

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

December 2, 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 Richmond led the pledge of allegiance, and then Commissioner Moore offered the invocation.

**AGENDA APPROVED**

The Town Administrator reported that Consent Item (1) Regular Board Meeting Minutes of November 4, 2024, were corrected, and a revised copy was placed at each Board member’s desk. He also requested the addition of Item 10 under the New Business Resolution Amending Personnel Policy. *Commissioner Richmond moved, Commissioner Fox seconded, and the regular agenda was unanimously amended.*

**CONSENT AGENDA**

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

Items approved in the Consent Agenda are as follows:

- (1) Regular Board Meeting Minutes of November 4, 2024
- (2) Budget Amendment – River Boardwalk Landing Extension Project

Rural Transformation Grant	\$39,000.00
<u>Recreational Trails Program</u>	<u>(\$100,000.00)</u>
	(\$61,000.00)
Construction of Boardwalk	\$53,000.00
Contingency	(\$8,500.00)
Mideast Commission	\$15,000.00
<u>Construction of Frisbee Golf Course</u>	<u>\$1,500.00</u>
	\$61,000.00

- (3) Updated Project Ordinance for CDBG Smiling Faces
- (4) Budget Calendar 2024-2025
- (5) Tax Relief Order

**PUBLIC HEARING - Flood Plain Map Ordinance Update**

The Planning and Zoning Administrator reported that the Town of Williamston is collaborating with FEMA and the North Carolina Department of Public Safety to manage floodplain administration through a Flood Damage Prevention Ordinance (FDPO). This ordinance regulates construction activities that could impact floodplains and enables property owners to access FEMA’s National Flood Insurance Program (NFIP). To maintain eligibility for the NFIP, the town must update its FDPO to comply with FEMA's requirements. This update will allow for the prompt adoption of revised Flood Insurance Rate Maps to identify flood hazard areas accurately. With no other speakers, *Commissioner Gianpoalo moved, seconded by Commissioner Moore, to close the Public Hearing for the Flood Plain Map Ordinance Update at 5:39 pm.*

**PUBLIC COMMENT – None**

**NEW BUSINESS**

**Ordinance 2024-18 Approving the Codification of the Williamston Code of Ordinances**

The Town Administrator reported that 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 specific existing and newly adopted general ordinances. Attorney Sutton has reviewed the work product. The previous codification occurred in 2013. *Commissioner Richmond moved, seconded by Commissioner Fox, to adopt Ordinance 2024-18, Approving the Codification of the Williamston Code of Ordinances. The motion passed unanimously.*

**Award Bid for Williamston Sewer AIA – Phase II SSES – CCTV**

Kevin Cooper reported that a bid opening for the Williamston Sewer AIA-Phase II SSES-CCTV project took place on October 29, 2024, at 11:00 A.M. at the Town of Williamston Town Hall, with four bids received and read aloud. The project was advertised on the Rivers and Associates website, ConstructConnect Plan Room, and in local newspapers such as the *Daily Reflector* and *Greater Diversity*, alongside direct solicitations to ten CCTV contractors, five of whom ordered plans and specifications. The bids included:

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

Cooper recommended awarding Bio-Nomic Services the lowest bid. A certified Bid Tabulation was included with the recommendation. Commissioner Fox moved, seconded by Commissioner Gianpoalo, to award Bio-Nomic Services the bid for Williamston Sewer AIA. *The motion passed unanimously.*

**Award Bid for Williamston Sewer AIA – Phase II SSES – CCTV Contract**

*Commissioner Gianpoalo moved, seconded by Commissioner Coffield, to approve the contract with Bio-Nomic Sericesfor Williamston Sewer AIA Phase II SSES CCTV Contract pending the attorney’s final review. The motion passed unanimously.*

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

The Town Administrator reported that the Town of Williamston advertised a Request for Proposals for administrative services related to the Smiling Faces Community Development Block Grant. After a second period of advertisement, Town staff scored and recommended the approval of McAdams & Associates to provide administrative services related to this grant. *Commissioner Fox moved, seconded by Commissioner Moore, to approve McAdams & Associates to provide Administrative Services for the Smiling Faces CDBG project. The motion passed unanimously.*

**Recommendation to Town Council for Approval of Preliminary Engineering Services- Smiling Faces CDBG**

The Town Administrator reported that the Town of Williamston advertised a Request for Proposals for preliminary engineering report services related to the Smiling Faces Community Development Block Grant. After a second period of advertisement, Town staff scored and recommended the approval of Rivers & Associates to provide preliminary engineering report services related to this grant. Commissioner Fox inquired about the timeline for the project. The Town Administrator noted that the construction should begin in June or July 2025. *Commissioner Richmond moved, seconded by Commissioner Moore, to approve Rivers & Associates to provide Preliminary Engineering Services for the Smiling Faces CDBG project. The motion passed unanimously.*

**Voluntary Annexation Request – Smiling Faces**

Shay Baggett reported that the Town of Williamston is administering a CDBG grant to install sewer lines along the Smiling Faces Daycare property and connect them to the Town's existing sewer system. Bernadette Rodgers has submitted a voluntary annexation request. The Town Administrator noted this item did not require board action.

**Resolution 2024-15, Directing Clerk to Investigate Annexation Request**

Shay Baggett reported that Resolution 2024-15 directs the Town Clerk to qualify the Smiling Faces Daycare property as part of the voluntary annexation process. The Town Attorney added that the Town Clerk would present findings to the Board at the next meeting. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve Resolution 2024-15, Directing Clerk to Investigate Annexation Request. The motion passed unanimously.*

**DOT Encroachment Agreement – Dominion Energy, Town of Williamston**

The Planning and Zoning Administrator reported that Dominion Energy filed an encroachment agreement for the construction of their "Williamston Transmission Building" at the intersection of Godwin Drive and S. McCaskey Road. Accepting this agreement allowed contractors to create a waterline connection from the publicly-owned right-of-way at SR 1123 (S. McCaskey Road) to the property.

Dominion submitted site plans to the town, and both the Planning Department and the Water and Sewer Inspector reviewed them, indicating that the proposed materials and procedures for the project were appropriate. Contractors working under Dominion installed the waterline connection. The agreement included requirements to ensure that the installation route remained unobstructed and that there was no risk to public safety during the connection process. The North Carolina Department of Transportation (NCDOT) participated in this agreement and ensured that all guidelines were followed throughout its duration.

Commissioner Fox inquired whether Dominion intended to use both buildings. The Planning and Zoning Administrator confirmed that Dominion planned to utilize both sites as outlined in the submitted plans. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the DOT Encroachment Agreement between Dominion Energy and the Town of Williamston.*

#### **Flood Plain Map Ordinance 2024-20**

The Planning and Zoning Administrator reported that the Town of Williamston collaborated with the Federal Emergency Management Agency (FEMA) and the North Carolina Department of Public Safety to manage floodplain administration in the county. This partnership involved maintaining a Flood Damage Prevention Ordinance (FDPO), which allowed the town to regulate the removal of materials and construction activities that could negatively affect the floodplains.

Additionally, the FDPO enabled property owners located within the floodplains to access FEMA's National Flood Insurance Program (NFIP), providing them with an added layer of protection against potential flood damage to their properties.

To remain eligible for the NFIP, the Town of Williamston needed to revise its existing Flood Damage Prevention Ordinance to comply with FEMA's standards. This revision included language that facilitated the immediate adoption of updated Flood Insurance Rate Maps, allowing the town to quickly identify flood hazard areas in the community and provide FEMA with accurate information for the National Flood Insurance Program.

At that time, 34 insurance policies were in effect through the program, totaling approximately \$7.7 million in coverage. If the town had failed to comply with FEMA's FDPO standards, these policies could have been at risk. *Commissioner Fox moved, seconded by Commissioner Coffield, to adopt Flood Plain Map Ordinance 2024-20. Ordinance 2024-20 is hereby attached with the meeting minutes and incorporated in the Town's Ordinance Book for future reference.*

#### **Ordinance 2024-21 - Amending The Town Personnel Policy To Prohibit Viewing or Saving Pornography On Town Government Networks and Devices**

The Town Administrator reported that the General Assembly enacted a new statute, N.C. Gen. Stat. § 143-805, in Session Law 2024-26, which requires local governments to adopt a policy prohibiting employees, elected officials, and appointees from viewing pornography on town government networks and devices. The policy adopted by the Town of Williamston Board of Commissioners must state the disciplinary action to be taken for a violation of the policy. The Town Attorney added that G.S. 143-805(c) requires each public agency to adopt a policy governing the use of its network, as well as the use of devices owned, leased, maintained, or otherwise controlled by that public agency, no later than January 1, 2025. *Commissioner Gianpoalo moved, seconded by Commissioner Fox, to adopt Ordinance 2024-21, Amending The Town Personnel Policy To Prohibit Viewing or Saving Pornography On Town Government Networks and Devices. Ordinance 2024-21 is hereby attached with the meeting minutes and incorporated in the Town's Ordinance Book for future reference.*

## DEPARTMENTAL REPORTS

### Fire/Rescue

The Fire Chief provided the following report:

- The department responded to 2,835 calls so far in 2024, marking it the busiest year recorded in the Town of Williamston's history.
- The department's honor guard led the Town's annual Christmas Parade. Department members rode in the Le France classic vehicle.
- Due to an increase in carbon dioxide calls, the Fire Chief advised that anyone who heats with gas must install a CO detector in their home.

### Planning

The Planning and Zoning Administrator reported:

- The Mid-East Rural Planning Organization held a meeting on November 7, 2024, to discuss regional infrastructure projects, including the widening of I-87 and NC-125.
- WDI conducted a regular monthly meeting on November 20, 2024, focusing on updating organizational documents as mandated by state guidelines.
- Two new construction projects began: McCaskey Road - Godwin Drive and West Main Street - Prison Camp Road.
- Four new zoning permits were submitted for various properties, with a total of 0 residential permits, 4 commercial permits, and 0 industrial permits.
- The organization collaborated with the NC Department of Public Safety to enhance understanding of Floodplain Management and presented the Flood Damage Prevention Ordinance.
- The RDED project submission deadline was extended until January 9th, and documents were finalized for submission. Discussions with the Town Manager were planned to ensure efficient fund use.
- Commissioner Coffield questioned the progress of the demolition processes. The Town Administrator replied that the Town Attorney and Planning and Zoning Administrator had sat down to refine the process to ensure all legal steps were followed while also streamlining the process. After some discussion, the Board agreed to add a closed session to discuss the demolition legal process.
- Commissioner Fox inquired who was responsible for moving the discarded railroad tracks on Elm Street. The Planning and Zoning Administrator reported that CSX will remove the railroad tracks.

### Police

The Police Chief provided the following report:

- Officers participated in the Town's annual Christmas Parade.
- The department was planning its annual Christmas Downtown event on December 19<sup>th</sup>, 2024.
- The department is also collecting toys to donate to the local Martin County DSS Department.
- Officers are completing their in-service training before the end of the year.
- Officers responded to 599 service calls.
- On November 12, 2024, a domestic homicide occurred during a confrontation between a male and a female individual. The male was fatally injured, and the female has since been charged with murder.
- The Police Chief presented the Advanced Law Enforcement Certificate to Officer Jacob Meetze.

### Finance

The Town Administrator reported:

- The auditor meetings progressed to finalize the Town's audit for the 2023-2024 fiscal year.
- The grant desk audit for the AIA Sewer project was successful, with all items on schedule.
- Staff attended a training session on Ethics and Customer Service organized by the North Carolina League of Municipalities, fostering connections with representatives from other municipalities.
- Attendees, including all Finance staff, received awards from the League for participating in Advance Municipal Leaders.
- The Finance Director passed all four certification exams from North Carolina's School of Government for Finance Officers and was set to become fully certified by January 1, 2025.
- The contractor for the Electric Vehicle Charger project expressed optimism about starting construction soon.
- The Town celebrated its annual longevity luncheon, honoring staff members for their dedicated service to the community.

### Parks and Recreation

The Parks and Recreation Director reported:

- The Martin County Soccer Association ended its season in November with an All-Star Tournament.
- Volleyball ended its season in November as well.
- Jess Miller and Turner Griffin attended a Turf Maintenance Conference and a Parks and Recreation Conference.
- The director thanked the staff and participants who contributed to the Williamston Christmas Parade's success.

### Public Works

The Public Works Director reported the following:

- The department removed a tree in the area destined for the Electric Vehicle charging station.
- The department set up the Town's Christmas décor.
- The department hired a new mechanic that will begin on December 9<sup>th</sup>, 2024.

**Closed Session** – N.C.143-318.11(a)(3) Attorney-Client Privilege and N.C.143-318.11(a)(6) Personnel Item

*Commissioner Richmond moved, with a second by Commissioner Moore, to go out of regular session into closed session for N.C.143-318.11(a)(3) Attorney-Client Privilege and N.C.143-318.11(a)(6) Personnel Item at 7:07 pm. The motion passed unanimously.*


*Commissioner Richmond moved, seconded by Commissioner Coffield, to move out of the closed session into a regular session at 8:41 p.m. The motion passed unanimously.*

*There being no further business, it was moved by Commissioner Fox, seconded by Commissioner Moore, and unanimously declared the meeting adjourned at 8:42 pm.*

Submitted By:

  
 Town Clerk

Approved By:

  
 Mayor