside the Special Flood Hazard Area.
 - (c) The reference level of any structure is elevated or floodproofed to at least the regulatory flood protection elevation.
 - (d) The use complies with all other applicable Federal, State and local laws.
 - (e) The Town of Williamston has notified the Secretary of the North Carolina Department of Crime Control and Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

In all Special Flood Hazard Areas the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding to the Regulatory Flood Protection Elevation. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.

- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) Any alteration, repair, reconstruction, or improvements to a structure, which is in compliance with the provisions of this ordinance, shall meet the requirements of “new construction” as contained in this ordinance.
- (9) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the regulatory flood protection elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.
- (10) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Article 4, Section E(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the regulatory flood protection elevation and certified in accordance with the provisions of Article 4, Section B(3).
- (11) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (12) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (13) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (14) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (15) When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (16) When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest base flood elevation shall apply.

SECTION B. SPECIFIC STANDARDS.

In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data has been provided, as set forth in Article 3, Section B, or Article 5, Section D, the following provisions, in addition to the provisions of Article 5, Section A, are required:

- (1) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation, as defined in Article 2 of this ordinance.
- (2) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation, as defined in Article 2 of this ordinance. Structures located in A, AE, and A1-30 Zones may be floodproofed to the regulatory flood protection elevation in lieu of elevation provided that all areas of the structure,

together with attendant utility and sanitary facilities, below the regulatory flood protection elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy.

(3) Manufactured Homes.

- (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the regulatory flood protection elevation, as defined in Article 2 of this ordinance.
- (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
- (c) All enclosures or skirting below the lowest floor shall meet the requirements of Article 5, Section B(4).
- (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management coordinator.

(4) Elevated Buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

- (a) shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
- (b) shall be constructed entirely of flood resistant materials at least to the regulatory flood protection elevation;
- (c) shall include, in Zones A, AE, and A1-30, flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
 - (i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
 - (ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
 - (iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
 - (iv) The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
 - (v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
 - (vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - (ii) a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
 - (b) Additions to post-FIRM structures with no modifications to the existing structure other than a standard door in the common wall shall require only the addition to comply with the standards for new construction.
 - (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
 - (ii) a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (6) Recreational Vehicles. Recreational vehicles shall either:
- (a) be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions); or
 - (b) meet all the requirements for new construction.
- (7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:
- (a) a specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
 - (b) the name, address, and phone number of the individual responsible for the removal of the temporary structure;
 - (c) the time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
 - (d) a copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
 - (e) designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (a) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
 - (b) Accessory structures shall not be temperature-controlled;

- (c) Accessory structures shall be designed to have low flood damage potential;
- (d) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
- (e) Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
- (f) All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and
- (g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below regulatory flood protection elevation in conformance with the provisions of Article 5, Section B(4)(c).

An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Article 4, Section B(3).

SECTION C. RESERVED.

SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Article 3, Section B, where no Base Flood Elevation (BFE) data has been provided by FEMA, the following provisions, in addition to the provisions of Article 5, Section A, shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the regulatory flood protection elevation shall be determined based on the following criteria:
 - (a) When Base Flood Elevation (BFE) data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Article 5, Sections A and B.
 - (b) When floodway data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway areas shall also comply with the requirements of Article 5, Sections B and F.
 - (c) All subdivisions, manufactured home parks, and other development proposals shall provide Base Flood Elevation (BFE) data if the development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such Base Flood Elevation (BFE) data shall be adopted by reference in accordance with Article 3, Section B and utilized in implementing this ordinance.
 - (d) When Base Flood Elevation (BFE) data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Article 2. All other applicable provisions of Article 5, Section B shall also apply.

SECTION E. STANDARDS FOR RIVERINE FLOODPLAINS WITH BFE BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (1) Standards of Article 5, Sections A and B; and
- (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.

SECTION F. FLOODWAYS AND NON-ENCROACHMENT AREAS.

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Article 3, Section B. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Article 5, Sections A and B, shall apply to all development within such areas:

- (1) No encroachments, including fill, new construction, substantial improvements, and other developments, shall be permitted unless:
 - (a) it is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of a floodplain development permit, or
 - (b) FEMA has approved a conditional Letter of Map Revision (CLOMR). A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.
- (2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (3) No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision, provided the following provisions are met:
 - (a) the anchoring and the elevation standards of Article 5, Section B(3); and
 - (b) the no encroachment standard of Article 5, Section F(1).

ARTICLE 6. LEGAL STATUS PROVISIONS.

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the flood damage prevention ordinance enacted Feb. 2, 1981 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be

enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the flood damage prevention ordinance of the Town of Williamston enacted on Feb. 2, 1981, as amended, which are not reenacted herein are repealed.

The date of the initial flood damage prevention ordinance for Martin County was December 23, 1987.

SECTION B. EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the floodplain administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

SECTION C. EFFECTIVE DATE.

This ordinance, upon adoption by the Williamston Town Board of Commissioners, became effective December 2nd, 2024.

SECTION D. ADOPTION CERTIFICATION.

I hereby certify that this is a true and correct copy of the flood damage prevention ordinance as adopted by the _Town Board of Commissioners of the Town of Williamston, North Carolina, on the _____ day of _____, 2024.

WITNESS my hand and the official seal of _____, this the _____ day of _____, 2024.

Dean McCall, Mayor

SEAL

Jackie Escobar, Clerk

Memo

To: Mayor and Commissioners

From: Mandy Bullock

Date: December 2nd, 2024

Re: Finance Report

Mayor and Board,

I apologize for not being present to give this month's Finance Report due to other obligations. This month the Finance Department has been actively working on the following:

- Auditor meetings to complete the Town's 2023-2024 audit. This should be completed soon.
- Grant desk audit for the AIA Sewer project. This went very well and all items are on schedule.
- Attended training on Ethics and Customer Service with the North Carolina League of Municipalities. All Finance staff attended as well as other town staff. Other municipalities were in attendance that allowed for great connectivity with neighboring communities. Communication and ethical responsibilities of staff were trained and discussed further in staff meetings. All staff in attendance receiving awards in Advance Municipal Leaders through the League.
- The Finance Director officially passed all 4 North Carolina's School of Government certification exams for Finance Officers and should be a fully certified Finance Officer as of January 1st, 2025. This certification lasts 5 years and can be renewed with adequate continuing education. 6 classes and 4 examinations are required to gain this certification from the North Carolina School of Government. These classes and exams are state wide covering all areas of financial municipal responsibilities.
- Attended a meeting with the Electric Vehicle Charger's contractor. He is hopeful to start construction soon to finish the project. Charging rates and financial discussions will be presented to the board closer to completion.
- The town's annual longevity luncheon occurred this month in which the Town celebrates staff members who have continued employment serving our citizens.

If you have any questions or concerns please contact me via phone or email.

Memo

To: Mayor and Commissioners

From: Mandy Bullock

Date: December 2nd, 2024

Re: Budget to Actual

Mayor and Board,

This is the monthly Budget to Actual report for Revenues and Expenses for each department as of November 26th, 2024. Please note due to when the State Revenue is received, Revenues are about 2 months behind (this will show revenues through September).

Expenses are generally up to date other than credit card expenses which are a month behind due to statements. At this time of year the expectation is for most departments to have spent about half of their budget since we stop spending at the end of May. Insurance, which is line 5400 is paid at the beginning of the year so should be closer to 100%. Finally, debt payments are different for each debt owed and therefore are paid based on due date and will have different amounts.

If you have any questions or concerns please contact me via phone or email.

Budget vs Actual

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Period Ending 11/26/2024

10 General				
Description	Budget	YTD	Variance	Percent
Revenues				
CURRENT YEAR TAX	3,110,857	865,586.98	(2,245,270.02)	28%
VEHICLE TAXES	400	1,786.01	1,386.01	447%
VEHICLE TAXES - NEW	350,000	126,214.32	(223,785.68)	36%
PRIOR YEAR TAX	225,000	105,724.44	(119,275.56)	47%
MISC PROPERTY TAX REV IN W/O YEARS	8,000	1,157.62	(6,842.38)	14%
GAP - TAXES	1,500	0.00	(1,500.00)	
FIRE DISTRICT FUNDS	280,000	0.00	(280,000.00)	
AMOUNTS REFUNDED - NEW	(1,000)	(389.90)	610.10	39%
PENALTIES AND INTEREST	62,000	19,029.90	(42,970.10)	31%
PENALTIES & INTEREST - OLD	250	276.32	26.32	111%
INTEREST - VEHICLE TAXES - NEW	2,500	1,447.20	(1,052.80)	58%
MARTIN CO TAX COMMISSION	(30)	(51.55)	(21.55)	172%
MARTIN CO TAX COMM - NEW	(11,000)	(3,882.76)	7,117.24	35%
LOCAL OPTION SALES TAX	1,385,745	247,227.71	(1,138,517.29)	18%
TAXI LICENSES	30	0.00	(30.00)	
GROSS RECEIPTS TAX ON SHORT-TERM RENTAL PROPERTY	14,400	9,005.00	(5,395.00)	63%
BEER & WINE LICENSES	300	0.00	(300.00)	
AUTO LICENSES	100	0.00	(100.00)	
AUTO LICENSES - NEW	20,000	6,002.70	(13,997.30)	30%
BEER AND WINE TAX	23,000	0.00	(23,000.00)	
UTILITY FRANCHISE TAX	350,000	0.00	(350,000.00)	
TELECOMMUNICATIONS SALES TAX	36,500	0.00	(36,500.00)	
VIDEO FRANCHISE FEE	26,600	0.00	(26,600.00)	
PIPED NATURAL GAS SALES TAX	2,000	0.00	(2,000.00)	
CONTROL SUBS & FED FORFEITED TAX	7,000	0.00	(7,000.00)	
HOLD HARMLESS REIMBURSEMENTS	450,000	84,408.49	(365,591.51)	19%
Bulletproof Vest Grant CFDA#16.607	0	4,132.80	4,132.80	
HAZMAT - RRT1	69,000	7,606.95	(61,393.05)	11%
PAYMENTS IN LIEU OF TAXES	6,000	0.00	(6,000.00)	
ABC DISTRIBUTION	20,000	0.00	(20,000.00)	
RESCUE SQUAD-MARTIN CNTY	535,669	267,834.50	(267,834.50)	50%
RECREATION-MARTIN COUNTY	9,677	0.00	(9,677.00)	
COURT FEES	1,000	253.08	(746.92)	25%
SOLID WASTE - QUARTERLY	4,500	947.09	(3,552.91)	21%
ON-BEHALF OF PAYMENTS - FIRE & RESCUE	25,000	0.00	(25,000.00)	
EMS COLLECTIONS	797,495	311,258.35	(486,236.65)	39%
EMS - MEDICAID	100,000	985.97	(99,014.03)	1%
RECREATION-RENTS	3,000	942.50	(2,057.50)	31%
REC/PROGRAMS	15,000	7,529.34	(7,470.66)	50%

Budget vs Actual

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Period Ending 11/26/2024

10 General					
Description	Budget		YTD	Variance	Percent
REC/MEMBERSHIPS	4,300		1,428.00	(2,872.00)	33%
REC/OTHER	5,500		2,819.00	(2,681.00)	51%
CEMETERY	115,000		22,250.00	(92,750.00)	19%
ZONING	3,000		865.00	(2,135.00)	29%
POLICE DEPT	1,500		682.72	(817.28)	46%
STREET,DRIVEWAYS,CLEAN LOTS	1,100		0.00	(1,100.00)	
INVESTMENT EARNINGS	220,000		80,493.96	(139,506.04)	37%
SALES OF FIXED ASSETS	40,000		0.00	(40,000.00)	
SALES OF SUBSTANDARD LOTS	1,000		0.00	(1,000.00)	
ROOKS TRUST FUND	10,000		1,458.92	(8,541.08)	15%
CASH OVER & SHORT	0		292.75	292.75	
RETURNED CHECKS	100		0.00	(100.00)	
INSURANCE CLAIMS	10,000		0.00	(10,000.00)	
FIRE INSPECTION APP FEE	1,000		40.00	(960.00)	4%
FIRE CODE PERMITS	325		200.00	(125.00)	62%
MISCELLANEOUS REVENUE	500		137.84	(362.16)	28%
SKINNER WAREHOUSE RENT	0		3,750.00	3,750.00	
UNDESIGNATED	70,080		0.00	(70,080.47)	
Revenues Totals:	8,413,898	0.00	2,179,451.25	(6,234,447.22)	26%

Budget vs Actual

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Period Ending 11/26/2024

10 General				
Description	Budget	YTD	Variance	Percent
Expenses				
REGULAR SALARIES	623,530	301,003.13	322,526.87	48%
TEMPORARY SALARIES	2,500	792.13	1,707.87	32%
FICA TAX	48,900	21,556.58	27,343.42	44%
GROUP INSURANCE	68,250	32,111.61	36,138.39	47%
GROUP INSURANCE-DEDUCTIBLE REFUNDED	60,000	9,060.19	50,939.81	15%
RETIREMENT	92,340	38,747.67	53,592.33	42%
PROFESSIONAL SERVICES	176,000	79,602.82	96,397.18	45%
EMPLOYEE TRAINING	17,000	5,334.73	11,665.27	31%
TELEPHONE	8,500	3,138.54	5,361.46	37%
POSTAGE	5,200	1,237.82	3,962.18	24%
TRAVEL/MEETINGS	6,500	767.99	5,732.01	12%
REPAIR EQUIPMENT	500	0.00	500.00	
EQUIPMENT RENTS/LEASES	7,600	2,038.66	5,561.34	27%
ADVERTISING	5,500	0.00	5,500.00	
AUTOMOTIVE SUPPLIES	600	173.02	426.98	29%
OFFICE SUPPLIES	7,000	2,845.75	4,154.25	41%
DEPARTMENT SUPPLIES	4,000	1,330.52	2,669.48	33%
BANK CHARGES	8,200	2,011.07	6,188.93	25%
GARBAGE COLLECTION	0	195.00	(195.00)	
TAXES-TOWN OWNED PROPERTIES	2,000	0.00	2,000.00	
DUES	1,500	1,600.30	(100.30)	107%
INSURANCE	17,500	10,696.92	6,803.08	61%
SMALL EQUIPMENT	10,400	5,236.71	5,163.29	50%
TRANSFER FR ENTERPRISE FU	(970,090)	(404,204.12)	(565,885.88)	42%
SALARIES ELECTED OFFICIALS	42,350	17,915.15	24,434.85	42%
FICA	3,240	1,360.37	1,879.63	42%
GROUP INSURANCE	6,950	1,348.22	5,601.78	19%
COMMISSIONER ALTON MOORE	1,500	0.00	1,500.00	
COMMISSIONER RUTH COFFIELD	1,500	817.44	682.56	54%
MAYOR DEAN MCCALL	1,500	352.27	1,147.73	23%
COMMISSIONER DAVID RICHMOND	1,500	0.00	1,500.00	
COMISSIONER GLINDA FOX	1,500	0.00	1,500.00	
COMMISSIONER ANTHONY GIANPOALO	1,500	0.00	1,500.00	
DUES	1,000	300.00	700.00	30%
MISCELLANEOUS	50	0.00	50.00	
REGULAR SALARIES	122,170	49,540.75	72,629.25	41%
TEMPORARY SALARIES	1,300	37.50	1,262.50	3%
FICA TAX	9,395	3,696.68	5,698.32	39%
GROUP INSURANCE	16,650	6,824.89	9,825.11	41%
RETIREMENT	14,900	5,891.26	9,008.74	40%
PROFESSIONAL SERVICES	400	347.00	53.00	87%

Budget vs Actual

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Period Ending 11/26/2024

10 General				
Description	Budget	YTD	Variance	Percent
MARKETING TOWN OF WILLIAMSTON	7,000	1,555.00	5,445.00	22%
TRAINING	5,000	611.17	4,388.83	12%
TELEPHONE	2,250	780.99	1,469.01	35%
POSTAGE	500	186.47	313.53	37%
TRAVEL/MEETINGS	1,000	0.00	1,000.00	
REPAIR EQUIPMENT	500	21.03	478.97	4%
REPAIR VEHICLES	300	0.00	300.00	
ADVERTISING	1,000	149.00	851.00	15%
AUTOMOTIVE SUPPLIES	250	78.71	171.29	31%
OFFICE SUPPLIES	250	89.83	160.17	36%
DEPARTMENT SUPPLIES	700	587.57	112.43	84%
BANK CHARGES	0	39.00	(39.00)	
CONTRACTED SERVICES	1,500	0.00	1,500.00	
CODE ENFORCEMENT	30,000	5,380.00	24,620.00	18%
DUES	2,000	14.60	1,985.40	1%
INSURANCE WK COMP/AUTO	2,250	1,739.37	510.63	77%
SMALL EQUIPMENT	5,000	0.00	5,000.00	
REGULAR SALARIES	17,300	7,368.86	9,931.14	43%
FICA TAX	1,330	563.79	766.21	42%
UTILITIES	10,000	3,289.76	6,710.24	33%
REPAIR BLDGS & GROUNDS	5,000	5,397.78	(397.78)	108%
REPAIR EQUIPMENT	1,000	319.50	680.50	32%
DEPARTMENT SUPPLIES	3,500	637.63	2,862.37	18%
GARBAGE	1,900	1,010.69	889.31	53%
INSURANCE	13,000	13,564.45	(564.45)	104%
REGULAR SALARIES	1,280,888	527,682.40	753,205.60	41%
TEMPORARY SALARIES	80,000	78,017.19	1,982.81	98%
SUPPLEMENTAL RETIREMENT	25,850	1,991.64	23,858.36	8%
FICA TAX	110,310	45,526.20	64,783.80	41%
GROUP INSURANCE	191,500	70,376.22	121,123.78	37%
RETIREMENT	298,020	117,740.71	180,279.29	40%
PROFESSIONAL SERVICES	35,000	19,450.28	15,549.72	56%
CLEANING SERVICE	15,000	0.00	15,000.00	
EMPLOYEE TRAINING	26,000	8,733.19	17,266.81	34%
TELEPHONE	17,000	7,231.63	9,768.37	43%
POSTAGE	500	119.23	380.77	24%
UTILITIES	20,000	9,447.78	10,552.22	47%
TRAVEL	2,000	404.71	1,595.29	20%
REPAIR BLDGS & GROUNDS	6,000	357.88	5,642.12	6%
REPAIR EQUIPMENT	5,000	233.85	4,766.15	5%
REPAIR VEHICLES	15,000	12,216.18	2,783.82	81%
EQUIPMENT RENTS/LEASES	3,500	561.02	2,938.98	16%
ADVERTISING	1,000	0.00	1,000.00	
AUTOMOTIVE SUPPLIES	60,000	22,673.59	37,326.41	38%

Budget vs Actual

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Period Ending 11/26/2024

10 General				
Description	Budget	YTD	Variance	Percent
OFFICE SUPPLIES	3,500	224.01	3,275.99	6%
DEPARTMENT SUPPLIES	17,000	2,333.15	14,666.85	14%
BUILDING SUPPLIES	2,500	0.00	2,500.00	
BANK CHARGES	0	107.00	(107.00)	
UNIFORMS	18,000	3,834.90	14,165.10	21%
GARBAGE COLLECTION	7,000	1,834.24	5,165.76	26%
DUES	1,500	973.30	526.70	65%
INSURANCE	61,500	57,764.86	3,735.14	94%
DRUG CONTROL	25,000	17,000.00	8,000.00	68%
MISCELLANEOUS	2,500	575.72	1,924.28	23%
COMMUNITY INVOLVEMENT	4,000	1,074.71	2,925.29	27%
CAPITAL OUTLAY EQUIPMENT	120,500	2,543.78	117,956.22	2%
SMALL EQUIPMENT	53,900	772.21	53,127.79	1%
DEBT RET 2021-EMS REMOUNT	44,012	44,012.07	(0.07)	100%
DEBT RET 2021 - POLICE DEPT -ORIG	32,606	0.00	32,606.00	
DEBT RET 2021-POLICE DEPT -SUB	5,109	0.00	5,109.00	
DEBT RET 2021 - FIRE DEPT-ORIG	26,683	0.00	26,683.00	
DEBT RET 2021 - FIRE DEPT-SUB	6,682	0.00	6,682.00	
DEBT RETIREMENT-FIRE TRUCK 2019	94,233	94,232.92	0.08	100%
INTEREST 2021-POLICE DEPT-ORIG	43,610	0.00	43,610.00	
INTEREST 2021-POLICE DEPT-SUB	6,833	0.00	6,833.00	
INTEREST 2021-FIRE DEPT-ORIG	35,687	0.00	35,687.00	
INTEREST 2021- FIRE DEPT-SUB	8,937	0.00	8,937.00	
INTEREST - FIRE TRUCK 2019	3,081	3,081.00	0.00	100%
REGULAR SALARIES	362,965	138,132.42	224,832.58	38%
TEMPORARY SALARIES	1,500	1,014.17	485.83	68%
RRT HAZMAT-1311	0	9,485.96	(9,485.96)	
SUPPLEMENTAL RETIREMENT	9,992	4,163.31	5,828.69	42%
FICA TAX	27,890	11,010.98	16,879.02	39%
GROUP INSURANCE	50,900	17,818.72	33,081.28	35%
RETIREMENT	52,650	20,729.74	31,920.26	39%
ON BEHALF OF PAYMENTS - FIRE	15,000	0.00	15,000.00	
PROFESSIONAL SERVICES	8,000	3,556.80	4,443.20	44%
EMPLOYEE TRAINING	5,000	595.37	4,404.63	12%
TELEPHONE	8,000	1,184.96	6,815.04	15%
POSTAGE	0	27.37	(27.37)	
UTILITIES	2,500	148.41	2,351.59	6%
REPAIR BLDGS & GROUNDS	2,000	82.46	1,917.54	4%
REPAIR EQUIPMENT	40,000	15,471.52	24,528.48	39%
AUTOMOTIVE SUPPLIES	30,000	10,785.45	19,214.55	36%
OFFICE SUPPLIES	500	422.44	77.56	84%
DEPARTMENT SUPPLIES	4,500	140.12	4,359.88	3%
BANK CHARGES	0	78.00	(78.00)	
UNIFORMS	5,500	500.00	5,000.00	9%

Budget vs Actual

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Period Ending 11/26/2024

10 General				
Description	Budget	YTD	Variance	Percent
GARBAGE COLLECTION	800	0.00	800.00	
DUES	1,000	814.90	185.10	81%
INSURANCE	44,000	37,219.24	6,780.76	85%
MISCELLANEOUS	1,500	625.65	874.35	42%
SMALL EQUIPMENT	36,000	21,665.94	14,334.06	60%
RRT1 SALARIES - FT WITH RETIREMENT	0	824.04	(824.04)	
RRT1 SALARIES	0	1,959.68	(1,959.68)	
RT TRAINING SALARIES	0	2,668.46	(2,668.46)	
RRT1 FICA TAX	0	417.01	(417.01)	
RRT1 RETIREMENT	0	397.39	(397.39)	
PROFESSIONAL SERVICES	15,000	0.00	15,000.00	
TRAINING	25,000	2,974.13	22,025.87	12%
RRT1 TELEPHONE	800	580.16	219.84	73%
RRT1 TRAVEL	100	0.00	100.00	
EQUIPMENT REPAIR	4,000	2,788.37	1,211.63	70%
RRT1 DEPT SUPPLIES	4,500	2,646.74	1,853.26	59%
RRT1 UNIFORMS	11,000	159.50	10,840.50	1%
GARBAGE COLLECTION	3,000	806.85	2,193.15	27%
WORKERS COMP INS RRT1	5,000	0.00	5,000.00	
SMALL EQUIPMENT	7,500	3,373.03	4,126.97	45%
VEHICLE RESERVE	3,680	0.00	3,680.47	
RESCUE DEPARTMENT	0	350.00	(350.00)	
REGULAR SALARIES	933,990	380,948.47	553,041.53	41%
TEMPORARY SALARIES	45,500	35,156.98	10,343.02	77%
FICA TAX	74,940	31,005.73	43,934.27	41%
GROUP INSURANCE	149,860	51,939.73	97,920.27	35%
RETIREMENT	142,010	58,344.58	83,665.42	41%
ON BEHALF OF PAYMENTS - RESCUE	10,000	0.00	10,000.00	
PROFESSIONAL SERVICES	15,000	28,311.01	(13,311.01)	189%
EMS/MC PARTNERSHIP	40,000	19,900.56	20,099.44	50%
EMPLOYEE TRAINING	3,000	0.00	3,000.00	
TELEPHONE	9,000	2,339.78	6,660.22	26%
POSTAGE	100	0.00	100.00	
UTILITIES	17,000	6,755.93	10,244.07	40%
REPAIR BLDGS & GROUNDS	7,000	3,239.15	3,760.85	46%
EQUIPMENT REPAIR	15,000	1,778.44	13,221.56	12%
EQUIPMENT RENTS/LEASES	3,200	502.21	2,697.79	16%
AUTOMOTIVE SUPPLIES	25,000	9,106.35	15,893.65	36%
OFFICE SUPPLIES	2,000	258.79	1,741.21	13%
DEPARTMENT SUPPLIES - DIRECT	36,000	15,897.05	20,102.95	44%
DEPARTMENT SUPPLIES - INDIRECT	3,000	977.53	2,022.47	33%
UNIFORMS	8,000	2,130.71	5,869.29	27%
GARBAGE COLLECTION	2,700	1,582.54	1,117.46	59%

Budget vs Actual

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10 General				
Description	Budget	YTD	Variance	Percent
DUES	1,300	29.20	1,270.80	2%
INSURANCE	52,300	42,526.07	9,773.93	81%
MISCELLANEOUS	1,000	321.07	678.93	32%
CAPITAL OUTLAY EQUIPMENT	0	11,382.77	(11,382.77)	
SMALL EQUIPMENT	13,000	2,231.08	10,768.92	17%
REGULAR SALARIES	189,420	84,518.60	104,901.40	45%
TEMPORARY SALARIES	3,040	2,217.29	822.71	73%
FICA TAX	14,880	6,495.59	8,384.41	44%
GROUP INSURANCE	49,430	18,624.51	30,805.49	38%
RETIREMENT	28,100	12,014.55	16,085.45	43%
EMPLOYEE TRAINING	600	14.16	585.84	2%
TELEPHONE	2,500	723.47	1,776.53	29%
POSTAGE	50	(22.00)	72.00	-44%
UTILITIES	128,000	62,551.56	65,448.44	49%
REPAIR BLDGS & GROUNDS	500	149.99	350.01	30%
REPAIR EQUIPMENT	4,000	754.07	3,245.93	19%
ADVERTISING	100	101.00	(1.00)	101%
AUTOMOTIVE SUPPLIES	8,000	2,853.67	5,146.33	36%
DEPARTMENT SUPPLIES	5,000	3,119.99	1,880.01	62%
STAMPEDE - STREET	1,800	3,082.86	(1,282.86)	171%
UNIFORMS	3,500	822.24	2,677.76	23%
POWELL B/EQUIP OPERATIONS	0	86.99	(86.99)	
CONTRACTED SERVICES	200	0.00	200.00	
DUES	0	65.70	(65.70)	
INSURANCE	16,100	15,190.12	909.88	94%
MISCELLANEOUS	500	23.44	476.56	5%
SMALL EQUIPMENT	2,550	1,964.40	585.60	77%
REGULAR SALARIES	330,400	140,186.24	190,213.76	42%
TEMPORARY SALARIES	3,060	1,973.64	1,086.36	64%
FICA TAX	45,500	10,586.48	34,913.52	23%
GROUP INSURANCE	81,230	34,237.81	46,992.19	42%
RETIREMENT	48,080	19,732.44	28,347.56	41%
PROFESSIONAL SERVICES	100	0.00	100.00	
EMPLOYEE TRAINING	2,500	1,234.15	1,265.85	49%
TELEPHONE	2,500	896.95	1,603.05	36%
REPAIR EQUIPMENT	15,000	5,942.98	9,057.02	40%
ADVERTISING	150	0.00	150.00	
AUTOMOTIVE SUPPLIES	35,000	13,420.02	21,579.98	38%
DEPARTMENT SUPPLIES	2,500	1,230.50	1,269.50	49%
LAB SUPPLIES	500	0.00	500.00	
MARTIN COUNTY LANDFILL	75,000	21,332.30	53,667.70	28%
UNIFORMS	5,000	2,352.31	2,647.69	47%
GARBAGE COLLECTION	750	0.00	750.00	
DUES	1,500	131.40	1,368.60	9%

Budget vs Actual

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10 General				
Description	Budget	YTD	Variance	Percent
INSURANCE	16,200	14,281.95	1,918.05	88%
MISCELLANEOUS	0	46.90	(46.90)	
REGULAR SALARIES	236,360	100,540.80	135,819.20	43%
TEMPORARY SALARIES	111,130	49,607.37	61,522.63	45%
FICA TAX	26,600	11,229.98	15,370.02	42%
GROUP INSURANCE	25,110	9,077.05	16,032.95	36%
RETIREMENT	34,990	15,099.44	19,890.56	43%
PROFESSIONAL SERVICES	45,340	3,011.00	42,329.00	7%
EMPLOYEE TRAINING	2,490	831.05	1,658.95	33%
TELEPHONE	4,680	1,003.42	3,676.58	21%
POSTAGE	200	0.00	200.00	
UTILITIES	30,900	13,486.33	17,413.67	44%
REPAIR BLDGS & GROUNDS	73,700	41,432.75	32,267.25	56%
REPAIR EQUIPMENT	11,700	6,670.12	5,029.88	57%
AUTOMOTIVE SUPPLIES	13,500	3,676.81	9,823.19	27%
DEPARTMENT SUPPLIES	35,300	11,824.40	23,475.60	33%
SUPPLIES-TURFGRASS MGMT	12,225	3,924.07	8,300.93	32%
UNIFORMS	3,100	1,869.84	1,230.16	60%
GARBAGE COLLECTION	11,200	4,850.81	6,349.19	43%
CONTRACTED SERVICES	5,230	1,159.17	4,070.83	22%
DUES	350	365.40	(15.40)	104%
INSURANCE	24,500	21,507.61	2,992.39	88%
MISCELLANEOUS	3,000	2,416.58	583.42	81%
CAPITAL OUTLAY EQUIPMENT	18,000	0.00	18,000.00	
SMALL EQUIPMENT	5,395	2,950.00	2,445.00	55%
MARTIN MEMORIAL LIBRARY	104,040	43,482.68	60,557.32	42%
STAMPEDE FESTIVAL	10,000	9,636.81	363.19	96%
CHRISTMAS PARADE	3,500	1,325.00	2,175.00	38%
CHRISTMAS TREE LIGHTS	1,220	0.00	1,220.00	
MAINTENANCE--CHRISTMAS DEC	500	0.00	500.00	
REGULAR SALARIES	70,360	30,119.32	40,240.68	43%
TEMPORARY SALARIES	6,000	1,963.21	4,036.79	33%
FICA TAX	5,850	2,237.93	3,612.07	38%
GROUP INSURANCE	16,040	6,680.15	9,359.85	42%
RETIREMENT	10,990	4,530.25	6,459.75	41%
PROFESSIONAL SERVICES	300	0.00	300.00	
TELEPHONE	800	149.68	650.32	19%
UTILITIES	1,500	407.42	1,092.58	27%
REPAIR BLDGS & GROUNDS	500	0.00	500.00	
REPAIR EQUIPMENT	1,500	775.37	724.63	52%
AUTOMOTIVE SUPPLIES	2,000	2,152.20	(152.20)	108%
DEPARTMENT SUPPLIES	1,000	543.07	456.93	54%
ROOKS FUND EXPENSE	500	35.00	465.00	7%
UNIFORMS	1,000	386.84	613.16	39%

Budget vs Actual

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10 General					
Description	Budget		YTD	Variance	Percent
INSURANCE	3,100		2,296.71	803.29	74%
MISCELLANEOUS	300		226.20	73.80	75%
CAPITAL OUTLAY EQUIPMENT	20,500		0.00	20,500.00	
SMALL EQUIPMENT	1,800		449.99	1,350.01	25%
REGULAR SALARIES	180,640		61,413.79	119,226.21	34%
FICA TAX	13,820		4,614.37	9,205.63	33%
GROUP INSURANCE	24,330		10,184.23	14,145.77	42%
RETIREMENT	26,100		8,960.92	17,139.08	34%
PROFESSIONAL SERVICES	2,000		44.25	1,955.75	2%
CLEANING SERVICES	5,200		2,100.00	3,100.00	40%
EMPLOYEE TRAINING	750		0.00	750.00	
TELEPHONE	2,500		534.10	1,965.90	21%
UTILITIES	2,750		491.64	2,258.36	18%
REPAIR BLDGS & GROUNDS	52,000		31,882.40	20,117.60	61%
REPAIR EQUIPMENT	2,000		206.33	1,793.67	10%
LEASES	1,500		0.00	1,500.00	
AUTOMOTIVE SUPPLIES	1,000		741.69	258.31	74%
DEPARTMENT SUPPLIES	4,000		2,828.03	1,171.97	71%
BANK CHARGES	200		117.00	83.00	59%
UNIFORMS	2,500		341.41	2,158.59	14%
GARBAGE COLLECTION	2,500		994.65	1,505.35	40%
CONTRACTED SERVICES	8,000		4,167.48	3,832.52	52%
INSURANCE	6,200		5,317.34	882.66	86%
MISCELLANEOUS	200		115.60	84.40	58%
SMALL EQUIPMENT	3,100		1,450.39	1,649.61	47%
MARTIN CO ARTS COUNCIL	7,000		7,000.00	0.00	100%
WILLIAMSTON DOWNTOWN	5,000		5,432.00	(432.00)	109%
WMSTN DOWNTOWN,INC FACADE	6,000		0.00	6,000.00	
WILLIAMSTON BEAUTIFICATION	2,000		0.00	2,000.00	
HWY 17 ASSOCIATION	2,500		2,500.00	0.00	100%
MID EAST COMMISSION	1,800		0.00	1,800.00	
INSTITUTE OF GOVERNMENT	750		0.00	750.00	
MARTIN COUNTY CHAMBER	3,215		3,215.00	0.00	100%
COMMITTEE OF 100	500		0.00	500.00	
NCLM	7,000		6,588.00	412.00	94%
ROANOKE RIVER PARTNERS	1,000		0.00	1,000.00	
RETIREEES FRINGE BENEFITS	104,320		37,604.34	66,715.66	36%
TRNSFR TO CAP PROJECTS FUND	50,000		0.00	50,000.00	
Totals:	8,413,898	0.00	3,518,221.42	4,895,677.05	42%
Expenses Totals:	8,413,898	0.00	3,518,221.42	4,895,677.05	42%

Budget vs Actual

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10 General Totals:

(1,338,770.17)

Budget vs Actual

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15 Powell Bill

Description	Budget	YTD	Variance	Percent
Revenues				
VEHICLE TAXES - STREETS	81,250	29,307.30	(51,942.70)	36%
POWELL BILL REVENUE	190,000	103,102.98	(86,897.02)	54%
INVESTMENT EARNINGS POWELL BILL	20,000	5,725.66	(14,274.34)	29%
POWELL BILL FUND BALANCE	120,726	0.00	(120,726.00)	
Revenues Totals:	411,976	0.00	138,135.94	(273,840.06) 34%

Budget vs Actual

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15 Powell Bill					
Description	Budget		YTD	Variance	Percent
Expenses					
POWELL BILL SERVICES	25,000		7,641.71	17,358.29	31%
POWELL BILL - PROJECT	300,000		189,329.00	110,671.00	63%
POWELL BILL - EQUIPMENT/OPERATIONS	8,500		8,424.86	75.14	99%
POWELL BILL-LOAN PRINCIPAL	77,293		0.00	77,293.00	
LOAN AND INTEREST	1,183		0.00	1,183.00	
Totals:	411,976	0.00	205,395.57	206,580.43	50%
Expenses Totals:	411,976	0.00	205,395.57	206,580.43	50%

Budget vs Actual

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15 Powell Bill Totals:

(67,259.63)

Budget vs Actual

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25 Stormwater

Description	Budget		YTD	Variance	Percent
Revenues					
STORM WATER	55,000		21,074.90	(33,925.10)	38%
Revenues Totals:	55,000	0.00	21,074.90	(33,925.10)	38%

Budget vs Actual

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25 Stormwater

Description	Budget		YTD	Variance	Percent
Expenses					
STORM WATER DEBT PAYMENT	39,326		0.00	39,326.00	
DEBT RESERVE	10,000		0.00	10,000.00	
FUTURE PROJECT	674		0.00	674.00	
UNCOLLECTIBLE - STORM WATER	5,000		0.00	5,000.00	
Totals:	55,000	0.00	0.00	55,000.00	
Expenses Totals:	55,000	0.00	0.00	55,000.00	

Budget vs Actual

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25 Stormwater Totals:

21,074.90

Budget vs Actual

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30 Water & Sewer					
Description	Budget		YTD	Variance	Percent
Revenues					
WATER SERVICES	1,225,000		529,506.79	(695,493.21)	43%
WATER - MCRWASA FEE	800,000		376,941.07	(423,058.93)	47%
PENALTIES	50,000		29,112.16	(20,887.84)	58%
TAPS AND CONNECTION FEES	5,000		500.00	(4,500.00)	10%
SEWER SERVICES	1,590,000		675,171.26	(914,828.74)	42%
PENALTIES	500		0.00	(500.00)	
TAPS AND CONNECTION FEES	1,000		0.00	(1,000.00)	
WA DIST 1 - WA SERVICES	120,000		52,636.85	(67,363.15)	44%
WA DIST 1 - MCRWASA FEE	50,000		22,401.55	(27,598.45)	45%
WA DIST 2 - WA SERVICES	235,000		99,681.50	(135,318.50)	42%
WA DIST 2 SEWER	1,500		901.00	(599.00)	60%
WA DISTR 2 - MCRWASA FEE	105,200		43,055.81	(62,144.19)	41%
CASH SHORT & OVER	0		(99.49)	(99.49)	
RETURNED CHECKS	1,000		0.00	(1,000.00)	
MISCELLANEOUS	500		65.50	(434.50)	13%
INVESTMENT EARNINGS	250,000		101,204.38	(148,795.62)	40%
PV TRANSPORT LAB ANALYSIS	0		7,379.34	7,379.34	
SALE OF FIXED ASSETS	15,000		0.00	(15,000.00)	
Revenues Totals:	4,449,700	0.00	1,938,457.72	(2,511,242.28)	44%

Budget vs Actual

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30 Water & Sewer

Description	Budget	YTD	Variance	Percent
Expenses				
ADMINISTRATION EXPENSE	525,347	218,894.56	306,452.44	42%
REGULAR SALARIES	260,500	109,844.52	150,655.48	42%
TEMPORARY SALARIES	20,000	7,773.66	12,226.34	39%
FICA TAX	21,500	8,959.80	12,540.20	42%
GROUP INSURANCE	41,620	17,200.77	24,419.23	41%
RETIREE -- FRINGE BENEFITS	11,550	1,582.50	9,967.50	14%
RETIREMENT	40,520	16,320.52	24,199.48	40%
PROFESSIONAL SERVICES	12,000	890.84	11,109.16	7%
EMPLOYEE TRAINING	4,000	1,357.58	2,642.42	34%
TELEPHONE	5,000	1,821.07	3,178.93	36%
POSTAGE	5,000	2,869.21	2,130.79	57%
UTILITIES	20,000	9,508.98	10,491.02	48%
TRAVEL	200	0.00	200.00	
REPAIR BLDGS & GROUNDS	4,000	192.48	3,807.52	5%
REPAIR EQUIPMENT	10,000	2,047.24	7,952.76	20%
EQUIPMENT RENT,LEASES	1,000	0.00	1,000.00	
ADVERTISING	400	0.00	400.00	
AUTOMOTIVE SUPPLIES	17,000	7,729.83	9,270.17	45%
OFFICE SUPPLIES	250	767.41	(517.41)	307%
DEPARTMENT SUPPLIES	25,000	10,521.82	14,478.18	42%
BANK ANALYSIS CHARGES	1,300	420.80	879.20	32%
UNIFORMS	3,000	998.50	2,001.50	33%
CONTRACTED SERVICES	75,000	65,630.18	9,369.82	88%
DUES	4,500	7,329.10	(2,829.10)	163%
INSURANCE	28,500	25,919.58	2,580.42	91%
MISCELLANEOUS	500	23.52	476.48	5%
CAPITAL OUTLAY EQUIPMENT	133,500	47,084.80	86,415.20	35%
SMALL EQUIPMENT	5,400	799.98	4,600.02	15%
REPAIR LINES	19,000	0.00	19,000.00	
REPAIR/REPLACE FIRE HYDRANTS	7,000	0.00	7,000.00	
PRINCIPAL - SCADA	62,553	0.00	62,553.00	
WATER AUTHORITY PURCHASE	1,243,275	517,810.25	725,464.75	42%
MC DEBT SERVICE	42,303	0.00	42,303.00	
MC DEBT SERVICE	124,198	0.00	124,198.00	
ADMINISTRATION EXPENSE	444,743	185,309.56	259,433.44	42%
REGULAR SALARIES	313,420	132,630.52	180,789.48	42%
TEMPORARY SALARIES	11,800	3,097.56	8,702.44	26%
FICA TAX	24,880	10,280.18	14,599.82	41%
GROUP INSURANCE	55,480	23,628.16	31,851.84	43%
RETIREE -- FRINGE BENEFITS	9,150	3,517.79	5,632.21	38%
RETIREMENT	46,980	19,030.38	27,949.62	41%
PROFESSIONAL SERVICES	5,000	2,078.62	2,921.38	42%
EMPLOYEE TRAINING	3,000	309.16	2,690.84	10%

Budget vs Actual

Town of Williamston
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Period Ending 11/26/2024

30 Water & Sewer					
Description	Budget		YTD	Variance	Percent
TELEPHONE	3,500		2,280.54	1,219.46	65%
POSTAGE	10,000		5,236.77	4,763.23	52%
UTILITIES	115,000		77,007.11	37,992.89	67%
REPAIR BLDGS & GROUNDS	4,000		0.00	4,000.00	
REPAIR EQUIPMENT	59,000		24,694.38	34,305.62	42%
EQUIPMENT RENT,LEASE	4,000		0.00	4,000.00	
ADVERTISING	300		88.25	211.75	29%
AUTOMOTIVE SUPPLIES	8,000		3,064.56	4,935.44	38%
OFFICE SUPPLIES	500		446.77	53.23	89%
DEPARTMENT SUPPLIES	15,000		6,074.97	8,925.03	40%
LAB SUPPLIES	11,000		2,170.18	8,829.82	20%
CHEMICAL SUPPLIES	20,000		6,493.05	13,506.95	32%
BANK ANALYSIS CHARGES	0		751.52	(751.52)	
UNIFORMS	4,000		1,650.39	2,349.61	41%
GARBAGE COLLECTION	2,500		951.44	1,548.56	38%
CONTRACTED SERVICES	80,000		26,882.39	53,117.61	34%
DUES	9,000		2,887.60	6,112.40	32%
INSURANCE	47,500		43,644.97	3,855.03	92%
MISCELLANEOUS	500		32.83	467.17	7%
CAPITAL OUTLAY EQUIPMENT	81,000		0.00	81,000.00	
SMALL EQUIPMENT	660		0.00	660.00	
SEWER LINE REPAIRS	10,000		0.00	10,000.00	
PRINCIPAL - I & I SEWER REHAB	52,065		0.00	52,065.00	
PRIN - ANNEXATION SEWER	182,509		0.00	182,509.00	
INTEREST - ANNEXATION SEWER	40,297		20,148.89	20,148.11	50%
Totals:	4,449,700	0.00	1,688,688.04	2,761,011.96	38%
Expenses Totals:	4,449,700	0.00	1,688,688.04	2,761,011.96	38%

Budget vs Actual

Town of Williamston
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Period Ending 11/26/2024

30 Water & Sewer Totals:

249,769.68